

**FALL 2020  
REOPENING PLAN**



**HEALTH  
& SAFETY**

The COVID-19 pandemic has presented reopening challenges to colleges and universities across the globe. Monmouth University is committed to providing pedagogical approaches exemplary of academic integrity and rigor while delivering a diverse student experience that is enriched with opportunities both in and out of the classroom. In the absence of a protective vaccine, Monmouth University is dedicated to utilizing health standards and measures as set forth by the Centers for Disease Control (CDC) and New Jersey Department of Health (NJDOH) to provide a safe living, learning, and work environment for all of its constituents.

This document is a culmination of multiple task forces across campus representing our students, faculty, administration, and community partners. In addition, counsel, and advice was supplemented by David Henry, Master of Public Health, the public health officer from the Monmouth County Regional Health Commission No. 1 (MCRHC), which provides public health services for Monmouth University and 22 municipalities in Monmouth County.

The foundation of the Monmouth University Reopening Plan is supported by four principles:

- Virus exposure mitigation
- Preventive health measures
- Responsibility to keep the community safe (personal and institutional)
- Commitment to a robust in- and out-of-class experience across all areas of the University.

Success in keeping the Monmouth University community safe and healthy is our collective responsibility. Each individual must do their part to minimize potential exposure to the virus to protect us all. Many examples of this community effort are indicated throughout this document.

## **OVERVIEW OF UNDERLYING PRINCIPLES**

The principles underlying the health and safety measures herein is viral exposure mitigation and preventive health. Exposure mitigation is a function of: (1) increasing distance from a potential source; (2) decreasing time spent near that source; and (3) reducing viral load. The health/safety approach follows recommended guidelines for social distancing, masking, reducing exposure to high-risk practices in risk-laden environments, surveillance testing, identification and containment. Preventive health makes use of scientific resources such as vaccines to prevent the transmission of disease and reduce potential sequelae.

We recognize that maintaining health in our community during a viral pandemic is not just an individual responsibility but one that is borne by many. Community responsibility for participating in health measures is paramount to keeping a healthy and safe campus for everyone. Through knowledge, education, and commitment, we call upon our campus community to actively engage in keeping others safe in addition to oneself. Our students continue to express a strong desire to come back to and remain on campus, to learn and reconnect with faculty and friends. We are committed to providing them that valuable experience through innovative pedagogy while infusing out-of-classroom opportunities with culturally and methodologically diverse experiences to enhance connection to Monmouth and the world around them.



## GENERAL HEALTH AND SAFETY MEASURES

Under the law, the University has a responsibility to furnish to each employee a place of employment that is free from recognized hazards that cause, or are likely to cause, death or serious physical harm. The University has similar obligations with respect to its students. The University must establish and communicate safe operation policies and procedures so that all members of the community can meet safety and health requirements; for their part, members of the community are obligated to comply with those safety and health rules to ensure a safe campus for all.

### **Wearing a Mask**

Masks must be worn by staff, students, and visitors when in public settings, work spaces of two or more persons, and anywhere they will be around other people.

- Masks must be worn while in the workplace, classroom, hallways, common areas, and other public spaces.
  - Masks do not need to be worn while in living quarters or in private offices.
- Masks must be worn outdoors as well.
- Masks must be worn by faculty, staff, students, and visitors except when doing so inhibits one's health.
  - If unable to wear a mask due to health reasons:
    - Students must file documentation from a health care provider for accommodation with the Department of Disability Services.
    - Employees must file medical documentation with Human Resources consistent with University policies regarding accommodations. Human Resources will consult with Health Services as appropriate.
    - Student and employee accommodations are determined on a case-by-case basis in light of all available medical information and other relevant factors. Accommodations may include, where reasonable:
      - Alternate personal protective equipment (PPE) such as face shields will be offered, where possible. Face shields by themselves are not a reasonable accommodation in an indoor location where others are present.
      - Alternate means of accomplishing work/school tasks that provide reduced risk of transmission such as remote instruction or remote work settings will be provided as needed.
- Masks with vents should not be used.
- Each student and staff member will receive an appropriate amount of cloth masks from the University. Each faculty member will be provided with two cloth masks upon request.
- Students and employees are advised to have at least 3-5 cloth masks for alternating use.
  - Students and employees will be provided with information on the proper use, removal and washing of masks.
  - Cloth masks should be washed regularly. This is the responsibility of the wearer. Masks should have two or more layers of washable, breathable fabric.



- When wearing a mask, it should:
  - Completely cover the nose and mouth.
  - Fit snugly against the side of the face and not have any gaps.
- Policy: No mask, no entry.
  - This applies to employees, students, and visitors in classrooms, work settings, dining facilities, and all other areas where people gather.
  - The Student Code of Conduct in the Student Handbook will reflect the need to wear masks in public areas, adhere to social distancing, and other COVID-19 requirements.
    - Enforcement of student behavior as it relates to COVID-19 activities and requirements is subject to the Student Code of Conduct.
    - The University will make use of Security Officers both roving and assigned to designated campus areas in addition to Student Ambassadors and other designees to assist with enforcement of wearing face coverings.
- Such persons will have a supply of disposable masks for distribution as needed.
  - Faculty shall restrict admittance to the classroom for students not wearing a face mask or not having both the nose and mouth covered.
  - Employees may restrict entrance to departments by persons who are not wearing face masks or not having both the nose and mouth covered.
  - Students, employees, and visitors may avail themselves of a limited supply of disposable face masks made available in the Student Center if they fail to bring a face mask to campus.

### **Personal Protective Equipment (PPE):**

The designation of additional PPE for certain groups is based upon regulatory recommendations, agency mandates, and best practice.

- Cloth face masks are the main protective measure to be used for all employees, students and visitors except:
  - Faculty, staff and students: Have the option of wearing face shields as an adjunctive device to decrease viral transmission in the classroom.
  - MUPD: Wear N95 masks and gloves when acting as a first responder.
  - Health Center clinicians: Wear N95 masks and gloves for lower risk treatment/care situations. Wear full PPE (face shield, N95 mask, gown, gloves) when treating symptomatic patients or testing for COVID-19.
  - Athletic trainers: Wear KN95 masks and gloves during treatments and full PPE when testing for COVID-19.
  - Faculty and students in clinical majors: Wear full PPE when working in health care facilities where there is potential for direct contact with COVID-19 positive patients.
  - Students and faculty working in health care settings must follow the PPE regulations set forth by the facility.
  - Residential Life staff: Recommended to double mask, wear procedure mask over a KN95 mask and gloves only under limited circumstances when there is a possibility of direct contact with a resident in a COVID-19 positive residential facility.



- Facilities staff: Wear disposable procedure masks or cloth masks and gloves during routine cleaning procedures and maintenance.
- Dining staff: Wear disposable masks or cloth masks and gloves.
- Persons dropping off belongings and food to persons in isolation: Wear KN95 mask and gloves. Food and belongings are to be left outside the person's room.
- Students and faculty who engage in on-campus clinical experiences requiring close contact with others will be offered face shields.
- The University will maintain a 60-day inventory of PPE and cleaning supplies with pre-established thresholds for re-ordering.
  - The Purchasing Department will identify vendors with available PPE for ordering and assist in negotiating volume pricing on behalf of the University.

### **Physical Distancing**

Physical distancing will be implemented in all classrooms, workplaces, and areas of congregation, both indoors and outside.

- Physical distancing is defined here as six feet or more away from others.
  - This includes classrooms, work settings, dining areas, residences, restrooms, outdoor spaces and other areas of congregation across campus.
- Desks should be at least six feet apart.
- Persons should not share objects.
- Faculty should distance to first line of students: nine feet (1.5 times recommended distance to provide additional physical distancing for a person regularly engaged in speaking).
- Utilize additional large venues on campus as classrooms to allow for adequate physical distancing.
- Hybrid virtual and in-person class should feature staggered/rotated scheduling to accommodate a smaller class size when large venues are not available.
- Classroom spaces are arranged and, if warranted, marked according to physical distancing standards.
- Distance workplace desks, create physical barriers in spaces between employees who cannot be distanced, and/or rotate employees within same work space.
- Minimize people working in common spaces by allowing people to work remotely where appropriate. Also consider staggering schedules, four-day work weeks, and the like, where possible.
- Meetings involving only employees, or employees and people outside of the University, should be held using remote tools such as Zoom.
- Appropriate signage regarding physical distancing, mask requirements, and other hygiene methods to be displayed in all work, residential, academic, dining, health, and recreational settings.
- Multi-entranced buildings will have designated “in” and “out” doors with signage for uni-directional traffic.
- Removal of furniture from common areas and classrooms where possible to reduce gatherings and increase physical distancing.



**Cleaning/Sanitizing of Facilities and Devices**

- Cleaning of facilities and surfaces is at a heightened level using CDC cleaning protocols and EPA-registered products for use against SARS-CoV-2.
  - Cleaners and disinfectants are safely stored in locked closets or designated areas.
- Staff, faculty, and students will make use of disinfecting wipes and sanitizers provided in each room or work area to wipe down surfaces prior to, and after use, as part of the community responsibility to maintain a clean work environment.
- Wall-mounted or free-standing sanitizing wipe dispensers and hand sanitizers are available in classrooms, offices, and common areas.
  - Alcohol-based hand sanitizers that contain at least 60% alcohol are utilized.
  - Desktops and other surfaces should be wiped down by each person using them prior to start of class and the workday.
  - After wiping down surfaces, persons are directed to wash hands or make use of hand sanitizers.
  - Disinfecting surfaces is the responsibility of everyone.
  - Shared desks, equipment, and objects are wiped down between use.
- Signage with handwashing procedures is posted in prominent locations to promote good hand hygiene.
- Additional cleaning and disinfecting to be provided. If a person has cause to believe the space was compromised, they should use EPA-registered products effective in killing SARS-CoV-2; the area will be closed until cleaning and disinfecting is completed.
- Dining facilities and high-density areas will receive thorough cleaning and sanitizing on a daily basis.
- Shared, common, or public restrooms should be cleaned twice daily.
- University transportation vehicles will have users wipe down their space, and vehicles will receive thorough cleaning and sanitizing on a daily basis.
- If a known COVID-19 positive person needs to be placed into a University transportation vehicle, a “least-risk” vehicle such as an open-air golf cart should be used, whenever possible.
- Any University vehicle that transports a known COVID-19 positive person will receive thorough cleaning and sanitizing as per CDC protocols prior to subsequent use.
- Employees transporting known COVID-19 positive persons will don appropriate PPE as outlined by the CDC.
- The University currently has an inventory of EPA approved SARS-CoV-2 supplies for cleaning and disinfecting all restrooms, hallways, classrooms, residence hall common areas, and office areas including frequently touched surfaces (e.g., door handles, sink handles, water filling stations, hand railings, elevators, bathroom stalls.)
- The University has additional equipment to disinfect entire rooms more efficiently utilizing electrostatic spray disinfectant methods. Staff will be trained prior to use.
  - Three – Clorox 360 systems.
  - 22 – Electrostatic cleaning devices and use of BruTabs and water.
- Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Electrostatic spray uses a specialized solution that is



combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that are able to aggressively adhere to surfaces and objects. Because the particles in the spray are positively charged, they cling to and coat any surface.

- Building entrances and exits, classrooms, restrooms, and offices are equipped with hand sanitizer and disinfectant wipes, tissues and paper towels.
- Restrooms are cleaned and disinfected more frequently. Current practice is twice per day and as needed, except the Rebecca Stafford Student Center, where restrooms are cleaned four times per day. Restrooms are cleaned and disinfected three times per day in all academic buildings.
- Cleaning use detergents to remove germs from surfaces while disinfecting kills germs on surface areas.
- Classrooms are cleaned and disinfected every night and as classroom availability allows between classes. Visible signage outside of each classroom indicates the space has been sanitized and the frequency of cleaning by facilities management. Hand sanitizer and disinfectant wipes are available in every entrance, classroom/office for use by faculty, staff members, and students to wipe down their individual station.
- Open trash receptacles are available in every classroom and in hallways. In the event the trash receptacle is removed from the room, employees are asked to contact ext. 3425 for a replacement.
- Cleaning and disinfecting of all areas on campus are documented on a daily basis.
- Classrooms are set up in compliance with social distancing regulations. Where possible, furniture has been removed and repurposed in another room where additional classrooms have been created. Furniture placement is indicated on the floor where desks/chairs should be placed and remain in compliance with social distancing regulations. Fixed furniture is labeled to indicate acceptable social distance at each table.

### **Temperature and Humidity Control**

- Facilities Management will continue to test the water in cooling towers on all University buildings in compliance with CDC guidelines.
- Facilities Management will continue to inspect and replace filters on all equipment as needed.
- On buildings that allow control of outside air dampers, facilities management will increase the percentage of outdoor air (potentially as high as 100% if able) and monitor the systems to ensure building temperature and humidity are not compromised. Total airflow supply will be increased to occupied spaces wherever there is capability. Systems will be monitored for any disruption of the occupants due to the increased airflow.
- Demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy will be disabled wherever there is the capability of overriding the systems to allow for this.
- Natural ventilation (opening windows) will be used to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow, as long as it does not



compromise building temperature and humidity level. Individuals will be responsible for closing windows when leaving a room, so that the humidity does not increase throughout a building.

- Air filtration will be increased from MERV 8 filtration to MERV 11 filtration. Increasing to MERV 13 or 14, with some existing systems, would significantly reduce airflow and create occupant discomfort. In certain instances, it would also reduce the flow of outside air into the building offsetting the CDC's recommendation to increase the flow of outdoor air into the buildings.
- In addition to replacing building filters, there will be inspection of filter housing and racks to ensure appropriate filter fit and to check for ways to minimize filter bypass.
- Wherever possible, adjustments will be made to HVAC systems and every attempt will be made to move air supplies and returns. Facilities management will continue to follow American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines.
- All exhaust fans in bathroom facilities will be checked for proper operation.
- Research into UVC and BiPolar Ionization for air cleaning. UVC typically requires numerous bulbs and high intensity to be effective and may not work in some of units because there is not enough room in-between the coil and fan. BiPolar Ionization seems to be a more appropriate solution, and we will continue to research practical BiPolar Ionization options.

### **Travel**

- Travel recommendations and restrictions are to be followed in accordance with CDC and New Jersey Department of Health (NJDOH) travel advisories and restrictions, in addition to University-specific travel policies. Travel advisories can change on a daily basis based upon COVID-19 disease spread and prevalence. As such, employees and students should follow the most recent travel advisories/recommendations as per the CDC, and NJDOH prior to, during, and after travel.
- Given the fluid nature of the national and international COVID-19 situation, nonessential travel should be avoided.
- If an employee believes travel is warranted, the travel must first be reviewed and approved by the vice president of their division.
- Employees or students who are traveling need to adhere to CDC and New Jersey travel recommendations and associated quarantines.
  - If traveling within the United States, employees or students will need to adhere to state-by-state guidelines for travel and quarantine, particularly on return.
  - Persons traveling to high-risk areas need to quarantine for 14 days. Date of arrival in NJ is considered to be day 0. Two conditions can produce an early release option for persons in quarantine as long as they do not develop symptoms: persons who continue to be asymptomatic may leave quarantine on day number eight if they receive a negative COVID-19 test on days five through seven; persons who did not receive a test and remain asymptomatic may be released from quarantine on day eleven.
- International travelers returning to campus and travelers from high-risk states so designated by the State of New Jersey will be required to self-quarantine for 14 days with the possibility



for asymptomatic travelers being released earlier if the aforementioned negative COVID-19 testing and quarantine criteria are met.

- Employees on self-quarantine will use own leave time.
- Such persons will follow University guidelines set forth in section titled “Quarantine.”
- Self-reporting of travel to high-risk areas by students and faculty will be required for the duration of the academic year, including over the breaks. Students will report to Health Services or Student Life; staff to HR or supervisor; and faculty to their department chair.

### **Health Prevention**

The duality of a COVID-19 surge along with seasonal influenza places an undue burden on the immune system and will potentially place many persons at risk for developing serious health issues. Therefore, we are requiring all residential students and athletes living both on and off campus to receive a seasonal flu vaccine prior to the start of spring 2021 semester. Employees are strongly encouraged to receive a seasonal flu vaccine.

- Persons at risk for COVID-19 should consult their health care provider to discuss risk, timing and common type of seasonal flu vaccine.
- Monmouth University partnered with Walgreens Pharmacy to offer five on-campus flu vaccination clinics throughout fall 2020 semester.
  - The last on-campus flu vaccination clinic was held on November 18, 2020.
  - Prior to the last flu clinic, communication to both students and employees will outline flu vaccination requirements and expectations for the spring 2021 semester.
  - Residential students will be required to have a seasonal flu vaccine as a condition of residence; medical and religious exemptions will be accepted.
  - Student-athletes living both on and off campus will be required to receive a seasonal flu vaccine; medical and religious exemptions will be accepted.
- Monmouth University is also a designated point of dispensing (POD) with the Monmouth County Health Department for the distribution and administration of a COVID-19 vaccine when it becomes available.
  - Monmouth University, in conjunction with Monmouth Regional Health Commission No. 1, Monmouth County Health Department, and the New Jersey Department of Health, will adhere to the distribution guidelines and will administer vaccines in accordance with guidelines set forth by the State.
  - The University will mobilize clinical resources within the campus community to make vaccine distribution available to those who qualify under State guidelines.
    - Clinical resources to include, but are not exclusive of, Health Services clinicians, upper division BSN students with nursing faculty oversight, MSN students, PA students and any additional per diem clinical staff that meets NJ State vaccinator requirements.



**ORGANIZATION OF COVID-19 EFFORTS: COVID-19 TEAMS****Crisis Management Team: COVID-19 Surveillance**

Coordinates campus-wide COVID-19 efforts

- Provides oversight for on-campus COVID-19 activities.
- Monitors the overall status of COVID-19 efforts and surveillance of positive COVID-19 cases.
  - Reviews weekly reports on positivity rates and trends
- Monitors for campus hot-spots of emerging cases and implements measures to reduce spread.
- Reviews outcomes of COVID-19 mitigation efforts, viral prevalence and areas of concern as noted by case surges, hot spots, percentage of employees/students in quarantine/isolation and need for any further action.
  - Mobilizes resources to assist with viral testing, tracking, communication and containment.
- The Director of Health Services and member of the COVID-19 Surveillance Team maintains regular communication with public health agency, MCRHC No. 1.
  - Reports to MCRHC No. 1 on a daily basis, the number and contact information for known positive cases both on and off campus
  - Reports cases through the Communicable Disease Reporting and Surveillance System (CDRSS) as directed by NJDOH.
- Uses web-based technology to update on a daily basis the campus dashboard and visual display of COVID-19 activity and status.

**COVID-19 Response Team**

Team is responsible for making direct contact with persons who test positive for COVID-19, providing instructions and directing them into isolation.

- The COVID-19 Response Team receives information from Health Services that a person has tested positive. A team member makes direct contact and notifies the person to isolate and provides an isolation email and letter of instruction.
- Team members also gather names of direct contacts and forwards names to the Contact Tracing Team.
- The team utilizes e-forms to gather further contact information on the COVID-19-positive person for use by contact tracers
- The team coordinates with Residential Life the movement of on-campus students into isolation housing and meal delivery.
- Team to include: Members of the Student Life division, Facilities Management, Center for Student Success, and other designees.
- Reports to Crisis Management Team

**COVID-19 Contact Tracing Team**

- Follows activities outlined in Contact Tracing section.
- Follows up on direct contacts, provides education and instructions on quarantining.
- Grants early release from quarantine if criteria are met.



- Notifies professors of in-person or hybrid courses of a COVID-19-positive case.
- Notifies professors of quarantined students.
- Reports to the Crisis Management Team

There is a separate Human Resources Contact Tracing Team that handles COVID-19-positive employees and their direct contacts.

### **COVID-19 Case Management Team**

Case managers are assigned to a COVID-19-positive person and their direct contacts.

The Case Management Team:

- Maintains communication with persons in isolation and quarantine.
- Gathers information about physical, psycho-emotional and academic needs.
- Communicates needs to appropriate areas of campus for intervention and follow-up.
- Reports to the Crisis Management Team

## **TRAINING, EDUCATION AND COMMUNICATION**

Prior to students and employees returning to campus for Spring 2021 semester, there will be clear communication of health and safety practices and behavioral expectations.

### **Students**

New, incoming students will receive and complete training prior to coming to campus using a multimedia approach to address the following areas:

- Health and Safety guidelines:
  - Monmouth University policies and procedures for limiting the spread of COVID-19
  - Phase-specific New Jersey guidelines
  - Social distancing practices for both on and off campus
  - Use of cloth face coverings in classrooms and public areas
  - Personal and community expectations for hygiene, cleaning, and sanitization
    - Personal health items to bring to campus
  - Use of #CampusClear electronic symptom tracker tool to screen and self-monitor symptoms
  - Temperature taking and use of strategically placed therma-scans on campus
  - How to access Health Services and be tested if feeling ill
- What to do if tested positive for COVID-19:
  - Monmouth University policies and procedures for:
    - Reporting
    - Going/staying home
    - Quarantine
    - Isolation



- Contact tracing
- Monitoring symptoms
- o When and how to access a higher level of care
  - Participating in medical and psychological/substance care via telehealth
  - Receiving meals and fluids and medicine.
  - Accessing additional services such as:
- Continued academic support
- Disabilities services
  - o Medical clearance to return to campus
- Flu vaccine requirements.
- A negative COVID-19 test within seven days of returning to campus.
- Behavioral Expectations:
  - o Having sufficient personal protective equipment including face masks, hand sanitizer, disinfectant wipes as well as fever reducing medication and a thermometer.
  - o Move-In procedures
  - o Visitation policies
  - o Social distancing rules, including, wearing face masks both in and out of the classroom
  - o Adherence to gathering size guidelines.
  - o Behavioral expectations in shared spaces, public bathrooms, food areas, elevators, dining areas.
  - o Classroom/departmental/gym expectations and behaviors to include:
    - Face masks at all times
    - Use of sanitizing wipes on desks and devices
    - Hand washing and hand sanitizers
    - Use of additional PPE as needed and relevant to learning or work environment.
  - o Additional behavioral expectations as outlined in course syllabi.
  - o Travel advisories.
  - o Behavior expectations for quarantine and isolation.
  - o Academic behavioral expectations
- In addition to the multimedia approach to training and education for students, expectations are outlined in the Student Handbook and have been added to the Code of Conduct. Enforcement of the COVID-19 prevention policies is handled through the procedure of the Code of Conduct.
- New Student and Parent Orientation programs will address the aforementioned areas for health/safety and behavioral guidelines in addition to other COVID-19 specific University policies and procedures.

Returning students will receive updated information prior to their return to campus for the spring 2021 semester.

- Vaccination requirements will be communicated prior to the end of fall 2020 semester and then reinforced again in pre-arrival spring communication.
- Behavioral expectations will be reinforced including expectations for COVID-19 testing prior to arrival on campus and participation in surveillance testing.



- Updated information regarding any changes in COVID-19-related policies and procedures will be clearly communicated.

Employees will receive updated communication to address:

- Any changes in Monmouth University policies and procedures related to COVID-19 sanitization, social distancing, and practices to limit the spread of COVID-19.
- Availability of any COVID-19 vaccination opportunities in accordance with NJDOH guidelines.

Employees will receive similar content instruction as that provided to students with the exception of:

- Any changes to the employee-specific procedures for reporting ill, testing, quarantine, isolation, contact tracing, and medical clearance to return to campus.
- Area supervisors are responsible for providing returning employees with updated departmental and function-specific instruction and training as it relates to COVID-19.
  - Such training needs to be documented.

Visitors are provided with instructional materials either online or in-person which outline Monmouth University COVID-19 policies and procedures and behavioral expectations.

## **SYMPTOM SCREENING FOR COVID-19**

### **Screening Using Symptom Self-Assessments**

Student and Employees Returning to/Coming to Campus for the spring 2021 Semester

- Students and employees are required to complete the #CampusClear phone app the morning of returning to, or coming to, the campus for the first time.
  - If a person answers negatively to COVID-19 symptoms, the phone app displays “Good to Go” indicator allowing the person to come to campus.
  - Students are asked to display the “Good to Go” indicator on their cell phone prior to moving into residence halls.
  - Employees are asked to display the “Good to Go” indicator prior to reporting to work.
  - Persons who receive a “Not Cleared” indicator should not come to campus until consultation with a health care provider and/or tested for COVID-19.
    - Employees must notify their area supervisor if they have been directed to stay home.
- Alternate options are provided for persons who do not have access to smart phone technology.
  - A call-in phone number is available to inquire about same symptom indicators as #CampusClear. Health Services is automatically notified of any “Not Cleared” responses and will follow-up accordingly.
- The #CampusClear database is electronically stored and accessible only to a very limited number of University officials with HIPPA restrictions.



**Ongoing COVID-19 Symptom Screening**

- Employees conduct daily self-screening of COVID-19 symptoms via #CampusClear, the electronic screening tool prior to reporting to work on campus.
  - Employees report to their area supervisor if they have been advised to stay home.
  - Employees who work remotely do not have to complete the assessment tool on a daily basis but can use the tool as needed based upon changes in physical health.
  - Persons with limited #CampusClear administrative access may track via the administrative portal percentage of employees and students completing the symptom tool and number of positive responses.
    - This data is reported to the Crisis Management Team.
- Students are asked to complete #CampusClear symptom screening tool on a daily basis while living on campus or attending classes on campus.
- Students also need to complete #CampusClear prior to returning to campus after a weekend off campus, or after having traveled either within the state or out of state.
  - Instructions pertaining to use of #CampusClear is included as part of the student training process and code of conduct in the Student Handbook.
  - “Good to Go” indicators may be used for entry into buildings such as athletics/gym, dining hall, library, classrooms and other areas designated by the University.
  - If a student receives a “Not Cleared” indicator, they are directed to contact Health Services or their health care provider for further guidance regarding the need for COVID-19 testing.
  - Students or employees who receive a “Not Cleared” indicator should not come to campus and should remain in their area of residence until they are tested, or they receive further guidance from a health care professional.
- Monmouth University is committed to safeguarding the health and safety of its community members. Therefore, the University will continue to curtail the number of visitors to campus during spring 2021 semester.
  - When individuals, including vendors, enter the campus, they must stop at the greeter’s booth and provide:
    - Their identification and a number at which they may be reached, along with the name of the person whom they are visiting, and the location of that person/office is recorded.
    - Visitor information is made available to State contact tracers, if needed.
  - Visitors are required to complete a COVID-19 health questionnaire upon arrival at the greeter’s booth.
    - Hard copy questionnaires with a decision algorithm are utilized by security personnel for visitors to campus.
  - While on campus, visitors are required to comply with campus safety protocols, including practicing social distancing and wearing a face mask in all buildings and public areas, even outside.
  - Visitors can avail themselves of a limited supply of disposable face masks in the Student Center if they fail to bring a face mask to campus.
  - In order to minimize visitors to campus, University personnel and their constituents are being directed to utilize Zoom as the technology platform for remote meetings.



- Area/Department receiving the visitor is responsible to keep logs of visitors to their respective areas and records of any additional questionnaires.
- Package deliveries to the University mailroom are logged by mailroom staff.

### **Temperature Screening**

Temperature screening is to be used as an adjunct measure to other screening methods.

- Non-contact temperature taking is a standard assessment tool in the health care setting and is utilized in health-related settings.
- Facial/body temperature scanning technology is used as a screening method in certain areas of campus areas where there are high levels of congregation:
  - OceanFirst Bank Center Fitness Center
  - Magill Commons
  - Library
  - Great Hall
  - Graduate Center
- Staff is stationed in areas using the mass temperature screening method to restrict entry to any person who sets off a temperature alarm for an elevated temperature.
  - Person with elevated temperature will be restricted from entry and directed to contact Health Services for further screening of symptoms or get COVID-19 tested.

### **Symptomatic Persons**

- Anyone who has COVID-19 symptoms needs to consult with a health care provider and be tested. Determination of COVID-19 symptoms is through the COVID-19 screening questionnaire, #CampusClear, used by both students and employees.
- If a person becomes ill while on campus, they should return to their place of residence during the spring semester and get COVID-19 tested.
- Symptomatic residential students identified at time of testing may receive a rapid COVID-19 test, if available.
  - If rapid testing is not available, Residential Life is notified to move the person into isolation housing pending test results. The student is not housed with confirmed COVID-19 cases until outcome of the test is determined.
- Symptomatic off-campus persons are directed to return to their place of residence at the time of testing and follow CDC guidance for caring for oneself and others who are sick.
- Campus areas used by a known sick case will be closed off and receive cleaning and disinfecting as outlined in the Disinfecting and Cleaning section of the plan.
  - Whenever possible, 24 hours should pass before cleaning affected areas.
- If symptomatic person tests positive for COVID-19 then procedures for isolation are instituted (See Isolation).



## TESTING FOR COVID-19

### Testing Prior to the Return to Campus

All residential students, athletes and any student attending an in-person or hybrid class for the Spring 2021 semester will be required to have a negative COVID-19 test within seven days prior to the beginning of the semester.

Students must upload a copy of their negative COVID-19 test to the Student Health Portal. If a student tests positive within the seven-day time frame they should not return to campus or to an off-campus residence (if still at home) until a full 10 days of isolation and absence of symptoms criteria have been met.

Students failing to meet this requirement will not be allowed into residential housing, class, clinical/internship or athletic practice.

Employees are strongly encouraged to be COVID-19 tested within seven days of returning to work for the spring semester. Positive test results are reported to their immediate supervisor, human resources and health services. Employees who test positive for COVID-19 during this time frame will not be allowed to return to campus until they are asymptomatic and have completed 10 days of isolation.

### On-Campus Testing

The University will utilize either a PCR nasal swab or saliva test conducted as a walk-up service or by appointment at a secure, campus-designated COVID-19-testing area. Testing is conducted by trained university personnel or vendor-designee.

When available, rapid COVID-19 testing capability will be used to identify symptomatic persons. If rapid testing supplies are limited, priority testing will be given to symptomatic residential students followed in priority by symptomatic non-residential students. Rapid testing is accompanied by either a confirmatory PCR nasal swab or a saliva test.

Testing of persons beyond the hours of the Health Center can be conducted by local area testing centers and urgent care facilities listed on the Health Services webpage.

Any student or employee who tests positive at an off-campus facility is required to report the positive test result to Health Services by emailing [health@monmouth.edu](mailto:health@monmouth.edu) with the name of the positive person and date tested.

**Hard copy results from on-campus tests and tests conducted by other outside laboratories will be scanned and uploaded to the HIPAA, secured patient health record. Testing through established commercial laboratories must have a secure web portal through which limited University clinicians have access to test result data. Where applicable, students may have**



**their own secure access to COVID test results through a personal account with a commercial laboratory.**

Positive COVID-19 test results are communicated on a daily basis to Monmouth County Regional Health Commission No. 1 (MCRHC). MCRHC is faxed positive lab results along with demographic and contact information for the COVID-19-positive case. Close contact information is also made available to assist with off-campus contact tracing efforts. In addition, MCRHC is emailed a daily roster of COVID-19 testing with additional pertinent contact information such as local off-campus address and athletic team, if applicable. All positive COVID-19 members of the campus community are expected to cooperate with University and public health contact tracing efforts.

Any testing conducted by the University such as rapid testing is entered into the Communicable Disease Reporting Surveillance System (CDRSS) by the director of health services or designee who has been trained in CDRSS and has been granted access to the database.

### **Surveillance Testing**

Surveillance testing of asymptomatic persons is conducted on a weekly basis for residential students and athletes. A minimum of 5% of the residential population is tested weekly with the exception of those who have tested positive within the last 90 days. Athletes are tested weekly and include those athletes who live both on and off-campus. Off-campus student surveillance testing is conducted through outreach efforts to groups who reside in the local community and/or belong to university clubs and organizations.

Employees are strongly encouraged to participate in ongoing surveillance testing efforts. Expanded surveillance testing is implemented at the direction of the Crisis Management Team in response to the following criteria:

- Rapid increase in cases over a seven-day period.
- A number of cases are traceable to an event or a positive case.
- Increased number of cases in more than one campus sector.
- Inadequate cooperation of direct contacts with known positive cases.

Expanded testing to include but not exclusive of testing persons in close communal living proximity to a positive case, persons linked to known events where positive cases have emerged or where the potential for transmission has been identified.

Widespread surveillance testing is conducted in collaboration with MCRHC in response to emerging patterns to determine prevalence in a given campus sector and to collaborate on appropriate mitigation efforts. Collaboration will focus on the following areas for consideration:

- Current academic plan: classes remote, hybrid and percentage participating in both.
- Density of residential halls, capacity and distribution.
- Percentage occupancy and capacity for quarantine and isolation housing.



- Testing capability and test turnaround time.
- Accessing dining services, academic resources and recreational/athletic facilities.
- Non-academic activities and athletic events.

The University will continue to collaborate with MCRHC regarding surveillance testing and mitigation efforts in response to campus outbreak case number: I-2020-16365.

### **Antibody Testing**

Antibody testing is conducted on campus by health services, using a venipuncture blood draw on a very limited basis. Test results indicate the presence (or absence) of COVID-19 antibodies but is not used as a determinant for return to work or school nor is it used as an indicator that personal protective measures need not be observed.

There are no studies to determine the amount of antibodies needed to provide protective immunity. Presence of antibodies may indicate recovery from a prior COVID-19 infection or prior direct contact with a COVID-19 person without developing symptoms.

### **Close Contacts and Contact Tracing**

A close contact is defined as being within six feet of someone with suspected or known COVID-19 for 15 minutes or more during a 24-hour period.

When persons are tested on-campus, they are directed to a QR code which accesses an e-form for persons to complete with additional demographic, residential, phone information in addition to outlining their direct contacts. This information is used by the University Contact Tracing Team to follow up with direct contacts and information is made available to MCRHC upon request. The Monmouth University Contact Tracing Team is charged with identifying and making contact with direct contacts of the COVID-19-positive case. The Tracing Team will also make contact with persons who tested positive at an off-campus facility to ascertain direct contacts. In addition, the contact tracers are responsible for:

- Inquiring how direct contacts are feeling and providing instruction on getting tested.
- Emailing direct contacts quarantine instructions along with a list of quarantine “do’s” and “don’ts.”
- Emailing professors of any in-person or hybrid classes for both the COVID-19-positive students and direct contacts with a “return to in-person instruction” date.
- Emailing classmates of the COVID-19-positive case to either quarantine (if “close contact” criteria is met) or if lower risk activity exists (“close contact” definition is not met) advised to monitor for symptoms. Name of COVID-19-positive person is not disclosed; classmates receive a note that “someone in your classroom tested positive for COVID-19.”

Employees who test positive for COVID-19 are contacted by the Human Resources (HR) Contact Tracing Team. The HR Tracing Team contacts the positive employee, investigates on-campus exposure, notifies supervisors, and reaches out to direct contacts. It provide isolation instruction



to the COVID-19-positive employee and quarantine instructions to the direct contacts. If upon inquiry COVID-19 transmission may be the result of campus contact, the Office of Compliance is notified for further OSHA investigation. The HR Tracing Team will also activate any additional cleaning and disinfecting of a work area by facilities management or a contracted vendor.

Both the university Contact Tracing Team and the HR Tracing Team maintain a database of positive cases, isolation time frames, direct contacts with quarantine time frames and any other pertinent contact information. These teams also assist MCRHC to complete any follow-up contact tracing with the local community.

Visitor logs are available to contract tracers and are shared with the MCRHC to supplement tracking of any known contacts outside of the campus such as student workplace contacts or clinical placements. Contact tracing for commuter students who live at home and employees who have close contacts in their home community is the responsibility of the public health agency with jurisdiction over the community in which the person resides.

## QUARANTINE AND ISOLATION

### Quarantine

The general principles of quarantine and isolation apply to both employees and students regardless of residential status. Quarantine is required to separate people who have been exposed to the virus, but remain asymptomatic, as well as symptomatic people who have been tested and are awaiting test results. In either case, individuals will need to quarantine in their place of residence at time of testing until results are received. Every effort is made to provide separate housing for symptomatic residential students who are waiting for test results.

Asymptomatic persons who are identified as direct contacts of a known COVID-19-positive will be quarantined in their place of residence. **A direct contact is defined as being within six feet of someone with suspected or known COVID-19 for 15 cumulative minutes or more during a 24-hour period. Determination of direct contact is made irrespective of whether the COVID-19-positive person or the contact was wearing a face mask.**

- Quarantine is 14 days since last contact with a known COVID-19–positive case. Date of last contact with the COVID-19-positive case is considered to be day 0. Two conditions can produce an early release option for persons in quarantine as long as they do not develop symptoms. Persons who continue to be asymptomatic may leave quarantine on day number eight if they receive a negative COVID-19 test on days five through seven. For persons who did not receive a test and remain asymptomatic, they may be released from quarantine on day 11.

Quarantine restrictions are outlined in instructions provided to both students and employees by the respective tracing teams.

The roommate(s), suitemates and house members of symptomatic people will also need to



be quarantined and tested. Students, roommates/housemates and employees will remain quarantined irrespective of any negative COVID-19 test results. If a quarantined person tests COVID-19-positive, they will be placed into isolation (if on campus) or provided isolation instructions if residing off campus.

Persons placed into quarantine receive quarantine-specific instructions from the Contact Tracing Team or HR Tracing Team (employees). The person in quarantine will also receive communication with a release date in order to return to campus life. Persons seeking to be released early from quarantine need to complete an Early Release from Quarantine e-form along with supportive information to be considered for early release. The Contact Tracing Team is responsible for following NJDOH early release guidelines and granting early release if criteria is met. Team members may consult with the director of health services on an as-needed basis concerning early release situations.

**Individuals at a distance greater than six feet for less than 15 cumulative minutes in a 24-hour period would be considered contacts of a lower risk and would not need to self-quarantine for 14 days. These individuals will continue to self-monitor for symptoms on a daily basis.**

#### **When a Person Test Positive: Isolation**

Any member of the University community who tests positive for COVID-19 needs to be isolated from the uninfected population in order to contain spread of the virus. Students are encouraged to not return to their family home for isolation due to risk of transmitting infection to family members or others in the community.

Health services is responsible for notifying persons of both negative and positive COVID-19 test results. Negative test results are communicated by email or via web portal for contracted lab vendors. A COVID-19-positive person is notified of the positive test result by email and phone whenever possible. The positive case is given dates of isolation and a potential release date. A COVID-19-positive person cannot leave isolation unless cleared to do so by health services. A COVID-19-positive person is notified they cannot test out of isolation. In addition, they are provided with isolation instructions which address:

- Time frame for isolation.
- Where to stay for isolation period.
- What to expect while in isolation: medical issues, meals, contacting professors, responding to contact tracers.
- What they can or cannot do while in isolation.
- Getting cleared to leave isolation.
- Retesting issues.

Health services activates both the Response Team and Tracing Team by copying them on the



initial email to the COVID-19-positive case. For employees, health services activates the HR Tracing Team. In the case of a residential student, health services also calls residential life or the Res Life person on call to facilitate the movement of the student into isolation housing in a designated building on campus and assist the student with securing on campus meal delivery.

The activated COVID-19 Response Team contacts the COVID-19-positive student, ascertains how the student is feeling, and provides additional instructions. The Response Team gathers direct contact information and forwards to the Tracing Team. The Response Team in collaboration with Residential Life makes certain students in isolation have access to masks, sanitizing wipes, tissues, and other medical, personal hygiene, and cleaning supplies.

COVID-19 Case Managers are assigned to students who are COVID-19-positive and their direct contacts. The COVID-19 case manager reaches out to students in both isolation and quarantine to find out how they are feeling, determine if there are any academic needs and provide the student with information for University resources as needed. Case managers follow up on the need for any additional supplies the student requires. Health services and counseling and psychological services clinicians may be contacted by the case manager to follow up on any medical or psychological needs respectively.

Release from isolation is granted by health services. Persons who have been in isolation receive a “Release from Isolation” email from health services based upon if **10 days have passed since the COVID-19-positive test and the person is asymptomatic**. This is done for both students and employees. The email serves as evidence that the person has completed their isolation period and is no longer considered to be contagious.

Persons are advised against retesting for 90 days as the previously positive person may continue to shed inactivated viral RNA picked up by PCR testing beyond the infectious period. Persons do not need a negative test to return to class, work, or practice as long as they have met the isolation release criteria.

