



FAIRLEIGH  
DICKINSON  
UNIVERSITY

# Preparing for Fall 2020

Fairleigh Dickinson  
University's Plan  
for Reopening  
Its New Jersey  
Campuses



# Submission of Institutional Plan for Restart Cover Sheet

Institution Name: FAIRLEIGH DICKINSON UNIVERSITY

Date Submitted: July 17, 2020

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## Components of Institutional Plan for Restart Checklist

(Note: Before submitting, please review and check that the following components are included in the plan. The plan should be submitted with the headings below. If you are only submitting for certain sections, check only those that apply).

- 1. General Safeguarding .....
- 2. Screening, Testing, and Contact Tracing Protocols .....
- 3. Instruction.....
- 4. On-Campus Residential Housing .....
- 5. Libraries and Computer Labs.....
- 6. Research/Science Labs .....
- 7. Student Services .....
- 8. Transportation .....
- 9. Dining .....
- 10. Study Abroad and International Travel .....
- 11. Athletics.....
- 12. Other Information/Appendices (as needed).....

By signing below, the institution certifies that all statements provided are true and correct and that the institution will comply with all applicable requirements set forth in the Governor's Executive Orders.



Signature of President or Appropriate Designee

July 17, 2020

Date

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## Introduction

Fairleigh Dickinson University's Plan for Reopening Its New Jersey Campuses (the "Plan") was developed in accordance with state guidelines, including the New Jersey Office of the Secretary of Higher Education's (OSHE) "Restart Standards for All New Jersey Institutions of Higher Education," and aligned with the stages of New Jersey's phased plan titled "The Road Back: Restoring Economic Health through Public Health." New Jersey Executive Order No. 155 requires universities to submit their plans to the Secretary of Higher Education for review 14 days prior to implementation.

Unless indicated otherwise, FDU's plan addresses a return to campus predicated on the State's ability to reach Stage 3 of its phased plan, and is subject to change, pending new guidelines from federal, state or local authorities. The University will continue to closely monitor any changes or further guidance from New Jersey as well as agencies such as the Centers for Disease Control (CDC) and the American College Health Association (ACHA) and update the Plan as necessary.

A leading institution of higher education, Fairleigh Dickinson University is a collaborative and caring community dedicated to responding with integrity and agility to emerging challenges, cultivating student success, and preparing graduates to fulfill their potential, transform their lives, and become responsible citizens in an interconnected world. FDU has long prospered through a shared concern for each other, a resilient spirit fueled by unyielding determination and a culture of accountability, mutual respect and collective responsibility for the advancement of our mission and institution. It is these values that the University draws on as it faces the challenges of today and the uncertainty of tomorrow, and it is these values that will help us emerge from this crisis stronger and more united than ever before.

Because of the complex details to consider and the many measures needed to best serve our students, FDU formed three task forces in spring 2020 to focus on the coming academic year and reopening the New Jersey campuses of the University. The Task Force for Academics focused on educational issues, such as the academic calendar and modes of instruction; the Financial Task Force focused on fiscal planning and budgetary issues; and the Task Force for Campus Re-occupancy and Operations focused on the policies, procedures, and processes that will enable us to return to campus and support our students and community members in the face of the COVID-19 pandemic.

The University's task forces dedicated to reopening its New Jersey campuses have worked intently to develop detailed plans that will enable us to fulfill our educational mission while placing the greatest priority on designing diligent, appropriate measures to help safeguard the health and safety of our students, faculty, staff, and the entire community. The task forces and their various subcommittees were comprised of faculty, staff, and administrators; these groups collected feedback from students and the broader University community while developing their analysis and recommendations. Recommendations of the task forces were approved by the University's leadership and are incorporated throughout this Plan. To assist in contingency planning efforts, the University has contracted with Keeling & Associates, LLC, a higher education consulting firm with deep experience in institutional strategy, led by consultants with expertise in public health.

In addition to the existing task forces, FDU will form a Health and Safety Committee to oversee implementation of the Plan, monitor compliance, and help respond to changing conditions. The committee will operate within the University's Emergency Management Team (UEMT) reporting structure. The UEMT will be charged with responding to and mitigating any spread of the virus that may occur on the campuses.

Until a proven vaccine or approved therapy for COVID-19 is widely available, campus activity will involve some level of risk as operations resume. COVID-19 is highly contagious. All

members of FDU's campus communities will be asked to take responsibility for preventive measures and precautions to reduce the risk to all. Members of the FDU community will be encouraged to report any unsafe conditions related to COVID-19 to the respective Campus Offices of Public Safety.

Moving forward, the University will communicate its plans and policies, and continue to report any adjustments, revisions, or updates to the entire University community (or to select populations when necessary) through various channels, including the [www.fdu.edu](http://www.fdu.edu) website as well as University email and social media channels.

## General Safeguarding

At both New Jersey campuses, the Fall 2020 semester will start on Monday, August 17, and end on Tuesday, November 24, before the Thanksgiving holiday. We will eliminate the October break and one of the two reading days to condense the semester into this new schedule. The first three weeks of the semester will be taught online, with face-to-face instruction beginning no earlier than September 8, the day after Labor Day. This gradual and blended approach of returning to face-to-face instruction and incorporating online instruction will allow the University to pivot should the need arise to return to remote learning.

Until a vaccine and effective therapies are developed, plans and protocols that balance college life with what's best for the health and safety of our community, and that follow federal, state and local government guidelines, must be in place by the day we reopen. Those will include, among other things:

- Physical (or social) distancing;
- Screening, self-monitoring, testing, contact tracing, and surveillance;
- Reduced density in classrooms, residence halls, dining halls, and workplaces;
- Personal protective gear such as protective masks in social and public settings, and maintaining appropriate personal hygiene;
- Newly configured spaces and use protocols; and
- Training for students, staff, and faculty regarding COVID-19 protective measures and safeguards.

### Overview

- *Revised policies, protocols, and requirements:* FDU's policies, protocols, and requirements for cleaning and sanitation, face coverings, supplies of personal protective equipment and cleaning and disinfecting products, social distancing, and training are aligned with guidance from the State of New Jersey, CDC, and ACHA, and will be adjusted if and/or when this guidance changes.
- *Screening/quarantine for returning athletes and resident students:* Student-athletes and resident students on both campuses must mitigate the risk of spreading COVID-19 through at least one of the following measures: (1) showing proof of a negative polymerase chain reaction (PCR) test for COVID-19 that was performed before their return to campus, but no more than 72 hours before their return; (2) self-quarantining at home for 14 days before returning to campus (certified by a signed pledge); or (3) quarantining on campus in their assigned residence hall room for 14 days before in-person classes begin. If deemed necessary by University leadership based on current conditions, resident students who choose to quarantine at home or on campus may be required to have COVID-19 testing prior to starting in-person classes, and in such event, FDU will make testing available on or near campus.
- *Daily self-screening:* Before returning to campus this fall, faculty, students, and staff on both campuses will answer a questionnaire addressing risk factors, such

as their close contact with individuals who have COVID-19, their travel to regions with extensive virus spread, their recent illnesses, and any current symptoms suggesting COVID-19. On a daily basis thereafter, faculty, staff, and students will be required to conduct a daily self-screen for symptoms of COVID-19, with a smart-phone application or other tool to be provided by the University. Students, faculty, and staff with positive risk factors will not be permitted to return to campus for the recommended isolation period or, in the case of residence students, will be required to quarantine in keeping with applicable health guidelines.

- *Symptomatic, Contact, and Surveillance Testing:* FDU will require testing for students with probable COVID-19 illness (symptomatic testing). Depending on then-current guidance from health authorities, FDU may also require testing of students who have had close contact with COVID-19 positive individuals (contact testing), and may further require random, pooled, and/or targeted testing (surveillance testing) of students in both the general population and higher-risk groups, such as residential students and student-athletes. FDU will support testing for students, including, as practical, arranging for testing venues on both campuses.
- *Contact Tracing:* FDU will work to identify and refer for medical assessment and care all close contacts of persons who have confirmed or probable COVID-19. FDU will implement a tracking and logging procedure for all campus visitors and vendors to facilitate contact tracing. The University will maintain a record of positive COVID-19 test results and coordinate this information with the local health departments for appropriate follow-up and assistance.
- *New Health and Safety Committee:* FDU will create a campus Health and Safety Committee that will be charged with oversight, monitoring, and facilitation of the ongoing implementation of the University's restart plan. That Committee will report to the University Emergency Management Team, which in turn consists of representatives from such key units as the President's Office, the University Provost's Office, Finance and Administration Office, Campus Executive's Office, General Counsel's Office, Public Safety, and Risk Management Office. To make the best decisions for the campus this fall, FDU will require the Committee to provide a daily (7-day-a-week) situation report with a focused and user-friendly overview and analysis of all current relevant data for rapid decision-making.
- *Reconfiguration of spaces, reduced density, other measures:* As detailed in this Plan, the University is putting in place a variety of measures to reduce the risk of virus spread in classrooms, other commonly used spaces and work spaces, including reconfiguration of space for appropriate social distancing, use of face masks, regular and enhanced cleaning of spaces, and reduced density of students through a hybrid of online and in-person teaching. Additional safeguards — such as use of personal protective equipment — will be implemented as appropriate to meet the needs of individuals working in conditions that pose higher risk.
- *Accommodations for Faculty, Staff, and Students:* The University will work collaboratively with faculty and staff who might need additional accommodations, up to and including working remotely where required. In particular, FDU will allow continued remote instruction for faculty and students who are unable to participate in in-person instruction.
- *New Practices for Dining, Libraries, Research, and Athletics.* FDU is developing detailed protocols and practices to reduce the risk of COVID-19 infection in each key area of student life, including dining, libraries, research, and athletics.
- *Social Contract:* FDU will issue a social contract (or pledge) for students, faculty, and staff. The social contract address requirements for social distancing, face cov-

erings, restrictions on gatherings on or off campus, and other key commitments to help safeguard the health and safety of all members of the campus community. Violations of the pledge will be treated seriously and will be addressed by appropriate campus or academic leadership.

## Cleaning and Sanitation

### *Cleaning*

Keeping all building spaces clean, common-touch surfaces disinfected, and the trash properly disposed of are important steps to combating the spread of COVID-19 on our campuses. The University will implement methods to limit and mitigate the spread of COVID-19 through appropriate cleaning of frequently touched surfaces and highly trafficked spaces throughout the campuses. The University will continuously monitor and adjust its practices to align with guidelines related to the methods and products needed for disinfecting and sanitizing these surfaces.

### Common Areas

- Facilities and Auxiliary Services (for purposes of this Plan, including third-party contractors engaged by FDU and overseen by Facilities and Auxiliary Services) will perform nightly cleaning and disinfecting of high-touch surfaces using EPA recommended products and practices in common spaces such as entry/exit doors and door handles, light switches, handrails, desktops, tabletops, and tablet armchairs. Common spaces refer to spaces that may be used generally by many members of the campus community such as classrooms, meeting rooms, dining areas, library facilities, and lounges that remain open.
- Hand sanitizer dispensers of 60 percent ethanol or 70 percent isopropanol alcohol or greater will be installed and located at primary building entrances and in other strategic locations within buildings. Such locations may include placement adjacent to high-touch areas, such as larger classrooms, dining spaces, and computer labs.
- FDU will encourage all members of the campus community to use an elbow, paper towel, tissue, or disposable glove when opening doors or touching other public surfaces. If common surfaces are touched, individuals should wash their hands with soap and water.

### Restrooms

- Facilities and Auxiliary Services will clean shared residence hall bathrooms twice per day using EPA-registered sanitizing products on all surfaces. Students will be responsible for cleaning bathrooms in their rooms or suites.
- Common-use restrooms in all academic and administrative buildings will be cleaned daily by Facilities and Auxiliary Services staff using an EPA-registered sanitizing product.

### Departments and Offices

- University departments will eliminate whenever possible shared items such as magazines, brochures, books, paperwork, laptops, tablets, keyboards, pens, markers, writing pads, etc.
- University departments will discontinue the use of communal coffee makers, carafes, unwrapped and shared food items, drinkware, utensils, and like items from spaces. Use of single-serve coffee makers, prepackaged food items and disposable or reusable personal utensils, plates and cups will be encouraged.

- Private offices will be cleaned weekly by Facilities and Auxiliary Services.
- FDU will expect members of the faculty and staff in each department to wipe down commonly touched surfaces within their own offices on a daily basis, including:
  - Computers
  - Printers
  - Desks and tables
  - Copiers
  - Coffee makers
  - Light switches and doorknobs
  - Faucets
  - Cabinet doors, drawers, and counter tops

### *General Maintenance and Guidance*

- FDU Facilities and Auxiliary Services will conduct scheduled maintenance and provide for enhanced HVAC filtration and fresh air augmentation where possible, practical, and safe.

### **Required Face Coverings**

- FDU will issue two reusable cloth-face coverings that meet the CDC's guidelines to all students, faculty and staff. Cloth-face coverings must be worn no longer than one day at a time and must be properly laundered before being used again. FDU will provide instructions to students, faculty, and staff on use and proper laundering of face masks and will suggest that students each have a week's supply of cloth-face coverings to reduce the need for daily laundering. FDU will also frequently reinforce the message that cloth-face coverings or masks are not a substitute for social distancing.
- FDU will furnish PPE, when necessary, to FDU employees whose roles put them at greater risk, i.e., selected cleaning and janitorial staff, public safety staff, dining staff, and student health center staff, especially those involved in testing.
- All students, faculty, staff, and visitors will be required to wear face coverings meeting CDC and State of New Jersey guidelines on campus (both indoors and outdoors) at all times (e.g., in classrooms, all University buildings, common areas, shared vehicles, etc.) except when alone in private offices with doors closed, when eating or drinking in the dining halls (only removing the face covering in order to eat, then putting it back on), when students are in their own rooms and without a visitor in residence halls, and, if permitted by current guidelines, outdoors if at least a six-foot distance from others can be consistently maintained. Bandannas, infinity scarves, cowls, etc., do not meet the CDCs guidelines for face coverings.
- FDU will make disposable face masks available on a limited basis for use by students, faculty, staff, or visitors who have forgotten their own cloth mask; disposable masks will be available in a predetermined, easily accessible location within each open building during normal business hours and at Public Safety at all times. The University will make it clear that use of the disposable masks is not a substitute for bringing one's own mask and will not be allowed on a repeated basis. Disposable face masks should only be worn for one day and then must be placed in the trash.

- FDU requires all employees and passengers utilizing University fleet vehicles to wear face coverings in all shared vehicles with more than one user, whether or not those vehicles are in motion.
- FDU will strongly encourage students, faculty, and staff members who commute using public transportation to wear their face masks consistently and maintain six feet of social distance when possible when using any form of public transport.
- During move in and move out in the residence halls, all students, staff, and visitors are required to wear face masks and follow other required proper personal hygiene, social distancing, and screening requirements (see below).

### **Maintaining Adequate Supplies**

- Cleaning supplies, including restroom consumables, will be provided by contractors who are overseen by and accountable to FDU Facilities and Auxiliary Services. The contractor maintains a stock of supplies on each campus to last approximately 21 days and has been directed to secure adequate supplies through the end of the fall semester. FDU will hold the contractor accountable for meeting that requirement.
- FDU will stock adequate supplies for the fall semester of the following products for each campus which meet all CDC, state, and local COVID-19 guidelines, including:
  - Face coverings and masks
  - Face shields
  - Gowns, booties, and bonnets
  - Gloves
  - Hand sanitizer
  - Disinfecting wipes and/or alternate disinfecting products
- FDU will store and arrange for distribution of these cleaning supplies and other products for use on each campus as described throughout this Plan.
- FDU will monitor and establish rate of use for the supplies and other products, and replenish as required to maintain adequate inventory of supplies at all times, which may require the use of alternate products.

### **Social Distancing**

- **Expectations:** FDU will require, communicate its expectations for, and enforce social distancing on both campuses consistent with guidance from CDC, ACHA, and the State of New Jersey. All members of the University community, including permitted visitors and guests<sup>1</sup>, must observe these requirements and remain at least six feet apart from each other at all times in all indoor and outdoor spaces. Students must, to the fullest extent possible, maintain six-foot social distancing except when they are with a roommate in their residence hall rooms.
- **Requirements:** FDU will require that all members of the community follow social distancing practices, which will be outlined on posted signage located throughout the campuses and in all buildings. The University will also post signage regarding maximum allowable occupancy for classrooms, offices, lecture halls, auditoriums, restrooms, elevators, common spaces, and other spaces, as well as health precautions, including hand washing and face coverings.

<sup>1</sup> Family members who are visiting or assisting with move in will not be required to social distance from each other but will be asked to social distance from all other non-relatives.

- **Avoiding Large Gatherings:** FDU will require all community members on campus to maintain six-foot separation from other members of the campus community, and, subject to CDC and State guidelines as they may be updated from time to time, to refrain from gathering in groups of 10 or more except when in larger classrooms or specifically-approved activities (when maintaining social distancing), to stay out of crowded places, and to avoid mass gatherings on or off the campuses.
- **Directional signage:** FDU will strategically post directional signage indicating incoming and outgoing walking patterns in corridors leading into and out of buildings and to and from all interior spaces. Where possible, FDU will designate separate entrances and exits for buildings and interior spaces.
- **Queuing:** FDU will instruct members of both campus communities to practice responsible, socially-distanced queuing in corridors and at entrances to spaces in order to remain separated and to avoid crowding and close contact<sup>2</sup> with others. Where practical, FDU will place markings on the floors to assist with maintaining appropriate social distancing during queuing.
- **Work Schedules:** FDU will stagger work schedules, breaks and lunch times to minimize contact among staff and administrators. Staggering reporting and departure times as well as working remotely will reduce traffic in common areas to meet social distancing requirements.
- **Plexiglass:** FDU will install Plexiglass barriers at reception desks, Public Safety security desks, cashier stations, library information desks, checkout desks, and classroom teaching positions (such as podiums); these barriers may be installed at other places of close contact where it is not consistently possible to adequately social distance.
- **Space Occupancy:** FDU will utilize a six-foot physical separation to maintain social distancing as the basis for space occupancy in meeting rooms. Occupancy rules will require that chairs not be removed or relocated within spaces. Maximum COVID-19 occupancy signs and social distancing signs will be posted. The resulting number of seats is the COVID-19 occupancy for the room, and the locations of the chairs will be marked.
- **Meetings:** FDU will strongly discourage in-person meetings when remote options are available; meetings should be held virtually or via telephone.
- **Offices and Other Spaces:** Employees who do not share offices will be encouraged to close their office doors whenever possible. FDU will require that all members of the campus communities comply with posted occupancy limits in office spaces, conference rooms, waiting/reception areas, and other areas.
- **Multi-person desks and seating:** FDU will modify multi-person desks, tables, workstations, and fixed seating to support required social distancing by installing signage and markers on seating that complies with six-foot social distancing.
- **Elevators:** FDU will require and post signage and place floor markings in elevators: (1) to maintain six-foot distance from other passengers at elevator call areas whenever possible, (2) not to exceed the maximum passenger occupancy for each elevator, (3) to indicate where passengers are required to stand, and (4) to encourage those individuals who are capable to use the stairs instead of the elevator.

<sup>2</sup> As used throughout this Plan, a close contact is defined as any individual who was within six feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to positive specimen collection) until the time the patient is isolated.

Break Rooms: Break/lunch rooms that are too small to permit adequate physical distancing will be closed. Unless required social distancing can be achieved, FDU will prohibit communal eating in any lunch/ break rooms that remain open. FDU will encourage staff to take food back to their office area or eat outside and will advise staff who are eating in the same space not to sit facing one another. Departments will remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees.

## Training

- FDU will require all employees and students who will be returning to either campus to complete online COVID-19 safety training, prepare them for the ways in which the environment on both campuses will be different from the past, and describe safeguarding protocols. Learning, residential, and social experiences for students will be unfamiliar and challenging in many ways; similarly, the workplace will be very different for members of the faculty and staff. The training will prepare students and employees for returning to a safety-oriented campus experience.
- Training will include an understanding of the virus and the disease it causes, symptoms to be aware of, and how the disease spreads. It will also educate campus members on screening, testing, contact tracing, practices to help prevent the spread of the virus on our campuses (workplace, residence halls, classrooms, etc.), FDU's requirements regarding health and safety precautions, and consequences for violating these requirements. The training will include best practices in accordance with guidance from the CDC and Occupational Safety and Health Administration (OSHA). FDU will provide this training in both English and Spanish.
- FDU will develop a social contract (or pledge) for students, faculty, and staff to practice behaviors and abide by policies designed to protect the health and safety of the FDU community. The social contract will also include language on required screening, testing, contact tracing, and isolation and quarantine requirements for members of the campus communities who have been diagnosed with COVID-19, have symptoms consistent with COVID-19, or have tested positive for COVID-19. The pledge will be incorporated in training, communications, and applicable University policies with the expectation that students, faculty, and staff will be required to abide by the ongoing commitment to take diligent actions to protect themselves and the campus community. Violations of any aspect of the contract will be addressed by the appropriate department and will include a range of consequences.

## Screening, Testing, and Contact Tracing Protocols

### Screening Protocols

Before returning this fall, faculty, students, and staff on both New Jersey campuses will answer a questionnaire addressing risk factors, such as their close contact with individuals who have COVID-19, their travel to regions with extensive virus spread, their recent illnesses, and any current symptoms suggesting COVID-19. On a daily basis thereafter, faculty, staff, and students will be required to conduct a daily self-screen for symptoms of COVID-19, using a smartphone application or other tool provided by the University.

- All resident students and athletes on both campuses must mitigate the risk of spreading COVID-19 through at least one of the following measures: (1) showing proof of a negative test for COVID-19 that was performed before their return to campus but no more than 72 hours before their return; (2) self-quarantining at home for 14 days before returning to campus (certified by a signed pledge); or (3)

quarantining on campus in their assigned residence hall room for 14 days before in-person classes begin. If deemed necessary by University leadership based on then-current conditions, resident students who choose to quarantine at home or on campus may be required to have COVID-19 testing prior to starting in-person classes, and in such event, FDU will make testing available on or near campus. The University is exploring the feasibility of offering on-campus testing to student-athletes who would otherwise be unable to meet the foregoing conditions in order to meet league practice requirements.

- On a daily basis, employees (faculty and staff) must take their own temperature and screen themselves for the following symptoms before coming to campus and reporting to work. Subject to evolving governmental guidance, students will not be required to check their own temperature but must do symptom screening daily before coming to campus or leaving their residence hall. All students and employees must be free of ANY symptoms potentially related to COVID-19 whenever they are engaging in classroom and other campus activities and in the workplace. Potential symptoms of COVID-19 include:
  - Cough
  - Shortness of breath
  - Sore throat
  - Abdominal pain
  - Nausea
  - Muscle aches
  - Headache
  - Diarrhea
  - Runny nose
  - Vomiting
  - Extreme fatigue
  - Loss of sense of smell and/or taste
  - Chills/shaking
  - Fever greater than 100.4 degrees Fahrenheit
  - Respiratory illness
- Employees with one or more of the symptoms noted above must remain at home, consult with their health care provider, and notify Human Resources. In accordance with recommendations from the New Jersey Department of Health, FDU requires that employees who have confirmed or suspected COVID-19 must remain isolated at home and cannot return to work until 10 days have passed since their symptoms began and they have been free of fever for three days (without the use of fever-reducing medicine) and all other symptoms have improved. Staff will be required to use paid sick leave and faculty will be provided collegial coverage of their classes as necessary.
- Students who experience even minimally one or more of the symptoms noted above must remain in their residence, on or off campus, and contact the Student Health Service on their campus immediately. Health Service personnel will assess students' symptoms and determine whether students should come to their offices for testing or seek care elsewhere.
- FDU will work with its vendors and contractors with regular access to either campus to require their employees to self-screen for symptoms of COVID-19 on a daily basis and follow all face covering and social distancing requirements. Their em-

employees who exhibit or report symptoms of COVID-19 or other contagious illness will not be permitted to work on the University's premises for the appropriate isolation period. Vendors and contractors will also be required to maintain a log of the names and dates of each of their employees who will visit campus, and will provide the log to the University upon request for the purposes of contact tracing.

- To the fullest extent practical, all other visitors must be scheduled in advance and must check in at the public safety office or guard booth. Visitors will be asked to self-report any symptoms of COVID-19 and will be required to show a form of identification (a government-issued photo ID driver's license, passport, green card, etc.) and to state the purpose of their visit. Visitors who exhibit or report symptoms of COVID-19 will not be permitted on the University's premises for the appropriate isolation period. A log will be kept of visitors and which areas they visited for contact tracing if needed. Visitors be required to follow face covering and social distancing policies.

## Testing Plans and Protocols

### *COVID-19 Testing*

- As described above, resident students must either be tested for COVID-19 prior to returning to campus or quarantine at home or on campus before starting in-person classes. Residence hall students who quarantine may be required to undergo COVID-19 testing before starting in-person instruction.
- Subject to CDC and other applicable health guidelines and laws, as they may evolve, FDU has established the following general protocol for COVID-19 testing of students: (1) FDU plans to require testing for students who have symptoms of probable COVID-19 illness; (2) FDU may also require testing of students who are identified as being close contacts of persons who have COVID-19 illness or have tested positive for the virus; and (3) FDU may require further surveillance/monitoring testing of randomly selected students, including students who may be at higher risk of infection or of more serious COVID-19 illness if infected, during the remainder of the semester.
  - Symptomatic Testing: Students with probable COVID-19 illness during the semester will be promptly tested by Student Health Services or other appropriate testing provider. After undergoing PCR testing by nasal swab or other method as determined by FDU, resident students will be required to isolate in their residence hall rooms pending test results.
  - Contact Testing: FDU may require asymptomatic students who have had close contact and possible exposure to any COVID-19 positive individual, as identified through contact tracing or otherwise, to be promptly tested by Student Health Services or other appropriate testing provider. This may result in testing of multiple students during cluster investigations if they share classes or living quarters.
  - Surveillance Testing: Subject to then-current conditions and governmental guidance, FDU may elect to require random and/or targeted surveillance testing of students, both the general student population and higher-risk populations such as student-athletes and residential students, during the fall semester after in-person instruction resumes. If surveillance testing is conducted, FDU will use individual or pooled samples or other reliable and trustworthy methods for this purpose.

- FDU will support testing for students, including, as practical, arranging for testing venues on both campuses.
- FDU plans to provide additional space adjacent to or in close proximity to the Student Health Services offices on both campuses, as needed, to permit required social distancing, the separation of sick/symptomatic and asymptomatic students seeking care, increased laboratory testing, and specialized respiratory assessment and care, in addition to the usual non-COVID health care operations. Tents may also be utilized to provide for additional Student Health Services sick/symptomatic space.
- If conducted, campus-based surveillance testing will require use of external medical services providers and commercial labs. Contracted testing labs will deploy test kits to the Student Health Services offices, as needed.
- FDU will perform COVID-19 testing as above using available polymerase chain reaction (PCR) techniques using nasal swabs or other sample collection methods approved by the CDC. After undergoing PCR testing, students may be required to quarantine in their residence hall rooms or at home pending test results.
- FDU does not currently plan to use antibody (serologic) testing as part of its testing protocols.
- FDU will continue to monitor federal, state, and local guidance with respect to COVID-19 testing and will shift its testing protocols in adherence to this guidance.
- The health and safety of all members of our campus community are of paramount concern, and FDU plans to remain nimble and responsive as conditions change over the course of the semester. All planned testing activities outlined in this Plan are conditioned upon the reasonable availability of resources and alignment with the then-current recommendations of health authorities and other governmental guidance. If any of these specific measures proves impractical because of worsening conditions or other resource constraints (e.g., sufficient testing products cannot reasonably be obtained), or if a testing protocol is not recommended by appropriate governmental guidance, FDU will work with health authorities to explore and implement other appropriate measures.

## **Management of Persons Exposed to or Infected with COVID-19**

### *Employees*

- In accordance with recommendations from the New Jersey Department of Health, FDU requires that employees (faculty and staff) who have confirmed or suspected COVID-19 must immediately notify the Vice President of Human Resources and remain quarantined at home and not return to work until 10 days have passed since their symptoms began. In addition, they must be free of fever for three days (without the use of fever-reducing medicine), and all other symptoms must have improved. Staff will be required to use paid sick leave and faculty will be provided collegial coverage of their classes as necessary.
- FDU requires all employees who have been in close contact with someone with COVID-19, but are not themselves symptomatic, to immediately notify the Vice President for Human Resources and quarantine at home for 14 days. Contacts who test positive (symptomatic or asymptomatic) will be managed as a confirmed COVID-19 case. Employees should remain at home and consult with their personal healthcare providers to assist in monitoring symptoms and access to medical care if necessary. They will be required to work with their direct supervisor to determine if they can perform some or all of their duties remotely.

## Students

- Students who have tested positive for COVID-19 or who have been in close contact with a COVID-19 positive individual must remain in their residence, on or off campus, and immediately contact the Student Health Services office on their campus. Student Health Services will assess the symptoms and determine if the students should come to their office for testing, if that was not already done, or seek care from their personal healthcare providers.
- FDU will provide designated rooms in on campus residential housing for students who must quarantine because of close contact with a person with confirmed or probable COVID-19 and for students who must be isolated because they have tested positive and/or are experiencing symptoms and signs of COVID-19 infection. Isolation rooms will have private bathrooms. Quarantine rooms will have either private bathrooms or designated bathroom fixtures for use only by the quarantined student<sup>3</sup>.
- The University will require asymptomatic students who are identified as close contacts of a person with confirmed or probable COVID-19 to (1) self-quarantine at home if they live off campus, or (2) quarantine in designated FDU quarantine rooms on or off campus for 14 days from their last exposure if they live on campus. Student Health Services will continue to monitor students' symptoms and direct students to additional care if they require further assessment and/or treatment. Students must receive clearance from Student Health Services before terminating quarantine and returning to campus.
- The University will require students who have tested positive or have symptoms and signs of COVID-19 illness to enter and remain in isolation at home or in designated FDU isolation rooms on campus or off campus residential housing for at least 10 days after the onset of symptoms and at least three days since the disappearance of fever without the use of fever-relieving medications, along with improvement or disappearance of other symptoms. These students must receive clearance from Student Health Services before returning to campus.
- For quarantined or isolated students, daily symptom triage questions will be delivered via telephone triage by the Student Health Services staff. Isolation and quarantine-care teams will coordinate and manage requirements for students, including care coordination, food and essentials delivery, and housekeeping support. A care-team case manager will assist in academic support and other coordination.
- FDU will transport residential students who have tested positive or have symptoms and signs of COVID-19 illness to isolation rooms on-campus or off-campus housing in Public Safety vehicles.

## Contact Tracing/Case Management

FDU will work to identify and refer for medical assessment and care all close contacts of persons who have confirmed or probable COVID-19. For COVID-19, a close contact is defined as any individual who was within six feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to positive specimen collection) until the time the patient is isolated. The public health evaluation of close contacts to persons who have laboratory-confirmed or probable COVID-19 may vary depending on the exposure setting. For example, contacts in special populations and/or congregate settings, such as residence halls, will require additional considerations. In addition, FDU will implement a tracking and logging procedure for all campus visitors and vendors to facilitate contact tracing.

<sup>3</sup> As used in this Plan, isolation is used for a person who has tested positive or has symptoms and signs of COVID-19. Quarantine is the process for asymptomatic persons who have had close contact with a person known to have COVID-19. Whether or not stated in each instance in this Plan, quarantine may also be required for persons returning from travel from regions with extensive virus spread or as otherwise recommended by evolving federal and state health governmental guidelines.

- Student Health Services on each campus will be responsible for monitoring negative and positive in-house testing results. Student Health Services will be in contact with the local health department regarding positive COVID-19 cases on campus and will be responsible for internal contact tracing for students utilizing additional FDU or contracted trained staff. The local health department located in the municipality where individual students reside will be notified of any positive tests and should be responsible for contact tracing for those students.
- The University will develop a central tracking database to aid in contact tracing. The University may also utilize a symptom or exposure screening and reporting mobile application for use by students, faculty, and staff, University identification card swipe access system data, and campus population activity/density data to identify possible clusters of the virus.
- The University will maintain a record of positive COVID-19 test results and coordinate that information with the local health departments to allow for notification, as required by law, of any University student or member of the faculty or staff who tests positive for COVID-19. FDU will observe all regulatory requirements in recording, maintaining, and sharing these data.
- FDU will develop contact-tracing protocols in consultation with local Department of Health officials and in compliance with existing state and federal health privacy statutes and regulations, identify and implement necessary training for Student Health Services staff and others who will perform contact tracing, and provide the needed support for these activities. In accordance with CDC guidelines, contact tracing will be conducted for close contacts (any individual within six feet of an infected person for at least 15 minutes) of persons with laboratory-confirmed or probable COVID-19.
- Each FDU campus will create a case management team to manage contact tracing, support services, and coordination of quarantine and isolation. Additional Student Health Services staffing will be required, and FDU will augment current staffing by contracting with a medical services and staffing providers. FDU will identify, train, and supervise additional community members for required internal contact tracing on campus.
- Remote communications for the purposes of case investigation and contact tracing should be prioritized; in-person communication may be considered only after remote options have been exhausted.
- Following a parallel protocol, Human Resources will conduct required employee contact tracing, in coordination with municipal health departments.

## Instruction

At both of FDU's New Jersey campuses, the Fall 2020 semester will start on Monday, August 17, and end on Tuesday, November 24, before the Thanksgiving holiday. FDU will eliminate the October break and one of the two reading days to condense the semester into this new schedule. The first three weeks of the semester will be taught online, with face-to-face instruction beginning no earlier than September 8, the day after Labor Day. This gradual and blended approach of returning to face-to-face instruction and incorporating online instruction will allow the University to pivot should the need arise to return to remote learning.

In order to comply with CDC guidelines and in consideration of additional guidance from the State of New Jersey, instructional activities will be limited to reduced capacity classes and activities as indicated below:

## **In-Person Courses in Classrooms**

- FDU will offer large lecture-style classes through online instruction or by alternating schedules for students participating in in-person instruction. FDU will alter arrangements for the use of auditoriums with fixed theater-style seating to maintain the six-foot distance between occupants with a maximum occupancy in compliance with state guidelines.
- General classrooms with a COVID-19 modified capacity of fewer than 10 students will not be used as classrooms unless six-foot social distancing is maintained.
- Teaching laboratories with a COVID-19 modified capacity less than 50 percent of the traditional capacity will be evaluated on a case-by-case basis to determine their usability for instruction. Lab sections will also be de-densified as necessary to adhere to six-foot social distancing guidelines.
- FDU will repurpose selected nontraditional, larger rooms such as gyms, meeting rooms, presentation rooms, etc., as teaching spaces and will organize, furnish, and use those spaces in compliance with required social distancing.
- FDU will deploy additional technology for hybrid and other teaching options in selected classrooms and laboratories to accommodate students who are using alternating or full-time remote instruction.

## **Accommodations for Faculty and Students**

- The University will offer accommodations to faculty and students who are immunocompromised or at high-risk for COVID-19, which, depending on their individual circumstances and needs, will include the option to provide or receive instruction remotely. In addition, the University will work collaboratively with faculty, staff, and students who might otherwise need adjustments to their work and study schedules and activities based on individual circumstances to offer such adjustments, to be reviewed by the University, up to and including working remotely where required. The specific accommodations and adjustments will take into account the individual's needs, the practicality of online activities in view of the degree program and academic requirements, and other elements of this Plan.

## **Signage and Layout in Classrooms**

- FDU will arrange tablet chairs and other chairs at a distance of six feet from each other in classrooms and affix a marker on the desk or the floor at each designated desk location. In general, excess seating will not be removed.
- FDU will modify multi-person desks, tables, workstations, and fixed seating for social distancing by installing signage as appropriate.
- Faculty will assign a designated seating location to each student. Assigned seating will remain in effect for the entire semester.
- FDU will modify space assignments in teaching laboratories and other specialized learning spaces, such as studios, to ensure that students, faculty, and laboratory or other staff are able to maintain required physical distancing. The University will make adjustments in academic schedules and timetables as required to ensure that all students who need instruction in these specialized spaces can receive it.

## **Cleaning and Sanitizing Classrooms**

- FDU Facilities and Auxiliary Services staff will thoroughly clean, disinfect, and wipe down all classrooms, laboratories, and other spaces used as classrooms once a day.

- FDU will require students entering a classroom to use University-provided sanitizing or alternate sanitizing supplies to clean and disinfect the desk, chair, and/or lab space they will be using for class. Similarly, FDU will expect teaching faculty to clean and disinfect furniture and equipment they will use for teaching when they arrive in the classroom to conduct class.
- FDU will expect members of the faculty and staff in each department to frequently wipe down commonly touched surfaces in and near classrooms, such as:
  - Computers
  - Printers
  - Desks and tables
  - Light switches and doorknobs
  - Faucets
  - Cabinet doors, drawers and counter tops
- Canisters containing sanitizing wipes or alternate sanitizing supplies will be available for all classrooms and teaching laboratories.

## On-Campus Residential Housing

### Overview

FDU has developed plans to de-densify residential housing, provide appropriate spaces for quarantine and isolation, and help protect the health of students living in residence by implementing restrictions on the use of common areas and augmenting cleaning and disinfection protocols. The Residence Hall regulations will be updated to include new COVID-19 protocols and may be revised without notice as conditions change, so all students will be expected to consult the regulations and other University communications on a daily basis.

The most significant community-connected concern related to re-occupancy of a residential campus is uncertainty associated with student behavior and conduct that could put others at risk. The degree to which students on and off campus comply with or disregard public health guidance and social distancing requirements will greatly impact the potential transmission of COVID-19 in campus communities during the fall semester. Clearly communicating health and safety directives to students, and consequences for violating those directives, will help ensure compliance with all safety, prevention and response measures. FDU will work to provide consistent and clear communication on these important points.

The Code of Student Conduct requires students to follow the directives of University officials. As such, the Code of Conduct currently authorizes the University public health directives as enforceable requirements for students to remain in good standing. FDU plans to add specific COVID-19 provisions to the Code of Student Conduct, and will re-emphasize with students the importance of compliance with the Code as part of the University's communications plan.

The Dean of Students offices will develop plans to expeditiously perform student conduct investigations, informal resolution meetings and formal hearings through video/audio conferences related to violations of public health guidance.

### Reduced Housing Density/Capacity

- The Florham Campus has residence hall capacity for up to 1,689 students. FDU will reduce that maximum capacity to approximately 1,400 students for Fall 2020. This includes converting triple rooms to double rooms, double rooms being used as sin-

gles for resident student isolation and quarantine, and double rooms required for special needs singles.

- The Metropolitan Campus has a residence hall capacity for up to 1,023 students. Maximum capacity will be reduced to approximately 600 students for Fall 2020. This includes converting triple rooms to double rooms, reducing suite capacities, double rooms being used as singles for resident student isolation and quarantine, and double rooms required for special needs singles.
- Students who desire double occupancy will be permitted to request their roommates, subject to space limitations and in compliance with University policies.
- Students who request a single room because they are immunocompromised, have serious underlying medical conditions, or are otherwise at a high risk for severe illness from COVID-19 will be given priority for assignment of single rooms. Where single rooms are made available as an accommodation under the Americans with Disability Act in accordance with routine University processes, the double-room rate will be charged; other users will be charged the higher single room rate.
- Student-athletes and performing arts students who are routinely in close contact as part of their academic and extracurricular activities may be housed together.
- Move-in and move-out will be by appointment only based on a schedule established by the University to encourage proper social distancing. Appointments will consist of 90 minutes to move in or out. Each student may have only one other person assisting that student in move-in and move-out. This process is anticipated to take up to two weeks for each full move-in and move-out. During this process, all participants are required to wear face masks and follow other required proper personal hygiene and screening requirements.
- As with all elements of FDU's plans, we will closely monitor housing needs and adjust our accommodations as necessary. To meet health and safety needs – and to keep current with changing conditions – it may be necessary to assign students to hotels and other off-campus accommodations. These accommodations would all be single-occupancy and would be charged at the double-occupancy rate.

### **Ensuring Equitable Education**

- If New Jersey does not move to Stage 3 opening for colleges and universities, FDU may need to further limit the number of students living on campus. In compliance with state guidelines, FDU will continue to be mindful of students for whom on-campus housing is necessary for equitable access to education. Students who need to live on campus in order to fully participate in online learning will receive priority in on-campus housing. A committee will be convened by the Campus Executive's Office to review all requests for this on-campus option.

### **Infection Prevention in Common Areas**

- Common gathering spaces not required for ingress and egress will be closed, including kitchens, game rooms, fitness rooms and lockable gathering rooms/lounges.
- Elevators will have posted maximum capacity and social distancing reminders.
- Signage installed in entrance, exit, and other open common areas will remind students of social distancing requirements and provide other necessary information. Building entrances and stairs will be evaluated on a case-by-case basis and, where feasible and prudent, will have posted directional signage making them one-way, except for emergency use.

- Common restrooms will have posted maximum occupancy, personal hygiene, and social distancing reminders. Reminders will be highly visible, posted on doors, entryways, and other surfaces.
- Laundry rooms will have a restricted and posted maximum occupancy and may be used only for loading/unloading of washers and dryers. FDU will place additional signage about required social distancing in all laundry rooms.
- When not in their own residence hall rooms, all students will be required to maintain social distancing, wear face masks, and take the other safety measures outlined elsewhere in these protocols.

### **Outside Visitors**

- No outside visitors will be permitted on campus in the fall semester (except limited move-in/move-out under protocols).
- Food-service delivery will not be allowed in residence halls; food must be picked up outside the dorm.
- All visits by students to other dorm rooms are strongly discouraged. Students are restricted from visiting another resident's room outside of their own residence hall. Students within a particular residence hall may visit students in other rooms in that same dorm so long as (a) students are all wearing face masks (both visited and visiting students); (b) both students in room being visited consent to visit; (c) social distancing is maintained to fullest extent practical; (d) a two-person room may host only one guest at a time; and a suite may host a maximum of two guests (up to one in each room or up to two guests in the shared area at a time). (These protocols are subject to change at any time, and FDU may in its discretion impose additional restrictions to safeguard the community.)

### **Cleaning and Disinfection Protocols**

- FDU Facilities and Auxiliary Services staff will clean common areas in residence halls on a daily basis, including using an EPA-registered sanitizing product on all high-touch points. High touch points include doorknobs and pulls, light switches, elevator buttons, handrails, table surfaces, etc.
- FDU Facilities and Auxiliary services staff will clean shared bathrooms in residence halls twice per day using an EPA-registered disinfecting product on all surfaces. Students will be required to clean bathrooms that are dedicated for use by a single room.
- FDU will strongly encourage students to maintain high standards of personal hygiene, not to leave personal hygiene and grooming materials or products in shared bathrooms when they are not present, and to clean and wipe down restroom fixtures after each use.

### **Isolation and Quarantine**

- Florham and Metropolitan Campuses will have dedicated space for isolation and quarantine in on-campus residential housing. At this time, FDU has identified 30 isolation and quarantine rooms on the Metropolitan Campus and 33 isolation and quarantine rooms on the Florham Campus. The University will monitor the need for additional isolation and quarantine space going forward. Isolation and quarantine care teams will coordinate and manage requirements for students, including care coordination, food and essentials delivery, and housekeeping support. A care-team case manager will assist in academic and other coordination.

- Quarantine and isolation rooms will have private bathroom facilities that are stocked with a thermometer, sanitizing wipes, tissues, soap, hand sanitizer, and toiletries.
- Counseling services will be available remotely to students in isolation or quarantine as needed.
- Each day, Student Health Services will call students who are in quarantine or isolation to monitor symptoms. If symptoms progress, the student may be transported by ambulance for evaluation at a local hospital, depending on severity.
- As reasonable and feasible, isolated and quarantined students will be encouraged to continue academic activities remotely.

## Libraries and Computer Labs

### Libraries — Plan for Operation

- All library staff on the New Jersey campuses will work in a hybrid model, alternating working from home with working on campus during the week.
- Face coverings will be required for all patrons and staff at all times while inside the library.
- Access services will operate as follows:
  - Only contactless check-out of materials will occur.
  - All materials will be returned through the book drop and subject to sanitization and quarantine procedures.
  - Inter-campus and inter-library loans will proceed for electronic materials only.
  - Reserve materials will be available but for electronic resources only.
  - Print material stacks will be closed to all patrons. Materials will be requested and provided by the library staff.
  - Materials removed from shelves will be re-shelved only by library staff after sanitization and quarantine procedures.
- In-person reference services will be conducted by appointment and with the use of a Plexiglass barrier, in addition to personal face coverings.
- Information Literacy and workshops will be conducted virtually or in small groups while adhering to all applicable social distancing guidelines.
- Signage regarding library policies and social distancing guidelines will be prominently displayed throughout all library spaces.

### Libraries — Social Distancing and Cleaning Protocols

- Social distancing measures will follow all federal, CDC, state, and local guidelines.
  - Face coverings are required for all patrons and library staff.
  - Usable and/or unusable furniture and study carrels will be marked: e.g., marking the unusable furniture and study carrels to maintain a six-foot distance between each usable item.
  - Plexiglass shields will be installed at reference desks.
  - Signs will be installed on patron computer stations to maintain six-foot social distancing.

- Cleaning protocols will follow federal, CDC, state, and local guidelines.
  - Hand sanitizer and disinfectant wipe stations or alternate sanitizing products will be strategically located at high-touch point locations throughout the library.
  - Patrons will be instructed to wipe down all non-upholstered areas that they use both before and after use.
  - Common use restrooms will be cleaned daily by FDU Facilities and Auxiliary Services staff using an EPA-registered sanitizing product.

### **Libraries – Meeting Reduced Occupancy Requirements**

- All libraries will follow state occupancy restrictions through the careful monitoring and counting of all patrons currently in the facility to ensure occupancy levels are not exceeded.

### **Libraries – Plan for Cleaning and Disinfection of High-Touch Areas**

- Library staff will wipe down all high-touch point areas periodically throughout operating hours.
- Disinfectant wipes or alternate sanitizing products will be available at all computer areas.
  - Patrons will be asked to wipe down all workstation touch points before and after use.

### **Libraries – Plan for Curbside Pick Up**

- All libraries will have curbside pickup available.
  - Using the electronic library system, students can place materials on hold.
  - Items are retrieved and checked out by staff.
  - Upon receiving auto-notification that materials are ready for pickup, students will call the library to arrange a pickup date and time.
  - Materials will be delivered to the student's vehicle, or other pre-arranged pickup location, by library staff at the appointed time.

### **Re-Occupancy Plan for Computer Labs**

- The loaner laptop program will be limited to essential need in accordance with set criteria. All loaner laptops will be cleaned immediately upon return.
- Hand-sanitizer stations will be strategically located near computer labs.
- Disinfectant wipes or alternate sanitizing products will be located in computer labs.
- Students, faculty and staff will be required to wipe down all non-upholstered areas that they use, both before and after use.
- Classes not requiring a computer lab will not be held in a computer lab.
- Spaces with public computers will be reconfigured (seating will be decreased and spread out) to allow for social distancing.
- Technology support services will be conducted using screen-sharing technology whenever possible.

- The user support desk at each lab cluster will have Plexiglass barriers to separate workers from users.
- Alternating computers in labs will be disabled so that functional machines are at least six feet apart.
- Cleaning will follow the same schedule as the general classrooms.
- Signage detailing policies and social distancing guidelines will be prominently displayed both outside and inside each computer lab.

## Research/Science Labs

The University will reopen teaching and research labs on the New Jersey campuses following procedures in accordance with state guidelines. Faculty will be informed by the respective deans and chairs about the reopening procedures and research. COVID-19 coordinators will also post the communications in each lab. Across departments, research that can continue to be conducted remotely will be required to do so.

- FDU will designate research COVID-19 coordinators who will be responsible for serving as the points of contact for the science departments to discuss guidelines and address issues.
- Face masks must be worn inside the building at all times except when a staff/faculty member is alone in a private office with the door closed.
- Students, faculty, and staff will be required to wash their hands as soon as they arrive at the labs.
- All lab occupants will maintain social distancing and wear appropriate PPE at all times.
- Adhering to research standards and state guidelines, students, faculty, and staff will clean any shared equipment with disinfectants before and after they use the equipment.
- FDU will de-densify lab space, such as by marking the floor or laboratory benches to indicate where faculty, staff, and students can work, to adhere to six-foot distancing.
- Use of laboratories will be staggered, as needed, with large groups or teams divided to operate on a staggered schedule in order to adhere to six-foot distancing in each lab space. This protocol will also apply to any research activities occurring outside of labs.
- Signage regarding face masks, social distancing, handwashing, and cleaning requirements will be posted prominently in all labs.

## Student Services

### Overview

- All student services staff members on the New Jersey campuses will work in a hybrid environment with alternating days in the office and working from home.
- Any extracurricular programmatic experience that FDU provides must adhere to University, local, state, and federal guidelines for mitigation of risk of transmission of the virus — especially mask-wearing, social distancing, and restricted size of gatherings.

- FDU will enforce requirements for social distancing and restrictions on the number of people allowed in a gathering at all indoor and outdoor programs; every program must begin with reminders about requirements for events.
- All students are required to wear face coverings at all times (e.g., classrooms, all University buildings, common areas, shared vehicles, etc.) except when in their personal residence hall room, when actively dining, and when outdoors far apart (greater than six feet) from other people.
- Students who do not abide by social distancing requirements or do not wear a mask will not be allowed to participate in programming, or visit campus offices in person.
- Other than in classrooms, indoor gatherings in any meeting or conference room cannot exceed 50 percent capacity for the particular space and must be limited to 10 or fewer participants.
- Indoor events, meetings, and other gatherings must be approved in advance by the Dean of Students Office, and must take place in rooms reserved for the purpose to ensure that proper cleaning has occurred. Room availability may be diminished to allow for proper cleaning protocols between reservations or for other safeguarding measures.
- Outdoor gatherings will be limited to numbers of people specified in accordance with state guidelines and allowing for appropriate social distancing.
- For the purposes of contact tracing, event and meeting attendance must be collected electronically using the Dean of Students' or a designee's provided attendance sheet and include all of the following information: attendee name, student ID #, cell phone number, FDU email address, personal email address, and residential status (resident or commuter). This information should be submitted to the Dean of Students Office within 24 hours of the event.

### **Limitation of In-Person Interactions and Implementation of Safeguarding Measures**

- FDU has technology in place to allow all student services employees to work remotely. Furthermore, students will be able to reach staff members and schedule remote appointments telephonically as well as through video conferencing software.
- Individual meetings between staff members and students will occur only virtually except in exceptional or urgent situations. When in-person meetings are essential, all participants must wear masks and maintain strict social distancing.
- FDU will be promoting virtual programmatic experiences to supplement the loss of in-person experiences.
- No more than two students will be allowed in any student services waiting room at one time.
  - Students will be allowed in the waiting room for urgent or emergency situations only.
  - Students will adhere to six-foot social distancing requirements and spaces that are at least six feet apart will be designated.

### **Commuter Services**

- FDU will designate spaces on each campus for the use of commuter students, and will ensure that such spaces are configured and furnished in ways that reinforce required social distancing. Each commuter space will have posted capacity limits, accessible Wi-Fi, and hand-sanitizer stations.

- Wi-Fi hotspots will be added in commuter parking lots and outdoor space to allow students to access academic resources, attend virtual classes, and utilize student services remotely.

### **Cocurricular Programs and Campus Activities**

- The Metropolitan Campus Fitness Center may remain closed for fitness activities if these spaces are required for additional classroom space. Otherwise, the fitness center will be open for student use only.
  - At the end of each day, in addition to equipment cleaning, deep cleaning by trained staff members of all touch-point areas and locker rooms will be conducted.
  - No more than two guests allowed at any time in the changing/showering area of each locker room.
- Social distancing measures will follow all federal, CDC, state, and local guidelines.
  - Face coverings are required for all patrons and fitness center staff.
  - Usable and/or unusable equipment will be marked to maintain a 12-foot distance between each usable item as recommended by the CDC.
  - Plexiglass shields will be installed at check-in desks.
  - Signs will be installed to maintain six-foot social distancing.
  - Signs will be installed indicating maximum occupancy.
- Cleaning protocols will follow federal, CDC, state, and local guidelines.
  - Hand sanitizer and disinfectant wipe stations or alternate sanitizing products will be strategically located at high-touch point locations throughout the fitness center.
  - Students will be instructed to wipe down equipment that they use both before and after use.
  - Common-use restrooms will be cleaned daily by FDU Facilities and Auxiliary Services staff using an EPA-registered sanitizing product.
- The Florham Campus Recreation Center will remain open to students only and in accordance with social distancing and cleaning best practices.
- Recreational programming such as group exercise classes, club, and intramural sports competitions will be limited based on campus physical distancing guidelines, and all activities must be reviewed and pre-approved by the Campus Executives.
- All campus-sponsored student, faculty and staff events and programs, including those sponsored by Registered Student Organizations (RSO), must be pre-approved by the Campus Executive or designated senior officer level.
- FDU will develop a safety planning template for students, faculty, and staff to complete for review and approval by the Dean of Students or Campus Executive prior to any event on either campus.
- Buffet-style food service and catered events will not be permitted on either campus unless and until guidance from the State is revised to permit it.

# Transportation

## General Transportation Protocols

- Public Safety will adhere to the statewide guidance on transit available for each stage in compliance with Executive Order No. 125.
- University fleet vehicles used for student transportation have a maximum capacity of 11 passengers, plus the driver, and will be used on a very limited basis due to decreased capacity allowing for social distancing. Fleet vehicle custodial departments are responsible for thoroughly cleaning their vehicles using a disinfectant when it is returned after each use. Staff will be trained on proper cleaning and disinfecting procedures and safe-product usage guidelines. During cleaning, staff will wear appropriate protective gear, including masks and gloves, changed after each use, to protect themselves and to prevent spread of the virus. Only one staff member will clean a vehicle to allow for social distancing. Special attention will be given to cleaning and disinfecting high-touch surfaces/objects. Face coverings must be worn in all University fleet vehicles at all times when more than one occupant is present.
- Students and employees are required to wear masks while using public transportation. Upon disembarking, standard safeguard measures and protocols (e.g. washing of hands and/or applying hand sanitizer) should be followed. Signs will be posted in on-campus bus stops to reinforce these protocols.

## Sick Student Transportation

- Students who are experiencing mild symptoms consistent with COVID-19 will be provided instructions for moving to isolation space by the campus Student Health Services.
- Students experiencing or developing more severe symptoms may be transported by ambulance for evaluation at a local hospital.
- If Campus Safety utilizes their vehicles to transport sick students residing on campus to appropriate quarantine space and appointments, staff will adhere to all required safeguard measures and protocols, including use of higher-level PPE, in these circumstances. If vehicles allow, windows will be opened to increase ventilation.

# Dining

## On-Campus Dining

- Dining operations on the New Jersey campuses will be modified to meet New Jersey restaurant requirements. Dining will follow safety procedures as indicated by the CDC, state, local, and University guidelines as appropriate.
- Dining and cafeteria space and retail dining cafes will be reconfigured to increase throughput of meals and all items served. Key strategies include full utilization of sneeze guards or Plexiglas barriers; prepackaged options; fixed price, build-to-order menu concepts; extended Grab 'N' Go hours of operation through late night; queues created to promote social distancing markers; serviced beverage lines spread throughout to increase throughput; seating capacity, and location dictated by state Reopening Phase; and modification of current meal plans to allow all access.
- All dining locations will follow state guidelines for seating capacity. In Stage 2 there will be no indoor seating, and in Stage 3 each location will be limited and

monitored at no more than 25 percent of posted seating capacity or less while keeping patrons six-feet apart; posted occupancy will be instituted.

- FDU will encourage outdoor eating in compliance with state guidelines. In Stage 2 limited outdoor dining locations that maintain six-foot separation will be collocated adjacent to Grab 'N' Go pickup locations.
- Dining employees, students, and third-party vendors will be required to adhere to social distancing protocols.
- Dining staff will conduct cleaning, sanitizing and disinfecting protocols in alignment with other University spaces. Each practice will be conducted repeatedly throughout the hours of opening. Masks and gloves are required by dining contractor.
- Dining managers and food handlers are required to pass the ServSafe training as well as complying with the dining service vendor's additional requirements and CDC, state, and University protocols for COVID-19.
- Daily associate wellness checks and reporting will be conducted consistent with standards set by the University for its employees.
- The supply chain for dining will be monitored daily by the dining services vendor's corporate Food Buy affiliates.
- Floor, door, and wall signage will be highly visible providing instruction and direction to students, faculty, and staff.
- Plexiglas physical barriers will be put in place to separate servers from guests at registers points of service.
- There will be no self-service options of any kind in any location on either campus.
- Both campuses will provide commuter dining locations following the CDC and state guidelines.
- The University will utilize existing outdoor seating and, where practical, provide some additional seating within social distancing guidelines.
- Contactless payments as well as mobile ordering platform are being developed.
- Dining hall capacity limits will be monitored by a reservation/order pick-up solution within the mobile ordering app as well as by managers.
- Single use compostable containers and disposable items will be used for all meals.
- All you care to eat dining plans will be modified to offer enhanced value to mandatory meal plan holders as well as the creation of voluntary commuter meal plans.
- Specific meal plans, menus, hours of operation, and meal plan pricing are all currently in development pending resident hall population allowances for each campus.

## Study Abroad and International Travel

- University-sponsored student, faculty, and staff travel for Fall 2020 is suspended. Any exceptions for essential travel for faculty and staff must be approved by the University Provost or the Senior Vice President for Finance and Administration.
- All study-abroad programs, including Wroxton, have been suspended for the Fall 2020 semester.

- Inter-campus educational opportunities must be done online to avoid travel between campuses and the mixing of student groups.
- Personal travel outside of New Jersey is strongly discouraged. If unavoidable, before returning to campus, those traveling will be required to contact either Student Health Services (students) or the Office of Human Resources (faculty and staff) to determine whether any measures may be required to help safeguard our campus community.
- Any New Jersey state or federally issued regulation takes precedence over this policy. As of June 24, 2020, New Jersey has announced a travel advisory for individuals traveling from states with high COVID-19 rates. Faculty, staff, and students who need to travel should review the state's website prior to traveling, for any updates to the travel advisory list on the following website at [https://covid19.nj.gov/search.html?gclid=EAlaIqobChMIju2EnaGo6gIVFrblCh06tAzqEAAYASAAEgKIDvD\\_BwE&query=travel+restrictions](https://covid19.nj.gov/search.html?gclid=EAlaIqobChMIju2EnaGo6gIVFrblCh06tAzqEAAYASAAEgKIDvD_BwE&query=travel+restrictions). All states included in the travel advisory will be excluded from any University business travel request. Should anyone travel for personal reasons to a state on the advisory list, the University will mandate a 14-day self-quarantine period prior to returning to campus.

## Athletics

FDU's Department of Athletics, and its affiliated medical practitioners, are dedicated to protecting the health and safety of FDU's student-athletes and staff members, especially during the unprecedented times surrounding COVID-19. To that end, the FDU Athletics COVID-19 Health and Safety Plan was developed to create a safer environment for all parties in which to resume athletic-related activities. Aspects of the Plan are based on rules and regulations set forth by public health authorities; federal, state, and local government; FDU leadership; and the NCAA.

### **For resumption of athletic programs on campus, FDU will follow the NCAA three-phase approach to the return of collegiate athletics:**

*Phase One (workouts):* An opening phase, to help determine the readiness of the department to begin working with student-athletes:

- Gating criteria have been satisfied for a minimum of 14 days.
- Social distance and strict sanitation measures remain in place.
- Face coverings are necessary when social distance is not possible.
- Repetitive handling of shared equipment should be avoided.
- Sanitize equipment between use.
- Close common areas unless strict sanitation can be implemented.
- Group activities limited to 10 or fewer individuals.

*Phase Two (workouts and practice):*

- In accordance with the NCAA guidelines, if Phase One has been implemented successfully, with no evidence of a rebound, and gating criteria have been satisfied for a minimum of 14 days since the implementation of Phase One.
- Size of gatherings can be increased to 50 people.
- More organized group activities are permitted, including the controlled sharing of objects such as game balls with attention to sanitizing game balls and hands and avoiding face touching.

### *Phase Three (competition):*

- In accordance with the NCAA guidelines, if Phase Two has been implemented successfully, with no evidence of a rebound, and gating criteria have been satisfied for a minimum of 14 days since the implementation of Phase Two.
- Repetitive handling of common objects is more commonplace.
- Unrestricted staffing may resume.

The Florham Campus and Metropolitan Campus Athletic Departments have created a “Return to Play” timeline that implements the NCAA Resocialization Guidelines.

The timeline represents a resocialization schedule that is divided into phases to ensure gating criteria recommendations. All sports are included, with specific start dates as allowed by NCAA rules. After a seven-day on campus self-quarantine, the three-phase NCAA approach can begin.

Prior to any student-athletes engaging in physical activity, pre-participation physicals are required for all student-athletes. To be eligible for a physical, each student-athlete is required to do the following:

- Complete COVID-19, concussion protocol, sickle cell, and other health and safety education.
- Sign the FDU Athletics COVID-19 Expectations and Pledge for Student-Athletes.
- Complete any required NCAA paperwork.

### **Institutional protocol for mandating frequent screening and testing for coaching staff and student-athletes will include the following:**

#### *Testing*

Student-athletes and coaching staff will be subject to testing protocols applicable to students and employees, as described elsewhere in this Plan, including symptomatic and contact testing and surveillance/monitoring testing.

#### *Daily Symptom Monitoring*

Consistent with the University protocols, coaching staff must take their own temperature and screen themselves for the symptoms described in this document, on a daily basis, before coming to campus and reporting to work. Student-athletes must do symptom-screening daily before coming to campus or leaving their residence hall. All students and employees must be free of ANY symptoms potentially related to COVID-19 whenever they are engaging in classroom and other campus activities and in the workplace.

In addition, FDU Athletics will conduct daily symptom monitoring before all voluntary and countable athletically-related activities at safe and efficient screening sites. Upon arrival at the facility, all staff and student-athletes must stop in a tent located outside the facility for temperature monitoring and symptom checks by FDU sports medicine staff.

### **Written protocols for student-athlete and staff orientation/training regarding the transmission of COVID-19 and the handling of high-touch items are as follows:**

All FDU Athletics employees and student-athletes will be instructed to follow the CDC and other applicable state and local guidance regarding personal hygiene, which includes the measures listed below. In addition to the following general information, FDU Athletic

Training staff will assist each team in implementing the CDC guidelines and hygiene practices within the athletically-related activity. Signage will be posted throughout FDU Athletics facilities to include the following:

- **Wash your hands** often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of your hands and rub them together until they feel dry. **Avoid touching your eyes, nose, and mouth.**
- **Avoid close contact** with people who are sick, even those inside your home. If possible, maintain six feet between the person who is sick and other household members.
- Ensure the appropriate **social distance** between yourself and other people outside of your home. Remember that some people without symptoms may be able to spread viruses. Stay at least six feet from other people. Stay out of crowded places and avoid mass gatherings. Remember that student-athletes have unique considerations due to the contact inherent in most sports and that behavior appropriate for others may not be appropriate for student-athletes. Keeping distance from others is particularly important for people who are at higher risk of getting sick.
- **Cover your mouth and nose** with a cloth face cover or mask when around others, including when you go out in public. Note that you should always engage in appropriate social distancing; the face covering or mask is not a substitute for social distance. You could spread COVID-19 to others even if you do not feel sick. The cloth face cover or mask is intended to protect other people from possible infection.
- **Cover any coughs and sneezes.** If you are in a private setting and do not have on your cloth face covering or 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.
- **Monitor your health,** and be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. Take your temperature if symptoms develop. Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen. Report symptoms to FDU sports medicine staff immediately.

Student-athletes will be responsible for disinfecting personal equipment (e.g., golf clubs, tennis racquets, lacrosse and field hockey sticks, protective gear, bats, gloves). Coaches will have the primary responsibility for disinfecting shared and sport-specific equipment (e.g., balls, teaching or training equipment). Strength and conditioning coaches will have the primary responsibility for disinfecting shared weight room and other strength and conditioning equipment.

**The steps being taken within FDU Athletics facilities to appropriately ensure best practices, including social distancing and signage, are as follows:**

FDU Athletics will take precautions in all indoor facilities, including those used for training, practice, and competition, that align with CDC guidelines. FDU Cleaning Services staff will thoroughly clean, disinfect, and wipe down all athletics facilities once a day including using an EPA-registered sanitizing product on all high-common touch points.

FDU athletic training staff will work with teams to educate student-athletes and staff related to the sharing of items such as towels, water bottles, and food, and the importance of cleaning and disinfecting shared equipment and spaces.

All athletic facility spaces will have hand sanitizers in high-traffic areas. Student-athletes and staff will have access to sanitizing wipes and approved CDC N list products (all subject to availability through procurement channels). The importance of handwashing, social distancing, and mask-wearing signage will be visible within facilities. Staff and student-athletes will be educated on the importance of wiping down high-touch areas as well as equipment before use.

FDU Athletics facilities staff is preparing the following precautionary measures:

- Social distancing measures will be required and will follow all federal, CDC, state, and local guidelines.
- Ground/floor social distancing markers will be placed inside and outside of FDU athletics facilities as appropriate.
- Traffic flow markers will be placed inside and outside of FDU athletics facilities, as appropriate.
- Signage will be placed as appropriate, reminding student-athletes and staff of personal hygiene, social distancing guidelines, limitations on the number of people allowed per group/location, and assisting with symptom identification of COVID-19.
- Certain Plexiglas barriers will be strategically installed at transactional locations within the athletic facilities, and all barriers will be cleaned regularly with approved disinfectants.
- FDU Athletics outdoor facilities will be utilized to the extent possible during NCAA Phase One resocialization.
- FDU Facilities and Auxiliary Services will conduct scheduled maintenance and provide for enhanced HVAC filtration and fresh air augmentation where possible, practical, and safe.
- Surfaces will be wiped down with EPA-approved disinfectants as suggested by the CDC.

Upon facility entry, student-athletes, coaches and staff must proceed directly to the designated practice area. Laundry services, locker rooms, common areas, meeting rooms, weight room, cold tubs and hot tubs will be accessible on a limited basis.

### **Institutional limit on equipment sharing**

- During Phase One of the NCAA resocialization implementation, repetitive handling of shared equipment will be strictly avoided; and equipment will be sanitized between uses. Additional game/practice balls and equipment will be procured to allow for individual use. All team activities during this phase will be limited to pods of 10 or less to limit shared equipment usage.
- During Phase Two, more organized group activities are permitted, including the controlled sharing of objects such as game/practice balls with attention to sanitizing equipment and hands and avoiding face touching.
- During Phase Three, repetitive handling of common objects will be more commonplace.

*Ensuring for team meetings that are socially distanced with general safeguarding protocols:*

FDU Athletics will consistently require, communicate its expectations for, and enforce social distancing on both campuses consistent with guidance from CDC, ACHA, and the State of New Jersey.

During Phase One of the NCAA resocialization implementation, FDU sports medicine staff will assist each team with how to best align social distancing practices with athletically-related activity. Teams will conduct virtual meetings whenever possible. In most aspects of Phase Two and Phase Three, social distancing is not possible during practice and competition. FDU will establish guidelines for auxiliary common spaces, such as athletic training space, locker rooms, weight rooms, and team meeting rooms.

- FDU will require all employees and students who will be returning to either campus to complete online COVID-19 safety training and prepare them for the ways in which the environment on both campuses will be different from the past. Learning, residential, and social experiences for students will be unfamiliar and challenging in many ways; similarly, the workplace will be very different for members of the faculty and staff. The training will prepare students and employees for a safety-oriented campus experience.
- Training will include an understanding of the virus and the disease it causes, symptoms to be aware of, and how the disease spreads. It will also educate campus members on screening, testing, contact tracing, best practices to prevent the spread of the virus on our campuses (workplace, residence halls, classrooms, etc.), FDU's requirements regarding health and safety precautions, and consequences for violating these requirements. The training will include best practices in accordance with guidance from the CDC and Occupational Safety and Health Administration (OSHA).

As noted earlier in this document, FDU will develop a pledge for students, faculty, and staff that requires them to practice behaviors and abide by policies designed to protect the health and safety of the FDU community. The pledge will also include language on required screening, testing, contact tracing, and isolation and quarantine requirements for ill or exposed members of the campus communities. The pledge may be further customized for the athletic community, and will be incorporated in training, communications, and applicable University policies with the expectation that students, faculty, and staff will be required to abide by the ongoing commitment to take diligent actions to protect themselves and the campus community.

**Quarantine/isolation protocol for student-athletes who have tested positive for COVID-19, come into contact with those who have tested positive, or who have developed symptoms are as follows:**

FDU Athletics will follow protocols for quarantine/isolation of student-athletes who have tested positive for COVID-19 as outlined in detail in other sections of this Plan. In addition, student-athletes will be required to take the following measures:

- Self-Reporting of Symptoms or Exposure.

Student-athletes will be instructed/educated to immediately report any symptoms of COVID-19 to a sports medicine staff member. Student-athletes will also be instructed to report to the FDU sports medicine staff if they know they have been in close contact with anyone who has tested positive for COVID-19.

- Response to Symptoms and Diagnoses.

If student-athletes show symptoms of COVID-19 while they have remaining athletics eligibility, they should follow protocols as outlined in this Plan (refer to the section entitled "Screening, Testing and Contact Tracing Protocols").

**Limits to nonessential visitors, staff, volunteers, vendors and media are as follows:**

Athletics will comply with University policies and procedures regarding campus access for nonessential visitors, staff, volunteers, vendors, and media during the COVID-19 pandemic.

With respect to competition, New Jersey has limited athletics facilities to 50 percent of total occupancy otherwise permitted by law. Occupancy counts for competition purposes include student-athletes, coaches, staff, officials, spectators, and any other individuals present on-site during the competition. FDU Athletics will monitor conditions and issue specific guidance regarding attendance at fall, winter, or spring sporting events. In the event limited attendance is allowed, there will be no tailgates or other social gatherings allowed on FDU property in conjunction with home sporting events.

**All FDU Athletics staff and student-athletes will receive education regarding COVID-19 prior to arrival on campus.**

- Information will be provided to athletics staff and student-athletes in the Athletics COVID-19 Health and Safety Plan, which includes detailed descriptions of all relevant policies and protocols. This will be located on the athletic department's websites, FDUKnights.com and FDUDevils.com, with a link from the University website, fdu.edu. Additionally, the Plan will be disseminated via email and reviewed during Zoom team and department meetings prior to campus arrival.
- Education will be provided to student-athletes prior to engaging in voluntary or countable athletically-related activities at FDU. This will be done via Zoom team meetings, social media, placards placed in dorm rooms and athletic facilities.
- All students will receive online COVID-19 safety training. FDU will develop a pledge and student-athletes will be encouraged to agree to practice behaviors and abide by policies designed to protect the health and safety of the FDU community.
- In addition to education, student-athletes must accurately complete the COVID-19 Pre-activity Intake Form that will be sent to them electronically at least 48 hours prior to arrival at an FDU athletics facility. Education will be provided as needed throughout the pandemic.

**Consistent with conference guidance, FDU will follow these protocols for traveling for games or hosting teams in competition:**

- FDU Athletics will utilize a health check sheet that gathers information and lays out expectations of the host and visiting teams. It requires information gathering starting two days prior to competition and concludes with follow-up one day post-competition.
- FDU Athletics will utilize an attestation document for exchange on game day, which should be done electronically to reduce cross contamination of handling of papers. This document attests that both teams and game-day personnel are symptom free, as well as COVID expectations and safety surrounding the athletic event.
- FDU Athletics will pay particular attention to:
  - Ensuring the safety of teams by developing a health check sheet to be exchanged on game days.
  - The need for clear communication between host and visiting team personnel.

- This includes: Athletic Training room access and traveling with or without a certified athletic trainer, weight room access, practice access, laundry access as well as where teams are permitted and how that access is obtained.
- Facility cleanliness and diagram of flow of facility and game venue on game day.
  - Branded signage in the sport facility as well as field that emphasizes all expectations of student-athletes, coaches and athletics staff will work to mitigate the risk and spread of COVID-19.
  - Flow of teams on game day to limit contact— diagrams and signage.
  - In areas where teams enter spaces, how and when cleaned with appropriate signage that lists date and time and product cleaned with and by whom.
  - Limiting the overlap of games on any given day so facility staff members can meet the needs of all teams.
  - No towels, water bottles or laundry service available to visiting teams.
  - Certified athletic trainer and athletic training room needs will be communicated 48 hours prior directly with the certified athletic trainer and athletic training room.
  - Prohibiting visiting team access to host institution strength and conditioning facilities.
  - Providing visiting teams an athletic training area/space that follows CDC guidelines to perform pre-game duties. Encourage visiting teams to perform pregame ATC functions prior to arrival at the host institution.
  - If available, providing locker room/shower use that follows CDC guidelines.
- Spectator Policy
  - Decisions will be made on spectators in early September prior to competition based upon state and local guidance.

**Working with local, state and conference partners to ensure the safety of student-athletes, employees and other athletic stakeholders:**

University personnel are regularly conferring with local Department of Health personnel, and all state and local guidelines related to testing, contact tracing, and surveillance will be followed and directed by FDU team physicians. FDU athletics will follow policy and protocol as outlined for all students.

## **Additional Information**

1. Campus Safety
2. Academic Calendar
3. Communications Plan
4. Resurgence Monitoring
5. Administrative Oversight

## Campus Safety

- All members of the campus community are expected to report any unsafe conditions related to COVID-19 to the Office of Public Safety as follows:

Florham Campus: (973) 443-8888 or via email at [jv@fdu.edu](mailto:jv@fdu.edu)

Metropolitan Campus: (201) 692-2222 or via email at [dmiles@fdu.edu](mailto:dmiles@fdu.edu)

## Academic Calendar

- At both New Jersey campuses, the Fall 2020 semester will start on Monday, August 17, a week earlier than originally planned, and end on Tuesday, November 24, before the Thanksgiving holiday. FDU will eliminate the October break and one of the two reading days to condense the semester into this new schedule. This will help community members avoid the need to travel back and forth for breaks and will reduce the time that community members need to be on campus during the colder months that may bring a potential risk of resurgence in COVID-19 cases.
- The first three weeks of the semester will be taught online, with face-to-face instruction beginning no earlier than September 8, the day after Labor Day. This gradual and blended approach of returning to face-to-face instruction and incorporating online instruction can be easily modified should situations arise for an extended period of remote learning at any point.

## Communications Plan

- Continue to provide frequent communication updates to the campus community, and provide and post easily translated and understandable posters/infographics around campus and on the web, where COVID-19-related information is centrally located via an accessible landing page.
- Deliver communications through multiple platforms (website, social media, email, etc.).
- Reference additional resources (e.g., website, hot lines, FAQs for additional information).
- Communications should target audiences and campus and community stakeholders that include (but are not limited to):
  - Faculty
  - Staff
  - Students
  - Parents
  - Student Government Association
  - Student newspapers and other student media
  - International students
  - Underrepresented student groups
  - Trustees
  - Alumni
  - Local hospitals, health department, urgent care clinics
  - Local elected officials
  - Local media
  - Visitors to campus
  - Off-site partners

- Each message should include contact information for email and phone follow-up.
- The Student Health Services offices will draft key messages for review and approval so they can be delivered to the campus in an orderly and timely manner.

## **Resurgence Monitoring**

FDU's Plan for reopening the New Jersey campuses is based on maintaining a healthy environment on its campuses. As detailed elsewhere, this Plan includes:

- Symptomatic testing of students
- Contact tracing
- Periodic randomized surveillance testing
- Screening, including self-monitoring and reporting, on a daily basis
- Avoiding close contact, enforcing social distancing requirements
- Mandatory mask wearing
- Personal and institutional hygiene
- Isolation
- Quarantine
- Monitoring and oversight by the Emergency Management Team

Key indicators that monitor the spread of the virus include:

### *Campus and Community Indicators*

- Infection rate
- Positive test rate
- Decreasing doubling time of increase in infection incidence

### *Additional Community Indicators*

- Hospital bed, ICU, and ventilator capacity
- Stable or declining rates of hospital admissions and deaths from COVID-19

The faster all cases are found, tested and isolated, and the close contacts are quarantined, the harder it will be for this virus to spread. This principle will save lives and mitigate the impact of the pandemic.

FDU will reopen for in-person instruction and activities using a phased approach consistent with state and CDC guidelines. Because education and research are the primary mission, FDU will focus on measures that promote a high-quality academic experience while minimizing transmission. These include:

- Condensed duration for the fall semester
- Starting on August 17 and ending before Thanksgiving
- Utilizing online instruction for the first three weeks
- Utilizing a hybrid of online and in-person classes for the rest of the semester
- De-densification of residential, academic and common spaces
- Limiting gatherings and activities that involve close contact.
- Personal and institutional hygiene
- Clear communication
- Faculty, student and staff commitment

## **Administrative Oversight**

The University Emergency Management Team will be receiving daily situation reports from the Campus Case Management Teams and will convene with the Care Management Teams when suspected and positive COVID-19 infections are identified. Student Health Services and Human Resources will also be communicating with respective municipal Health Departments to discuss presumptive and positive cases, and based on available case data and contact tracing data, will determine an action plan for containing the spread of the virus, in consultation with the University Emergency Management Team.