

**Plan for Restart  
Cover Sheet**

**Institution Name:** MONMOUTH UNIVERSITY

**Date Submitted:**

**Key Contact(s):**

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**Website for Restart Plan Posting:** <https://www.monmouth.edu/covid-19/reopening-plans/>

*Note: Institutions do not need to wait for OSHE confirmation prior to posting to website. The plan should go live on the website when it is submitted.*

**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.....                              | <input checked="" type="checkbox"/> |
| 2. Screening, Testing, and Contact Tracing Protocols..... | <input checked="" type="checkbox"/> |
| 3. Instruction.....                                       | <input checked="" type="checkbox"/> |
| 4. On-Campus Residential Housing.....                     | <input checked="" type="checkbox"/> |
| 5. Computer Labs/Libraries.....                           | <input checked="" type="checkbox"/> |
| 6. Research.....  | <input checked="" type="checkbox"/> |
| 7. Student Services.....                                  | <input checked="" type="checkbox"/> |
| 8. Transportation.....                                    | <input checked="" type="checkbox"/> |
| 9. On-Campus Dining.....                                  | <input checked="" type="checkbox"/> |
| 10. Study Abroad and International Travel.....            | <input checked="" type="checkbox"/> |
| 11. Athletics.....  | <input checked="" type="checkbox"/> |
| 12. Other Information/Appendices (as needed).....         | <input checked="" type="checkbox"/> |

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.



August 5, 2020

**Signature of President or Appropriate Designee**

**Date**

*Update submitted August 25, 2020  
Update submitted October 21, 2020  
Update submitted December 9, 2020*

# FALL 2020 REOPENING PLAN



## General Safeguarding

Updated December 9, 2020

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, MPH, 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 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 that properly covers both the nose and mouth covered.
  - Employees may restrict entrance to departments by persons who are not wearing face masks that properly covers both the nose and mouth.
  - 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 classroom, work settings, dining areas, residences, restrooms, outdoor spaces and other areas of congregation across campus.
- Desks at least six feet apart.
- Persons to not share objects.
- Faculty distance to first line of students: nine feet (1.5 times recommended distance to provide additional physical distancing for 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 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.
- Distanced workplace desks, create physical barriers in spaces between employees who cannot be distanced and/or rotate employee 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 to have designated In and Out doors with signage for uni-directional traffic.
- Removal of furniture from common areas and classrooms where possible to reduce gathering 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 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 work day.
  - 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 are 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, using EPA-registered products effective in killing SARS-CoV-2. 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 to 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
  - 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 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 indicate 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 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 the 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 we 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 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.
- We continue to monitor 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 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 New Jersey Department of Health 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 8 if they receive a negative COVID-19 test on days 5-7. For persons who did not receive a test and remain asymptomatic, they may be released from quarantine on day 11.
- 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 entitled 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 should inform 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 healthcare provider to discuss risk, timing and 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 not exclusive of, Health Services clinicians, upper division BSN students with nursing faculty oversight, MSN students and 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 concerns 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, MRHC No. 1.
  - Reports to MRHC 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) system as directed by NJDOH.
- Uses web-based technology to update on a daily basis the campus dashboard and visual display of COVID- 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.
- Utilizes e-forms to gather further contact information on the COVID-positive person for use by contact tracers
- 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**

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

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

- Case managers are assigned to a COVID-19 positive person and their direct contacts.
- 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
  - 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
  - Medical clearance to return to campus
- Flu vaccine requirements.
- A negative COVID-19 test within seven days of returning to campus.
- Behavioral Expectations:
  - Bring sufficient personal protective equipment, including face masks, hand sanitizer, disinfectant wipes as well as fever reducing medication and a thermometer.
  - Move-In procedures
  - Visitation policies



- Practicing social distancing, wearing face masks both in and out of the classroom
- Adherence to gathering size guidelines.
- Behavioral expectations in shared spaces, public bathrooms, food areas, elevators, dining areas.
- 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.
  - Additional behavioral expectations as outlined in course syllabi.
  - Travel advisories.
  - Behavior expectations for quarantine and isolation.
  - 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 on-line or in-person which outline Monmouth University COVID-19 policies and procedures and behavioral expectations.



# **FALL 2020 REOPENING PLAN**



## **SCREENING, TESTING, AND CONTACT TRACING PROTOCOLS**

Updated December 9, 2020

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

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

Student and Employees Returning to/Coming to Campus for 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 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 healthcare 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 or move about campus and should remain in their area of residence until they are or they receive further guidance from a healthcare 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 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 is 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 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 healthcare 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 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 outlines 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-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-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 Monmouth County Regional Health Commission No. 1 (MRHC) 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 turn-around time.
- Accessing dining services, academic resources and recreational/athletic facilities.
- Non-academic activities and athletic events.

The University will continue to collaborate with MRHC 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-positive students and direct contacts with a “return to in-person instruction” date.
- Emailing classmates of the COVID-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-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. They provide isolation instruction to the COVID-19 positive employee and quarantine instructions to the direct contacts. If upon inquiry COVID 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-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-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 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 are 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.



# FALL 2020 REOPENING PLAN



## INSTRUCTION

Updated December 9, 2020

## INSTRUCTION PLANS BY STAGES

These updates are being provided in response to the August 18, 2020 letter from Diana Gonzalez, Interim Secretary of Higher Education, supplementing the University's "Fall 2020 Reopening Plan" document that was submitted to OSHE on August 5, 2020. These updates follow NJ State OSHE Guidelines updated on August 18, 2020, available at:

<https://nj.gov/highereducation/documents/pdf/index/OSHErestart.pdf>.

### Stage 1

State Requirement:

*Colleges are engaged in distance learning*

“All in-person instruction, including labs, clinical rotations and all other curricular activity, is prohibited, unless waiver supported by a compelling rationale is obtained from the Secretary of Higher Education.”

Monmouth University plan:

All course delivery is online, with exceptions noted below (based on waiver, as required by the above).

In accordance with the waiver approval that Monmouth University received on June 29, 2020, students may participate in person in clinical rotations in the following programs, following the “Guidelines for Experiential Education, Internships, and Professional Programs at Monmouth University” included in Monmouth University’s Fall 2020 Reopening plan:

- Doctor of Nursing Practice (DNP) practice immersions
- Master of Science in Nursing (MSN) practicums including Family Nurse Practitioner, Adult Gerontology Primary Care Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, Pediatric and Primary Care Nurse Practitioner
- Master of Science Physician Assistant (MSPA) Physician Assistant clinical clerkships
- Masters of Science in Speech-Language Pathology externships
- Department of Professional Counseling’s Master of Science in Clinical Mental Health Counseling and Master of Arts in Addiction Studies field placement experiences and practicums
- Bachelor of Social Work (BSW) and Master of Social Work (MSW) fieldwork practicums and internships
- Bachelor of Science in Nursing (MSN) clinical experiences

In accordance with the waiver request from Monmouth University on July 1, 2020, faculty and students may conduct research in laboratories and hold laboratories that are attached to a course in the following fields, following the protocols included in Monmouth University’s Fall 2020 Restart plan:

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- Animal studies (in the vivarium)
- Biology
- Biochemistry
- Chemistry
- Computer Science
- Marine Biology
- Molecular Cell Physiology
- Mathematics
- Physics
- Software Engineering

### Stage 2

State Requirement:

*Most in-person learning with safeguards*

Pursuant to Executive Order Nos. 155 and 175, in-person instruction may resume in alignment with state-established restrictions and other safety measures as appropriate.

Active courses, such as theater or dance, should be limited and if they must occur, should include additional safeguard considerations, such as enhanced social distancing and infection control practices.

Institutions must provide students with the option of participation via remote instruction to the extent practicable.

Monmouth University plan:

Classes will be delivered as indicated in the “Fall 2020 Course Modalities” portion of Monmouth University’s “Fall 2020 Reopening Plan: Instruction” document that was submitted to OSHE on August 5, 2020. Faculty will choose between in-person, hybrid, or fully online, and they will indicate which online portions will be synchronous or asynchronous.

Experiential education, internships, professional programs, and laboratories can operate in person, following the guidelines and protocols in the “Fall 2020 Reopening Plan: Instruction” document.

- According to NJ State Guidelines (Updated August 18, 2020), during Stage 2, institutions may resume in-person instruction, as long as:
  - Institutions provide students with the option of participation via remote instruction to the extent practicable. Monmouth University Plan: For all Stages, students who self-identify as “at-risk” will be accommodated through remote instruction in online classes. Should an all online learning option not be feasible due to the nature of the student’s major, the student will be provided with personal protective equipment such as face shields to be used for an in-person/hybrid class environment. At-risk students will also be given the option of deferring certain classes to another academic semester.

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Students who receive a positive diagnosis of COVID-19 will be isolated from the general student population. Students who live within 100 miles of campus and are able to go home will be encouraged to do so. For COVID-positive students who are unable to go home, they will be moved into campus isolation housing. The COVID-19 Response Team which consists of members of Health Services, Residential Life, Student Life, Dining Services, MUPD and Center for Student Success will ensure the health, safety, and academic needs of the student are met. The team member who represents the Center for Student Success will be responsible for serving as academic liaison between the student in isolation and the student's professors to ensure that studies continue in a remote fashion while providing any additional academic support services that are needed. Faculty teaching onsite courses who must quarantine and/or isolate will be encouraged to work with their department chairs and deans to provide temporary onsite departmental coverage for their courses where possible, as they normally would when faculty experience limited absences from the classroom due to illness or approved travel. Faculty may also be encouraged to move their onsite class meetings online for the duration of their quarantine or isolation period.

- Classroom occupancy and density are limited as needed to allow for social distancing of six feet, at minimum, to be observed. Monmouth University Plan: This is addressed in the "Fall 2020 Classroom Capacity Study" section of the University's "Fall 2020 Reopening Plan: Instruction" document, which outlines the details and protocols to meet this standard. Signage will be posted in classrooms in accordance with the University's "Fall 2020 Reopening Plan: Health & Safety" document.
- Institutions observe Centers for Disease Control and Prevention (CDC) and New Jersey Department of Health (DOH) public health standards for distancing, sanitizing equipment, handwashing, and cleaning and disinfection. Monmouth University Plan: This is addressed in the University's "Fall 2020 Reopening Plan: Health & Safety" document, which outlines the University's plans and protocols for distancing, sanitizing equipment, handwashing, and cleaning and disinfection.
- Active classes that involve activities in which students are more physically or verbally active than sedentary and may therefore be emitting more aerosols or droplets than normal talking (such as theater, music, or dance) pose a higher risk. Institutions should consider limiting the number of these type of classes during Stage 2, as well as provide additional safeguards (enhanced social distancing and infection control practices) to protect students when they participate in these kinds of activities. Monmouth University plans to limit these courses and if provided, social distancing, cleaning protocol, mandatory face coverings will be practiced. Monmouth has a limited number of active classes, as defined by the State as classes that are more physically and verbally active than sedentary, scheduled in the fall - roughly 349 classes out of 1598 total course sections or 22% of the total course sections. Of the 349 classes, there are approximately 65 active undergraduate classes that will have some in-person instruction (out of total 1248 undergraduate courses or 5% of undergraduate courses). The in-person active classes are

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mainly in communication, health studies and physical education, world languages and cultures, and music and theatre. The in-person active courses have reduced contact through hybrid offerings, including some faculty splitting the students for on-campus meetings, increased social distancing by way of larger classroom spaces and limited student enrollment (along with mandatory face coverings), and the use of outdoor classrooms when appropriate. When possible, faculty are planning to schedule presentations and more verbally active lessons to be virtual. The lecture component of nursing and physician assistant classes are mostly online, but the clinical, lab, and simulation components are in person and faculty and students are required to wear appropriate PPE, including KN95 masks, and face shields at all times and gowns/gloves as needed. Additional cleaning and sanitization protocols are in place for all classrooms in which the active classes are held as additional safeguards against the spread of the virus. These classrooms will be cleaned after the active class meetings and cleaning logs will be maintained for each room.

- Institutions must provide students with mandatory training or orientation regarding COVID-19 sanitary and social distancing practices before the students begin or resume in-person courses at the institution. Monmouth University Plan: This is addressed in the University's "Fall 2020 Reopening Plan: Health & Safety" document, which outlines the University's mandatory training for students and all members of the University community.

### Stage 3

State Requirement:

*Colleges may operate in person with reduced capacity*

In-person instruction, labs, and other curricular activity are allowed within state-established restrictions and other safety measures as appropriate.

Monmouth University plan:

Classes will be delivered as indicated in the "Fall 2020 Course Modalities" portion of Instruction document. Faculty will choose between in-person, hybrid, or fully online, and they will indicate which online portions will be synchronous or asynchronous.

Experiential education, internships, professional programs, and laboratories can operate in person, following the guidelines and protocols in the "University's Fall 2020 Reopening Plan".

All of the student accommodations, reduced classroom capacity based on six feet distancing, added precautions and limits on active classes, mandatory face covering, training, monitoring, sanitizing equipment, handwashing, and cleaning and disinfection will be followed as per Stage 2 Plans outlined above and in the University's "Fall 2020 Reopening Plan" document that was submitted to OSHE on August 5, 2020

## FALL 2020 COURSE DELIVERY MODALITIES

The University, in consultation with the leadership of the Faculty Association, the Faculty Council, and the Staff Council, has developed the Monmouth University Reopening Plan which includes health and safety protocols that FAMCO has endorsed. As we manage the challenge of the fall reopening, and with the input of the fall academic planning task force, FAMCO and the University have entered into an Agreement on a plan and a process that meets the health and safety of students, staff and faculty, while providing for faculty choice of course delivery that is intended to recognize faculty's pedagogical, health, and safety needs.

As part of this reopening plan, the University and FAMCO want to ensure and encourage the widest number of faculty seeking some opportunity to teach in person are given that ability within the constraints of the Governor's Executive Orders and OSHA guidelines.

Within limits described below, faculty may choose their mode of course delivery for the fall 2020 semester in order to make certain the widest number of faculty have those opportunities to return to in-person instruction wherever possible. Thus, faculty members may choose to opt into In-Person, Hybrid (with partial in-class/in-person) instruction or Online instruction as necessitated by health and safety constraints and good pedagogical sense. In-person instruction will be dependent upon the type of course and the size of the class section due to the limited classroom capacities given room spacing for physical distancing.

### Course Delivery Options

We have developed a process where faculty may choose to opt into in-person, hybrid (with partial in-class/in-person) instruction or online instruction this fall.

- **In-Person:** For traditional in-person instruction, faculty will designate [In-Person]
- **Hybrid:** For Hybrid courses, faculty will be asked to designate as follows:
  - Traditional Hybrid with online portions asynchronous (HY)
  - Traditional Hybrid with online portions synchronous (HYS)
  - Traditional Hybrid with online portions in a combination of synchronous and asynchronous (HYSAS)
- **Online:** For online courses, faculty will be asked to designate as follows:
  - Traditional online asynchronous (OAS)
  - Online synchronous (OS)

## Important Deadlines

Department chairs and program/graduate directors, where appropriate, request that by **July 17** faculty submit their preferences for which courses they wish to teach on-site, hybrid, or fully online.

Faculty will also work with their department chairs and the registrar to add detailed annotations to WebAdvisor descriptions giving specific information about classes, e.g. which day(s) will be “in person,” and how synchronous and asynchronous time will be scheduled and utilized. Faculty will also work through their Department chair and program/graduate director where appropriate, on requests for special accommodations related to potential room assignment changes.

- **Tuesday, July 21, 2020:** Department chairs and program/graduate directors submit their department’s instructional method changes to the Office of the Registrar. In order to make in-person class experiences available, departments, the faculty, and the Registrar’s Office shall endeavor to offer as many 100 and 200 level courses in person as possible.
- **Monday, July 27, 2020:** The University will then examine the preferences expressed by the faculty to ascertain whether sufficient in-person opportunities are available to students. If there are concerns, the University will work with the faculty through its department chairs and or program/graduate directors to discuss any availability for in-person or hybrid teaching, adjust the course offerings and faculty authorized to teach remotely, and establish a final schedule by **July 27, 2020**. If such discussions or adjustments are needed for fall 2020, the final decision to opt for remote instruction rests with the faculty member. The Registrar will finalize the fall schedule to be available by **August 1, 2020**.

Consistent with Executive Order #155 and OSHE Guidance, and the University’s priority and commitment to the health and safety of its members, faculty who are unable to participate in in-person instruction because they are immunocompromised or at high-risk for COVID-19, or who are otherwise not comfortable with a hybrid or on-site course because of possible COVID exposure, and whose course is assigned as on-site or hybrid against their wishes will be permitted to opt out of that assignment and pick up an online course that they are qualified to teach, or load balance, if the University is unable to identify an online course. For any faculty member whose preference for teaching online cannot be accommodated by their department chair this fall, resulting in a faculty member not being able to make load, they may be assigned, if possible, another available course they are qualified to teach in fall 2020, spring 2021, or summer 2021 to load balance. If necessary, to meet their normal AY 2020-2021 teaching load for these faculty, the course preparation limits per semester in the Agreement can be lifted.

Any faculty member’s decision to opt out of on-site or hybrid instruction for fall 2020 may not be made a factor in their evaluation for reappointment, tenure, or promotion.



## **FLEXIBLE GRADING OPTIONS (FALL 2020)**

**Effective: September 8, 2020 through January 15, 2021**

COVID-19 has ushered in unprecedented times calling for unprecedented responses and solutions to emerging challenges which continue through the Fall 2020 semester. Students will have flexibility in regard to how the grades they earn will be recorded. Below, we have outlined the rationale, policy, decision making process, steps for faculty and students, and potential impact on the student's record.

### **Rationale**

- The decision to allow pass/fail grading takes into consideration the disruption to academics that COVID-19 and subsequent societal impacts have had, and it's designed to provide options that we hope will relieve some stress. While Monmouth University has worked diligently to train faculty for teaching in various distance education modalities, we are focusing on the students with this policy. We recognize that the learning environments in which students may find themselves during the continued pandemic may lead to students not working at their normal performance level.
- For students who want to earn a standard letter grade, moving the University to pass/fail grading exclusively is not beneficial. Students might want or need standard letter grades because they expect to do well, some graduate and professional schools require a standard letter grade, they are attempting to raise their GPA, and many other reasons.

### **Policy**

Once standard grades are posted, students can choose to keep some or all of those standard (A to D-) grades or choose to have some or all of the standard (A to D-) grades become Pass (P).

### **Policy Application:**

- Students must complete the required eform by the deadline provided for the grade change to go into effect.
  - Undergraduate students earning a grade of 'D-' or better will have **until January 15, 2021 at 11:59 pm** to decide if they would like to switch a class to pass grading.
  - Graduate students earning a grade of 'C-' or better will have until **January 15, 2021 at 11:59 pm** to decide if they would like to switch a class to pass grading.
  - Graduating undergraduate and graduate students will have until **January 8, 2021 at 11:59 pm** to decide if they would like to switch a class to pass grading.
- Grades originally given as an Incomplete (I) for Fall 2020 may be changed to P.
- Because it is important to track students who are not in good academic standing for their long-term academic success, probation will be determined prior to changing grades to P.
- Dean's list will be determined prior to changing grades to P.
- The decision will need to be made on an individual, course by course, basis, meaning that students may keep standard grades for some courses and take Pass grades for others.
- Once changed, P grades are not reversible.

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- The Registrar will retain a record of the original grade which may be released if requested by the graduate or professional school admissions or department heads for verification that the student met department or pre-requisite requirements or accreditation needs.
- Pass (P) does not positively or negatively impact GPA; it has no effect on GPA.
- Fail (F) has a negative impact on GPA, regardless of the format (P/F or standard).
- The eform will ask students to indicate whether they have spoken to an advisor and that they understand the ramifications of the grade change.

Requests for pass grades are between the student and the Registrar, with advice from the student's advisors. Chairs of departments, deans or other administrators may not petition the Registrar to operate outside the rules of application stated above.

### Decision Making and Advising

- Students must be counseled (by advisors, faculty, family, Financial Aid, scholarship originators, and other relevant sources) on the impact of pass/fail grading. The eform will ask for verification that the student has discussed the consequences of a grade change with their advisors.
- Advisors and students should take extra caution when discussing courses that require a standard grade for major or prerequisite requirements or graduate school programs. Consult with department advisors and the [Monmouth University College Catalog](#).

### Steps for Faculty

- Faculty members will grade students normally, using letter grades.
- Instructors will not be informed of the grading option that a student has chosen.

### Impact

#### Impact on Academic standing

- Per the general academic requirements of the University, undergraduate students must meet the following grade point average requirements to remain in good academic standing: FRESHMEN 1.6; SOPHOMORES 2.0; JUNIORS 2.0; SENIORS 2.0.
- Some Schools or majors require a GPA higher than the minimum requirements for the university. Students should confirm the minimum GPA required for their major with their academic advisor.
- Per the general academic requirements of the Graduate School, graduate students must maintain a cumulative grade point average of at least 3.0 to remain in good academic standing.
- You can find a GPA calculator at <https://www.monmouth.edu/registrar/>

#### Impact on Financial Aid

- Consistent with the general academic requirements of the University, students must meet the grade point average requirements listed above to retain their eligibility for financial aid.
- Some scholarships may require students to earn a GPA higher than the minimum requirement for the university to maintain eligibility. Students should contact their individual scholarship committee regarding requirements.
- Students should use a GPA calculator when considering their options for P/F and to review the terms and conditions of their awards before making a decision. The Financial Aid Office can make clear the GPA

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requirements for awards (although the terms are spelled out on the students' award letters, on the website, and in the catalog), but students need to recalculate and project GPAs themselves or with the help of an advisor.

### **Impact on pre-requisites**

- For students who need to achieve a specific letter grade or higher in order to meet pre-requisite requirements in their major, or qualify to waive foundation courses in a graduate program, they need to earn the letter grade required for pre-requisite or waiver purposes. In most cases they should take the letter grade so it appears on their transcript.
- If the letter grade they have earned for their pre-requisite course or foundation waiver course meets the requirement but is not in line with their normal performance in coursework, they can still decide to take a P grade to protect their transcript and GPA. Their letter grade information will remain in their file on the eform they submitted for future reference. However, this grade information may only be available internally at the University for pre-requisite and waiver purposes and therefore they will still need to consider the impacts noted regarding graduate programs at other universities and future employers.

### **Future impact on applications to graduate programs and Job Search/Employers**

- If they plan to at some point apply to a graduate program, the Pass grade may not be accepted by the program and they may be required to repeat a topic or it could be that their admission is impacted. Historically, employers also have not viewed a Pass grade in a positive light, and assume that the student may not have mastered the topic.
- Normally Pass grades are not treated the same as a letter grade. We know that during the spring 2020 semester, many universities allowed or simply provided Pass grades to their students. It is therefore possible that in the future, graduate programs will understand that this year is a unique case.
- However, it might be a risk to them as a student. We strongly advise that if they are able to achieve a strong grade in their courses this semester that they take the letter grades to protect their future transcript. However, we also believe that the Pass grade this year may be treated differently due to the situation and for those who truly have good reason for why their course grades were dramatically impacted they should take the Pass grade and protect their overall degree GPA. This decision will be unique to them, and they should discuss this with their adviser, or the Chair of the department over their degree.

### **Impact for student athletes**

- Any letter grade that is C- or lower should be considered as a pass/fail in order to help remain at or above the 2.00 cumulative GPA minimum for athletic eligibility. But when considering the pass/fail option, please consult with your academic advisor or the athletics academic support staff to make sure that converting a letter grade will not negatively affect your degree progression in your academic program, or any negatively affect graduate school aspirations.

## **GUIDELINES FOR EXPERIENTIAL EDUCATION, INTERNSHIPS, AND PROFESSIONAL PROGRAMS OF MONMOUTH UNIVERSITY DURING COVID-19**

This document provides guidance for all faculty and students for experiential education, nonclinical course-related internships, and professional programs at Monmouth University during COVID-19. Internships and ExEd experiences can be in person or remote. For in-person experiences, University health and safety protocols will be applicable. Remote internships will be based on protocols that are

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school- and program-specific (including accreditation) expectations and fulfill credit and general education requirements.

### **Experiential Education**

#### **Faculty General Education Oversight Committee (GEOC) Policy Statement on Experiential Education for fall 2020:**

While we recognize the significant challenges being faced by those who are scheduled to teach ExEd and Service Learning general education courses and/or supervise students who will be completing ExEd-eligible internships during the upcoming academic year, Monmouth University remains committed to maintaining Experiential Education as a central and distinctive component of the general education curriculum and to ensuring that the University's ExEd courses and internships will continue to fulfill all current learning outcomes. Accordingly, faculty who are planning ExEd and Service Learning general education courses and/or will be working with students to conceptualize and coordinate internships should keep foremost in mind these three priorities:

- Student, faculty, staff, community partner, and/or internship sponsor health and safety protocols;
- The need to anticipate contingencies (esp. the possibility that in-person classes and/or internships may need to transition online mid-semester); and
- That all courses and internships should strive to meet the established expectations and hours requirements for time spent on-site or, if that is not possible, to provide students with an equivalent experiential impact to what they would have received under “normal” instructional circumstances via:
  - Alternative and high-impact in-person micro-experiences—more intensive, shorter on-site activities or projects—which demonstrate an intentional effort to compensate for
    - Students in ExEd or Service Learning courses being unable to spend as many hours on-site or in the community as they would have spent during a “normal” semester or
    - Students completing internships for ExEd credit being unable to fully meet the usual requirements for 50, 100, or 150 hours spent on-site, or
  - Significant remote interaction with community partners and/or internship sponsors utilizing either
    - Synchronous online technologies such as Zoom or
    - Asynchronous online writing, research, and design opportunities.

In order to ensure that the University will be prepared to inform Middle States about how Monmouth's general education program has responded to the pandemic, Faculty Council requests that those teaching ExEd or Service Learning courses communicate with the GEOC Area VII Chair—Elena Mazza prior to September 1 and Anne Deepak after September 1— about how they are modifying their courses, as well as that those who will be proposing and supervising ExEd internships indicate on their Experiential Education (adv) eForm whether significant portions of the

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internship will be remote and how it will provide an equivalent experiential impact to what students would have otherwise received.

Any faculty who are scheduled to teach an ExEd or Service Learning class during the FA2020 semester and have immediate concerns about whether it will be possible to modify the course and still meet all the requisite general education outcomes should contact their department chair and the GEOC Area VII (Experiential Education) Chair.

To review the current Experiential Education Learning Outcomes, please go to the General Education Information Page, accessible via the “For Your Information” dropdown menu on the myMU portal, or click the following link: <https://my.monmouth.edu/OfficesServices/GeneralEducation/Pages/Experiential-Education-Learning-Outcomes.aspx>

For more in-depth information and ideas about how to conceptualize, propose, and implement the sort of alternative and high-impact in-person micro-experiences and/or significant remote interactions that GEOC is recommending, please feel free to access and review, “What to Do About Internships in Light of the COVID-19 Pandemic? A Short Guide to Online Internships for Colleges, Students, and Employers,” a resource guide published by The Center for Research on College-Workforce Transitions at the University of Wisconsin-Madison, which GEOC relied and drew upon in developing this policy statement. A .pdf of the document is available at the following link:

[http://ccwt.wceruw.org/documents/CCWT\\_report\\_COVID-19%20Internships.pdf](http://ccwt.wceruw.org/documents/CCWT_report_COVID-19%20Internships.pdf)

### **Clinical Placements and Student Teaching for the Professional Programs and Non-clinical Course-related internships**

The following information provides guidance for all faculty and students in the following professional programs who are returning to in-person clinical practicums or student teaching during COVID-19:

- Doctor of Nursing Practice (DNP) practice immersions
- Master of Science in Nursing (MSN) practicums including Family Nurse Practitioner, Adult Gerontology Primary Care Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, Pediatric and Primary Care Nurse Practitioner, Education, School Nursing and Forensics tracks
- Master of Science Physician Assistant (MSPA) Physician Assistant clinical clerkships
- Master in Speech Language Pathology externships
- Master of Science in School Counseling
- Master of Science in Student Affairs and College Counseling
- Master of Science in Educational Leadership
- Master of Science in Special Education
- Master of Science in Literacy
- Doctor of Education in Educational Leadership

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- Master of Education
- Master of Arts in Teaching
- Bachelor of Arts in Interdisciplinary Studies for Elementary Educators
- Bachelor of Arts with K-12 or Elementary Education degrees (e.g. Anthropology, English, Foreign Languages, Science, Math, Political Science, etc.)
- Department of Professional Counseling's Master of Science in Clinical Mental Health Counseling and Master of Arts in Addiction Studies field placement experiences and practicums
- Bachelor of Social Work (BSW) and Master of Social Work (MSW) fieldwork practicums and internships
- Bachelor of Science in Nursing (MSN) clinical experiences

The professional programs listed generally follow similar procedures for their practicum experiences and these are outlined first. Specific program particulars that differ from these general outlines will follow this section, along with specific COVID-19 policies from partner systems and accrediting bodies.

### **Pre-internship/placement training**

All students in the above clinical programs will have completed specific training on self-protection as clinical professionals, universal precautions, and comprehensive training specific to COVID-19 from the CDC, NIH, and WHO before being allowed to complete their clinical practicum, including:

- Protecting Patients & Health Care Workers
- Infection Control Guidance
- Guidance About Hand Hygiene
- Using PPE: PPE Donning & Doffing CDC Sequence for COVID-19
- Potential Exposure at Work
- Stress & Coping in Health Care
- Evaluation and Testing
- Clinical Care Guidance
- COVID-19 Treatment Guidelines
- General Guideline - How to Protect Yourself

Additionally, students will have been trained in NJ Department of Health guidance for health care professionals and required to adhere to CDC, NJ Department of Health, and local facility Infection Control Plans.

### **Key Guidelines for All Professional Programs**

#### **Completion of internship/placement hours**

Wherever feasible, in-person didactic and clinical activities have already been converted and implemented as online formats. Lecture activities and some lab activities were transitioned to online delivery as have written examinations and objective structured clinical evaluations



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(OSCEs). However, by accreditation standards, students must still complete a required amount of direct patient care activities. For some programs, lectures have been front loaded to provide more weeks between lectures and starting clinical practice. If a professional program's accrediting bodies have adjusted hours and types of work that will count towards their clinical internships, they can be found at the end of this document.

Although it is impossible to eliminate all risks, and clinical professional program students are always exposed to some risks when participating in clinical experiences, Monmouth University has established and implemented the following specific protocols to protect students, patients, and other members of clinical teams:

- Students are only permitted to return to clinical experiences at facilities who have deemed it safe for students to return. Generally, this means that the facility: (a) has protocols in place to screen patients for signs and symptoms of a COVID-19 infection or who are at risk for a COVID-19 infection (e.g, contact with another individual suspected or confirmed of having a COVID-19 infection) prior to care being provided; (b) if an inpatient facility or emergency room has adequate supplies of PPE for students.
- Each facility that has a COVID-19 policy will share these with the University before students are placed.
- On a daily basis, prior to leaving home to participate in a clinical experience, students must complete the CDC's Symptoms of COVID-19 self-checker (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>).
- Students should also take the self-exam on the MU portal after spending time at their internship site if they then proceed to an in-person class at Monmouth.
  - If students fail their COVID-19 screening, they will be required to contact their program and clinical site and follow all applicable CDC, state, and institutional guidelines for self-isolation. Students are prohibited from returning to their clinical site until cleared by a medical provider and the program.
- All students are prohibited from having direct patient contact with patients who (a) have a suspected COVID-19 infection or (b) have a known COVID-19 infection.
  - Students are not permitted to enter the room or treatment area of a patient being evaluated or treated for a COVID-19 infection, regardless of availability of PPE and infection control protocols.
  - Students are not permitted to participate in the screening of patients suspected of having a COVID-19 infection, regardless of availability of PPE and infection control protocols.
  - Students are not permitted to participate in cleaning their internship site, with the exception of their own work area.
  - If unknowingly exposed to COVID-19, students are required to contact their clinical preceptor and program faculty member overseeing clinical experiences to walk through the NJDOH Guidance for COVID-19 Diagnosed and/or Exposed Health Care Personnel



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([https://nj.gov/health/cd/documents/topics/NCOV/Guidance\\_for\\_COVID19\\_Diagnosed\\_andor\\_Exposed\\_HCP.pdf](https://nj.gov/health/cd/documents/topics/NCOV/Guidance_for_COVID19_Diagnosed_andor_Exposed_HCP.pdf)), including the Health Care Personnel Exposure to Confirmed COVID-19 Case Risk Algorithm ([https://www.nj.gov/health/cd/topics/covid2019\\_healthcare.shtml](https://www.nj.gov/health/cd/topics/covid2019_healthcare.shtml)), and follow all recommendations.

- As with all previous clinical activities, all students are required to follow universal precautions for all patient contact.
- As with all previous clinical activities, students are required to follow all institution/facility guidelines for PPE.
  - For students completing in-patient hospital rotations, the facilities will perform respirator fit testing prior to the student start of clinical clerkships
  - Even once fitted and supplied with respirator, students are still prohibited from interacting or performing care of patients suspected of having COVID-19 or patients who have been confirmed to have COVID-19 infection.
- When in a clinical setting, students are required to:
  - Follow all institutional guidelines regarding infection control, including any requirements for face mask use and PPE.
  - Follow all appropriate handwashing/cleansing protocols.
  - Follow all appropriate social distancing protocols.

### **Responsibilities of education majors who are in a student teaching experience or a clinical practicum related to teaching or educational leadership**

- Testing for active COVID-19 immediately prior to returning to the field site is recommended for all and negative test results may be required by Monmouth University or the school where a student intern or teacher candidate is placed.
- Anyone who is experiencing illness should NOT report to their internship until they can be tested for COVID-19 and symptoms resolve.
- All student interns and teacher candidates will follow any Monmouth University, school district, and NJDOE guidelines regarding general entry to buildings and shared spaces which may include measures such as specific entry and exit doors, temperature checks and check-in logs.
- All operations must adhere to the policies of Monmouth University, school district, and the NJDOE. In particular, distancing and face masking must adhere minimally to current NJ State regulations. Student interns and teacher candidates will be reminded to wash hands frequently, use hand sanitizer, and encourage their students to follow the same health guidelines.
- We are all responsible for each other. Many faculty, interns, and staff may themselves be at increased risk or have household members at increased risk. Following health precautions protects those members of our community.
- Supervision is required. The University supervisor should be encouraged to regularly check in via text, email, or in person. Supervisors will adhere to Monmouth, school district, and NJDOE guidelines.

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- Teacher candidates, social work interns and speech-language pathology externs in school settings will adhere to Monmouth, school district, and NJDOE guidelines. The Office of Certification, Field Placements, and School Partnerships along with the SOE will keep up-to-date on any and all changes and share with teacher candidates immediately.

### **Responsibilities of field or teaching sites**

- All field and/or teaching sites will inform the appropriate Monmouth University professional program office of any positive (or suspected positive) cases at their sites so informed decisions about the students' continuation at the site can be made.
- Field and/or teaching sites will also provide updated copies of their COVID-19 policies when any changes are made.
- Field and/or teaching sites that do not maintain State of NJ standards for health, safety, and cleaning will have their interns pulled out of the field site.

## OTHER RESOURCES

### **Monmouth University Community Care Telehealth Clinic**

The School of Social Work created and currently houses the Monmouth University Community Care Telehealth Clinic as a remote field practicum site. The MUCCT began in May 2020 with six part-time MSW students and four Monmouth social work faculty providing clinical supervision for these students. The MUCCT will take an additional 5 MSW student interns for the fall semester and will be open for interns from Speech and Language, Professional Counseling, and the Psychiatric Nursing program.

### **Traveling to work**

Working safely includes safely getting to work. The safest transportation modes are outdoors (walking/biking) or driving in a personal car. If you have to, ride public transit or shared rides, travel at off peak times, bring hand sanitizer and a mask, and wear the mask at all times. Avoid touching your face and physically distance when possible.

### **Return to Campus Guidelines for Nursing and Physician Assistant Programs**

Protocols for Activities in Birch Hall and the Graduate Center

- All faculty, staff, and students are required to complete the CampusClear App daily before arriving on campus.
  - CampusClear can be easily used as a smartphone application ([Apple App Store](#), [Android Play Store](#)), a [web interface](#), and a voice call-in version ([732-263-5910](#)).
  - If symptomatic, having positive test results, or having been exposed to COVID-19, students should contact the student health center and follow all appropriate self-isolation and quarantine guidelines.

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- Details on isolation and quarantine can be found at the Monmouth University COVID-19 Health and Safety webpages at the following link:  
<https://www.monmouth.edu/covid-19/health-and-safety/quarantine-and-isolation/>
- Students must be cleared by the health center before returning to campus.
- Faculty, staff, and students may be required to have their temperature checked, via infrared/no-touch forehead thermometer, upon entering the building.
- Participation in General Activities
  - All faculty, staff, and students will be required to wear an acceptable cloth face mask or KN95 at all times in classrooms, computer labs, offices, conference rooms, and/or designated student workspaces when engaged in activities that do not involve clinical skills. Faculty and staff may remove their masks when they are alone in their private office.
  - Masks with exhalation valves or vents are not acceptable.
  - Details on wearing, removing, and washing cloth face masks can be found on the CDC website at the following link: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
  - Cloth face masks should be cleaned between uses.
    - Instructions and recommendations for cleaning cloth face masks can be found on the CDC website at the following link:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>
  - KN95 masks can be reused following limited reuse protocols originally developed for N95 respirators.
    - Instructions and recommendations pertaining to limited reuse protocols can be found on the CDC website at the following link:  
<https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html>
- Participation in Clinical Lab and Simulation Activities
  - Scheduled in person labs and simulation experiences will occur via small groups in Birch Hall or the Graduate Center.
  - When feasible, the timing of clinical lab activities will be staggered to ensure appropriate social distancing.
  - Labs and simulation experiences will be divided into sections to ensure appropriate social distancing.
  - Students will be paired into teams and spaced a minimum of 6 feet apart from other teams.
    - Whenever possible, student pairs will be assigned so that roommates will be on the same team.
  - When the students are examining live models for male and female examinations, they will work in groups of three with one model.

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- All students and faculty will be required to wear a KN95 mask and face shield when participating in clinical lab and simulation activities.
  - See above for limited reuse protocols for KN95 masks.
  - Face shields should be cleaned between uses.
    - Follow manufacturer instructions for cleaning face shields, or, if unavailable, follow the instructions noted on the CDC website that can be found at the following link: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/eye-protection.html>

### **Cleaning of Classroom and Lab Areas**

- Classroom/lab surfaces will be sanitized after use for each group/section of students.
- All faculty and staff will be required to wear both a face mask/respirator and face shield when in classrooms, labs, communal areas, meeting areas, restrooms, and whenever with other persons. Faculty and staff may remove their face mask/respirator and face shield when working alone in their office areas.
  - Given increased exposure, presence of underlying health conditions including older age, having small children at home, and circumstances in which faculty and staff are living with elderly or immunocompromised family members, faculty should use KN95 respirators instead of regular masks.
- Students will be given specific ‘appointment times’ when to arrive on campus and specific seating/lab table assignments.
  - Arrival times will be staggered such that no more than 10 students will be arriving at the same time.
  - Under no circumstances are students permitted to arrive at a time different than their appointment times unless receiving prior approval by faculty.
- If students arrive late, they must contact the program’s office coordinator for instructions prior to leaving their vehicles.
  - Under no circumstances are students permitted to change their seating/lab table assignment unless receiving prior approval by faculty.
  - For Nursing students, all undergraduate skills, SIM, and physical assessment labs are limited to eight students and will be separated into two groups of four during any hands on lab experiences. These students and faculty will have to wear masks at all times.
  - Graduate assessment labs are separated in groups of 10 and work in pairs. Both students and faculty will be required to wear masks at all times.
- Students will remain in their vehicles until ‘waved in’ by a faculty or staff member. Once ‘waved in’, students will proceed directly to their assigned seating/lab table.
  - Prior to leaving their vehicle, students must don their mask/respirator and face shield.
  - Students may be required to have their temperature checked, via infrared/no-touch forehead thermometer, prior to entering the building.
  - Students will remain at their assigned seating/lab table until excused by a faculty member.

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If students need to leave prior to the end of the activities (e.g., for use of the restroom), they will need to raise their hand and be excused by the faculty member to prevent multiple students leaving and being in close contact at the same time.

- At the conclusion of the activity:
  - Students will be released in pairs to return directly to their vehicles.
  - Classroom/lab surfaces will be sanitized prior to the arrival of the next group of students.
  - Next group of students will not be allowed to enter the building until previous students have left and the rooms have been sanitized.

\*Number of students per activities and total number of students and faculty per activity may change in accordance with updated guidelines from the University, State of NJ, and/or the CDC.

\*\*Extent of physical distancing may change in accordance with updated guidelines from the University, State of NJ, and/or the CDC.

### **Center for Speech and Language Disorders Re-Opening Plan and SOP**

The Center for Speech and Language Disorders will utilize a hybrid approach for the fall 2020 semester to limit the number of clients and students in the Center during operation hours.

To successfully operate during this time, we will need the following:

- Staff and student work areas, particularly treatment rooms, student lab space, restrooms, and surrounding areas will need disinfecting service in accordance with state and federal standards related to the COVID-19 pandemic.
  - Please note, treatment spaces will require disinfecting multiple times per day as these spaces are occupied by multiple students and clients during hours of operation.
- Personal protective equipment (PPE) for Center staff, students, and clients including the following essential supplies:
  - Disposable masks (one per staff member/student per shift, unless visibly soiled).
  - Disposable non-latex gloves to be worn during all client encounters and disinfecting procedures.
  - Disposable face shields (one per student per week) for enhanced protection during client encounters.
- Enhanced signage provided by Monmouth University for emphasis of physical distancing, frequent handwashing, and mask use.
- Plexiglass barriers at the main entrance to the Center as well as barriers for each treatment room.
- Carts for soiled and clean materials.
- No-touch infrared thermometers.
- Additional supplies of hand sanitizer and disinfecting wipes.

Please note, these materials are essential for ensuring the safety and wellbeing of Monmouth University students, staff, and clients within the Center for Speech and Language Disorders during

the COVID-19 pandemic.

### **Daily Operating Procedures - TBD: September 2020-December 2020**

The Center for Speech and Language Disorders will open from 9:30 a.m. to 7:30 p.m. daily.

- Clinic operations and workflow
  - Staff and students will report for duty at regularly scheduled times.
  - Students, staff and clients will undergo screening before granted entrance to the Center. See appendix for sample documentation and procedures.
    - Screening will include temperature check (using no-touch infrared thermometers) and symptom questionnaire.
    - Clients will be provided with a disposable mask at this time if they do not have one available.
  - Waiting room will remain closed for the fall 2020 semester to limit occupancy of traditionally high-traffic areas during hours of operation.
    - Clients will remain in their cars until called to enter Center for their scheduled appointment.
    - Visitors will be asked to wait for clients in their vehicle unless their presence is essential to the treatment session.
  - The Center will adopt a hybrid approach to treatment utilizing teletherapy to limit the number of clients in the Center in accordance with current NJ State regulations (50% occupancy or 10 people, whichever is lower).
- Handling soiled materials
  - Students will be asked to return used materials to a “soiled” utility room.
  - Returned materials will remain in soiled utility room for 24 hours before further handling or processing.
  - Materials will be processed by staff wearing gloves and a mask after 24 hours, placed on carts, and moved to a second, separate staging area for another 24 hours. After this second quarantine, the materials may be re-shelved.

Please note: Students will not be permitted to bring materials from home for use during therapy sessions.

### **Other aspects of operation during this phase:**

- Limit the number of staff and students in the Center at any given time. Utilizing a hybrid approach will allow the Center for Speech and Language Disorders to alternate treatment days and reduce the number of students, staff, and clients occupying the Center.
- The Director of the Center for Speech and Language Disorders and Graduate Center security will monitor and enforce reduced occupancy guidelines.
- The Center for Speech and Language Disorder’s space will be reconfigured for adequate safe

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distancing. Chairs will be removed from the waiting area to ensure separation.

- Computers located in the student workroom should be disabled in a pattern that will enforce six feet of physical distancing.
- Occupancy of the student workroom will be limited to no more than 10 students at any given time in accordance with NJ State guidelines.
- A tape line will be placed at the walk-up window located at the Center's main entrance to remind students and clients to stay back from the window when interacting with staff.
- Storing food in the Center for Speech and Language Disorders and student workroom should be avoided. Food should not be shared. Open food and beverage containers are not permitted within the Center.
- Center treatment rooms will remain closed when not in use.

Further reopening plans will follow and are contingent upon Monmouth University's fall 2020 semester plans and parameters. We expect to continue low-density operations throughout the 2020-2021 academic year.

### **Clinical Externships in Speech-Language Pathology, Fall 2020**

This document provides guidance for graduate students who are resuming community-based clinical externships during COVID-19, as well as faculty members and supervisors involved in the supervision of graduate students. Our goal is to maximize clinical education and provide a rich learning experience for students while minimizing health risks and other negative impacts of the current pandemic.

This document will outline SOP for clinical externships in the community in accordance with each stage of reopening as per executive orders.

### **KEY GUIDELINES**

- Testing for active COVID-19 immediately prior to returning to externship or work is recommended for all and negative test results may be required by the University.
  - Students must also abide by site-specific COVID testing (for instance, some hospitals requiring 2+ negative COVID-19 tests prior to beginning rotation)
  - Students should complete the CDC Symptom Checker daily prior to arriving to externship site. The checker can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
  - Anyone who is experiencing illness should **NOT** report to work/externship until they can be tested for COVID-19 and symptoms resolve.
- All students and faculty will follow any University, School of Education, and Graduate Center/Center for Speech and Language Disorder guidelines regarding general entry to buildings and shared spaces, which may include measures such as specific entry and exit doors, temperature checks and check-in logs when engaging in on-campus learning experiences.



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- All operations on-campus or at the Graduate Center must adhere to the policies of Monmouth University and NJ State regulations.
  - Within external sites in the community, physical distancing and masking must adhere minimally to current NJ State regulations. In addition, no room should ever exceed 50% occupancy or 10 people, whichever is lower. This standard may be updated by the state.
  - Students should abide by site-specific guidelines for social distancing, masking, sanitization, etc. These guidelines should adhere to NJ state regulations.
- No faculty member, staff, or student should be compelled to perform community-based externship experiences given the risks associated with increased personal contacts, especially in indoor environments. Clinical simulation experience and/or telepractice should be considered when appropriate for those with safety concerns.
  - Telepractice and clinical simulation also require 25% supervision as per ASHA CFCC regulations. Telepractice supervision may be provided remotely and/or in person depending upon needs of specific sites and supervisor availability.
- **Any work that can be completed at home should continue to be completed at home.** We are all responsible for each other. Many faculty, students, and staff may themselves be at increased risk or have household members at increased risk. Minimizing the time we are at work helps protect those members of our community.
- Meeting with a single student can take place in the faculty's office at the Graduate Center provided distancing guidelines can be maintained.
  - Meeting with a single student at externship sites can take place provided social distancing guidelines can be maintained.
- Whenever possible personal interactions should occur while adhering to physical distancing protocols and with masks in place. The preferred group meeting practice remains via remote means, such as Zoom.
- Supervision of students is required. External supervisors and students should maintain appropriate social distancing protocols during supervision activities, when possible.
- The University will provide sanitization materials, masks, and gloves as required. Please contact your department chair with your specific needs. If students need access to other resources to enable their clinical education while minimizing risk, they should contact their department chair.
  - In order to adhere to site specific protocols, PPE may be required. Sites should provide the minimal PPE to students that is required to meet site specific protocols (for instance, if a KN95 mask is required at a community site, the site should provide the KN95 mask).

## Guidelines for Social Work and Professional Counseling Students

### Proposed Delivery of Curriculum

#### Social Work:

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- All course lectures and team-based learning activities in the Master of Social Work Program will be delivered online. When appropriate and possible, synchronous delivery will be utilized via Monmouth University's Zoom protocols. For Bachelor of Social Work students, course delivery will follow a high-flex model of online courses, hybrid in-person courses, and fewer totally in-person courses.
- In the BSW program, for those courses that are hybrid (one week in-person and one week online) and courses that are totally in person will require the following:
  - All faculty, staff, and students are required to complete the [CDC symptom checker](#) before leaving for campus each day.
  - If positive, individuals must inform program and follow testing, clinical evaluation, and/or [quarantine or self-isolation procedures as outlined by the CDC](#).
  - All students will be required to, at all times, wear both a face mask/respirator when in the building. Faculty must wear a face mask and have the option of also wearing a face shield
  - Regular face masks are acceptable and must always be worn unless a respirator (i.e., KN95, N95) is used.
  - Students at [higher risk for severe illness](#), with small children at home, or living with older adults and/or family members who are at higher risk for severe illness, should consider use of a respirator (i.e., KN95; N95) instead of regular masks.
- All faculty and staff will be required to wear both a face mask/respirator and face shield when in classrooms, labs, communal areas, meeting areas, restrooms, and whenever with other persons.
- Faculty and staff may remove their face mask/respirator and face shield when working alone in their office areas.
- The social work office will be staffed by one administrator or staff member per day on a rotating basis. When not scheduled to be in the office, all administrators and staff will continue to work from home.
  - Given increased exposure, presence of underlying health conditions including older age, having small children at home, and circumstances in which faculty and staff are living with elderly or immunocompromised family members, faculty should use KN95 respirators instead of regular masks.
- The Professional Education Program (PEP) in the School of Social Work will continue to offer CEU programs to licensed social workers through the fall and spring semesters in an online format.
- Site visits to field practicum sites will be conducted remotely unless an in-person meeting with the supervisor is necessary. For those in-person meetings, faculty and field site supervisors will be required to wear face masks and follow the COVID-19 policies of the field site.
- The assistant director of field will communicate the departmental and University requirements for students and field sites to both the students and the site supervisors working with our students.
- Site supervisors will be required to report any suspected or positive cases of COVID-19 related to any staff, clientele, or agency visitors to the student, the faculty supervisor, and the assistant director of field.

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### Professional Counseling:

- All course lectures and team-based learning activities in the Professional Counseling program will be delivered online. When appropriate and possible, synchronous delivery will be utilized via Monmouth University's Zoom protocols. If it is determined that hybrid or in-person courses may resume, students will be offered maximum flexibility with options for participation to include online course delivery, hybrid in-person course work, and minimal totally in-person courses.
- For all courses that offer hybrid delivery (one week in and one week online) and courses that are totally in person will require the following:
  - All faculty, staff, and students are required to complete the [CDC symptom checker](#) before leaving for campus each day.
  - If positive, individual must inform program and follow testing, clinical evaluation, and/or [quarantine or self-isolation procedures as outlined by the CDC](#).
  - All students will be required to, at all times, wear a face mask/respirator when in the building. Faculty must wear a face mask and have the option of also wearing a face shield.
  - Regular face masks are acceptable and must always be worn unless a respirator (i.e., KN95, N95) is used.
  - Students at [higher risk for severe illness](#), with small children at home, or living with older adults and/or other vulnerable family members who are at higher risk for severe illness, should consider use of a respirator (i.e., KN95; N95) instead of regular masks.
- All faculty and staff will be required to wear both a face mask/respirator and face shield when in classrooms, communal areas, meeting areas, restrooms, and whenever with other persons. Faculty and staff may remove their face mask/respirator and face shield when working alone in their office areas.
- When not officially scheduled to be in the office, all faculty and staff will continue to work from home.
  - Given increased exposure, presence of underlying health conditions including older age, having small children at home, and circumstances in which faculty and staff are living with elderly or immunocompromised family members, faculty and staff should use KN95 respirators instead of regular masks.
- The Professional Counseling department will continue to offer continuing education programs to the Monmouth community through the fall in an online format, unless University approval is granted for in-person events.
- Site visits to field placement sites will be conducted remotely unless an in-person meeting with the supervisor is necessary. For those in-person meetings, faculty and field site supervisors will be required to wear face masks and follow the COVID-19 policies of the field site.
- The director of field placement will communicate the departmental and University requirements for students and field sites to both the students and the site supervisors working with our students.
- Site supervisors will be required to report any suspected or positive cases of COVID-19 related to

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any staff, clientele, or agency visitors to the student, the faculty supervisor, and the director of field placement.

### Agreement for Monmouth University Students Placed in Clinical Sites/Internships

By signing below, you agree to adhere to the standard operating procedures listed at your placement. Failure to follow this SOP may result in loss of access to your placement site and will be handled by the dean of your respective school. If you have concerns about your safety at your placement, please consult with the appropriate Monmouth University director of field placements:

School of Education:

- Corina Earle, Coordinator of Early Field Placements
- Patricia Heaney, Director of Field Placements

School of Social Work:

- Sarah Brown, Assistant Director of Field

School of Nursing and Health Studies:

- Danica Parker, Clinical Placement Coordinator, Nursing
- Rose Knapp, MSN Program Director
- Jenny Sena, **Director of Clinical Education**, Physician Assistant Program
- Cathleen Giveny, Speech Language Externship Coordinator

School of Humanities and Social Sciences:

- Matthew Tirrell, Professional Counseling

Print Name\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_ **Student Intern or Teacher Candidate**

Print Name\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Resources:

Monmouth University guidelines: <https://www.monmouth.edu/covid-19/> New

Jersey guidelines: <https://covid19.nj.gov/>

New Jersey testing information: <https://covid19.nj.gov/pages/testing> New

Jersey Department of Education: [www.nj.gov/education](http://www.nj.gov/education)

New Jersey Principals and Supervisors Association: <http://njpsa.org/>

### Covid-19 Daily Screening Questionnaire

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Students should complete the CDC Symptom Checker daily prior to arriving to externship site. The checker can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

### **Leon Hess Business School Internship General Guidelines**

Our business students satisfy the Experiential Education requirement by taking our required capstone course, Strategic Management, BM 490. However, we encourage our business students to do internships or co-ops because of the varied experiences that they obtain working in an office setting, understanding the demands of the business environment, and seeing if they enjoy the discipline that they have selected for study. Students fill out the appropriate intern- ship/co-op forms that are processed by the dean's office, department chairs, and a faculty sponsor. The corporate mentor or employer also weighs in as to the number of hours per week, number of weeks, number of credits, expectations, etc. In the COVID-19 environment, some students were unable to work out a satisfactory relationship with the corporate sponsor in which case the internship will be withdrawn as the general terms and responsibilities could not be satisfied. This is unfortunate but understandable given that many internships lead to employment opportunities for the student and strengthens our relations with corporate partners. Notwithstanding, we still are fortunate to have the students take BM 490 as a suitable surrogate.

### **School of Humanities and Social Sciences (SHSS) Internship Guidelines (General Guidelines)**

#### **Key Guidelines for All Programs with Internship Requirements**

##### **NB:**

- Any general Monmouth University institution-wide guidelines and Faculty Council Guidelines take precedence over these school-specific internship guidelines.
- Specific courses may implement additional guidelines as appropriate for courses with special circumstances.

Internships and ExEd experiences can be in-person, remote, or hybrid. For all internships, students are expected to communicate regularly with their internship site supervisor and the faculty member overseeing the internship. They are also expected to complete all academic work associated with the internship, e.g. journal, reflection paper, assigned readings.

As the GEOC policy states:

All courses and internships should strive to meet the established expectations and hours requirements for time spent on-site or, if that is not possible, to provide students with

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an equivalent experiential impact to what they would have received under “normal” instructional circumstances via:

- Alternative and high-impact in-person micro-experiences—more intensive, shorter on-site activities or projects—which demonstrate an intentional effort to compensate for
  - Students in ExEd or Service Learning courses being unable to spend as many hours on-site or in the community as they would have spent during a “normal” semester, or
  - Students completing internships for ExEd credit being unable to fully meet the usual requirements for 50, 100, or 150 hours spent on-site, or
- Significant remote interaction with community partners and/or internship sponsors utilizing either
  - synchronous online technologies such as Zoom or
  - asynchronous online writing, research, and design opportunities.

For remote and hybrid internships where students are living on campus, students will follow all University health and safety protocols.

For remote experiences and hybrid experiences with a remote component, students will be expected to follow the health and safety protocols established by their internship site and any relevant state regulations. The following guidelines are suggested for all SHSS internships that retain an off-campus component.

### **Completion of internship/placement hours**

Although it is impossible to eliminate all risks, Monmouth University has established and implemented the following specific protocols to protect students, patients, and other members of clinical teams or community members:

- Students are only permitted to return to internships at facilities who have deemed it safe for students to return. Generally, this means that the facility: (a) has protocols in place to screen patients for signs and symptoms of a COVID-19 infection or who are at risk for a COVID-19 infection (e.g., contact with another individual suspected or confirmed of having a COVID-19 infection) prior to care being provided; (b) if an inpatient facility or emergency room has adequate supplies of PPE for students.
- Each facility that has a COVID-19 policy will share these with the University before students are placed.
- On a daily basis, prior to leaving home to participate in a clinical/internship experience, students must complete the CDC’s Symptoms of COVID-19 self-checker (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html#>).
- Students should also take the self-exam on the MU portal after spending time at their

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internship site if they then proceed to an in-person class at Monmouth.

- If students fail their COVID-19 screening, they will be required to contact their program and clinical/internship site and follow all applicable CDC, state, and institutional guidelines for self-isolation. Students are prohibited from returning to their clinical/internship site until cleared by a medical provider and the program.
- Students are not permitted to participate in the screening of patients suspected of having a COVID-19 infection, regardless of availability of PPE and infection control protocols.
- Students are not permitted to participate in cleaning their internship site, with the exception of their own work area.
- If unknowingly exposed to COVID-19, students are required to contact their clinical preceptor or internship supervisor and program faculty member overseeing clinical experiences to walk-through the NJDOH Guidance for COVID-19 Diagnosed and/or Exposed Health Care Personnel ([https://nj.gov/health/cd/documents/topics/NCOV/Guidance\\_for\\_COVID19\\_Diagnosed\\_andor\\_Exposed\\_HCP.pdf](https://nj.gov/health/cd/documents/topics/NCOV/Guidance_for_COVID19_Diagnosed_andor_Exposed_HCP.pdf)), including the Health Care Personnel Exposure to Confirmed COVID-19 Case Risk Algorithm ([https://www.nj.gov/health/cd/topics/covid2019\\_healthcare.shtml](https://www.nj.gov/health/cd/topics/covid2019_healthcare.shtml)), and follow all recommendations.
- As with all previous clinical/internship activities, all students are required to follow universal precautions for all patient/public contact.
- When in a clinical/internship setting, students are required to:
- Follow all institutional guidelines regarding infection control, including any requirements for face mask use and PPE.
  - Follow all appropriate handwashing/cleansing protocols
  - Follow all appropriate social distancing protocols.

### **Responsibilities of students in a clinical practicum, internship, or student teaching experience:**

- Testing for active COVID-19 prior to returning to the field site is recommended for all and negative test results may be required by Monmouth University or the school where a student intern or teacher candidate is placed.
- Anyone who is experiencing illness should NOT report to their internship until they can be tested for COVID-19 and symptoms resolve.
- All student interns and teacher candidates will follow any Monmouth University, agency and school district guidelines regarding general entry to buildings and shared spaces which may include measures such as specific entry and exit doors, temperature checks, and check-in logs.
- All operations must adhere to the policies of Monmouth University, NJ State regulations, and NJDOE regulations. In particular, distancing and face masking must adhere minimally to current NJ State regulations. Student interns and teacher candidates will be reminded to wash hands frequently, use



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hand sanitizer, and encourage their students to follow the same health guidelines.

- We are all responsible for each other. Many faculty, interns, and staff may themselves be at increased risk or have household members at increased risk. Following health precautions protects those members of our community.
- Supervision is required. The University supervisor should be encouraged to regularly check in via text, email, or in person.

### **Responsibilities of internship or teaching sites:**

- All field and/or teaching sites will provide Monmouth University with their COVID-19 policies and procedures before students will be placed at their site.
- All field and/or teaching sites will inform the appropriate Monmouth University professional program office of any positive (or suspected positive) cases at their sites so informed decisions about the students' continuation at the site can be made.
- Field and/or teaching sites that do not maintain State of NJ standards for health, safety, and cleaning will have their interns pulled out of the field site.

### **Other Challenges:**

It is recognized that students may need to terminate an internship if the COVID-19 pandemic becomes more severe, if Monmouth University changes its COVID-19 protocols, or if a student and/or family member tests positive. In these instances, the student will work with her or his faculty advisor and department chair to determine the best course of action, e.g. dropping the class, taking an incomplete for the class, etc. Any general Monmouth University recommendations regarding the termination of an internship will supersede department and school-specific recommendations.

### **Agreement for Monmouth University Students Placed in Clinical Sites/Internships**

By signing below, you agree to adhere to the standard operating procedures listed at your internship. Failure to follow this SOP may result in loss of access to your internship site and will be handled by the dean of your respective school. If you have concerns about your safety at your placement, please consult with the appropriate Monmouth University faculty member overseeing your internship.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Student Intern**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

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Date\_\_\_\_\_

### Resources:

Monmouth University guidelines: <https://www.monmouth.edu/covid-19/> New

Jersey guidelines: <https://covid19.nj.gov/>

New Jersey testing information: <https://covid19.nj.gov/pages/testing>

### Covid-19 Daily Screening Questionnaire

Students should complete the CDC Symptom Checker daily prior to arriving to externship site. The checker can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptomstesting/symptoms.html>.

**FALL 2020  
REOPENING PLAN**



**ON-CAMPUS  
RESIDENTIAL  
HOUSING**

### HOUSING

Housing capacity and density will be reduced throughout the University's traditional residence halls, suite-style buildings, and apartment complexes.

- The total maximum occupancy for housing is 2,050 beds, and the average occupancy will be less than 75% of total occupancy.
- All traditional residence halls will be limited to 73% of total capacity.
- Occupancy within all suite-style buildings will be reduced to 66% of total capacity, and apartment buildings, as well as those with a private bathroom, will be reduced to 87% of total capacity.
- Vacancies that are created by attrition will not be repopulated to further reduce density.

Common spaces, lounges, and study room utilization will be modified as follows:

- All small study rooms in Elmwood and Pinewood halls will be closed and locked.
- Hesse and Mullaney Hall study lounges will be closed.
- The Hawk's Den and Mullaney Hall fitness areas will be closed.
- All elevators will be limited to one person at a time.
- Basement areas within the halls will be closed for use.
- At no time will the lobby capacity in any hall exceed two students plus safety personnel.
- Communal baths will have appropriate barriers installed in the sink and urinal areas.
- The use of communal microwaves will be prohibited.
- Micro-fridges may be permitted within student rooms.
- All lounges and other common spaces in residence halls will be closed.

Additional outdoor space will be created to promote student interaction based on public health and State guidelines for outdoor events:

- Add appropriate outdoor spaces for overflow dining and student socialization/programming in accordance with open air and social distancing guidelines.

Signage, education, and updated COVID-19 information promulgation:

- Ample signage that addresses personal hygiene, social distancing, symptomology, foot traffic, and general assistance will be prominently placed within all housing and dining facilities.
- Information and resources will be shared via departmental social media on a regular basis.

Isolation housing for students who are COVID-19-positive who cannot return safely home:

- Utilize Cedar Hall West (48 beds on the west side of the residence hall) as designated isolation housing.
- Identify additional single apartments and University-owned single-family properties to be designated, if warranted.



- Students in isolation/quarantine will be supported by members of the COVID-19 Response Team for food, academic support, and medical assistance. (See also section under General Guidelines for Isolation Housing practices and protocols.)
- Students will be placed in isolation one at a time per suite/apartment to provide a private bathroom. There are 14 available. If it is necessary to use more beds, students will again be placed one at a time in each available suite or apartment to minimize the number of students in each unit/bathroom.

### Restrooms:

- Students residing in apartment-style housing will be advised on how to manage their living space to reduce exposure and maintain social distancing.
- Students on floors with shared bathrooms will participate in a daily schedule for bathroom use (personal hygiene) that will limit the number of students in a common bathroom at one time. No more than three students will be scheduled to use each area of the common bathroom.
- Students within suite-style halls will develop a schedule to share their bathrooms based on each other's academic and co-curricular schedules. These schedules must limit the occupancy of the facility to one person at a time.
- Students sharing a private bathroom will develop a schedule for use, based on each roommate's academic and co-curricular schedules. These schedules must limit the occupancy of the facility to one person at a time.

### Alter and redirect foot traffic and building entrances and exits:

- Wherever possible and safe, foot traffic for entering and exiting the halls is to be separated.

### Limit guests and visitors:

- Occupancy will be limited to residents of the specific building only. Guests are not permitted. Parents/guardians will be permitted on an exception basis.
- All food delivery persons will be prohibited from entering all lobbies.
- Non-Monmouth community members and commuter students are prohibited from entering the residence halls.
- All residents are limited to one guest within their private room provided that individual resides in the same building.

### Move-in/move-out process:

- Conduct a multi-day move-in and move-out process at the beginning and end of the semester. To ensure social distancing, Residential Life will assign resident students a specific time to move into campus housing throughout several days.
- Limit students to two "guests" to assist with the move-in or move-out process.
- Residents and their two guests helping with move-in will be required to complete a health



self-screen for symptoms on the day of move-in. The University will provide information on the self-screening process.

### Student Expectations:

- A behavioral expectation agreement for all resident students will be implemented, and students will not be permitted to move in without completing the document.
- The Student Code of Conduct will be amended to include COVID-19-related behavioral expectations and a range of sanctions to be imposed if students fail to adhere to those standards.

### Education and Training:

- All Residential Life personnel will complete a comprehensive educational module that details incident response, campus policies, behavioral expectations, housing protocols, the epidemiology of COVID-19, social distancing, and virus prevention.
- Resident students will be required to complete an educational module to learn about campus policies, behavioral expectations, housing protocols, the epidemiology of COVID-19, social distancing, and virus prevention. This online program is designed to protect our community's health and well-being.
- The Office of Residential Life will provide educational opportunities to all students following State and CDC guidance via online training modules and New Student Orientation.

### Quarantine/Isolation Meals:

For students in quarantine or isolation on campus, Gourmet Dining's plan is to provide and deliver meals to those in quarantine/isolation as directed by the University. The students, through the Transact App, will select their items of choice from the menu in Magill Commons, and a Gourmet Dining associate will deliver those meals to their respective rooms or agreed-upon delivery points.

- The delivery time range for each of the three meal periods will be: 9-9:30 a.m. for breakfast, 1-1:30 p.m. for lunch, and 5-5:30 p.m. for dinner. On weekends, brunch will be delivered from 10:30-11 a.m., and dinner will be delivered between 5 and 5:30 p.m.
- Gourmet Dining will work with the University to ensure all deliveries are carried out in compliance with the University's traffic flow plan for access in and out of buildings. Each Gourmet Dining associate will wear a mask and gloves throughout their time on campus and while making these deliveries.

### Established criteria for housing students to ensure an equitable education:

- Students who do not have a home to go to, or those for whom going home would be unsafe, given the circumstances of their home life.
- Students who are participating in face-to-face course work or similar educational experience and do not have access to public or private transportation.



- International students who have concerns that they would not be able to return to campus due to visa issues.
- Students who will have difficulty returning to their home, if their home state/country has been hard-hit by COVID-19.
- Student-athletes who are participating in approved team-sponsored activities.
- Students who are employed by the University and permitted to work.
- Students with documented disabilities that require on-campus housing as an accommodation.
- Students with substantial financial hardships and/or housing insecurities.
- Students who do not have adequate access to technology or other academic resources that allow the student to make academic progress during the term.
- Other, with the need being examined on a case-by-case basis.

### **QUARANTINE PROCESS FOR STUDENTS OUTSIDE OF NEW JERSEY**

In compliance with Federal and State Guidelines, Monmouth University will be requiring all students entering New Jersey from outside the United States, or from the domestic states that fall under the New Jersey Advisory (currently 35 states, and Puerto Rico), to quarantine for a 14-day period prior to engaging with the campus community. Quarantine begins upon entry to New Jersey. There is no test-out option in New Jersey; this means you cannot use a negative COVID-19 test to opt-out of the 14-day quarantine. It's important to note that this list of states included in the advisory is updated regularly and can change at any time. Health Services in collaboration with Residential Life will provide quarantine guidance for students who originate from states that are added to this list and students who originate from states that are removed from this list.

Prior to coming to Monmouth, students are expected to review the states included in the New Jersey Department of Health Travel Advisory, make plans accordingly and commit to not interacting with others on campus until quarantining guidelines have been met.

Below are CDC quarantining guidelines:

- Staying at home or in your room (your place of quarantine)
- Not having visitors
- Staying at least 6 feet away from other people in your household
- Using standard hygiene and washing hands frequently
- Not sharing things like towels and utensils
- Wearing a mask when around others

Further, New Jersey guidance suggests that “individuals should leave the place of self-quarantine only to seek medical care/treatment or to obtain food and other essential items.” A mask or cloth face covering must be worn at all times when leaving home/room for any of these reasons. This is also University policy.





All students must adhere to these quarantine guidelines.

Students who plan to live on-campus fall 2020, who originate from one of these locations have three options to fulfill their quarantine:

### Option 1: Early Arrival for On-Campus Housing

Resident Students who plan to live on-campus fall 2020, who do not have arrangements in New Jersey to appropriately quarantine, will be accommodated on campus. Quarantine housing will be available for dates beginning Thursday, August 20 through Saturday, August 22. The cost of the room, including 14 days of 'to-go' meals, will be \$200 per week which will be billed to the students account. Students will be scheduled an arrival time on August 22 or August 23. The 'to-go' meal program will consist of brunch and lunch items, as well as a hot entrée for dinner. Students will pick up their meals twice daily.

Students should consider their arrival date, accounting for a 14-day required quarantine period before engaging with the community. Move-in dates will be approved based on the following timelines for engagement on campus.

Resident Student-athletes should plan the date of engagement based on guidance from their coach/es. All athletes must have their arrival approved by their coach/es; as well as the Deputy Director of Athletics.

Resident Students must identify their early arrival date for quarantine housing and related move-in time beginning August 7 via the MyMU portal. Qualifying students will be assigned a quarantine location. We will accommodate as many people in their permanent fall assignment as possible, but we may require quarantine in temporary locations to align with quarantine expectations in some cases (e.g. roommates cannot quarantine together, transition of spaces from summer occupants, etc.).

### Option 2: Hotel Accommodations

Students may contract with the Holiday Inn Express of West Long Branch to stay in a single room with a private bath. The rate for this option will be \$109 per night. This rate does not include taxes and meals. Students will arrange for a direct payment with the hotel property.

### Option 3: Normal Arrival

Students may choose to make their own accommodations to quarantine off campus in New Jersey for the duration of the quarantine period if their accommodations permit them to adhere to the quarantine conditions required as outlined above. In order to promote full adherence to the intent to quarantine guidance, students cannot split their quarantine period between off-campus and on-campus.

While on campus, students are required to maintain social distance from other students in accordance with New Jersey quarantine guidance. Students will be permitted to leave their



residence hall to pick-up meals and exercise individually, away from others. In addition to adhering to other quarantine conditions outlined above, students must wear masks or cloth face coverings at all times except when in personal rooms.

While in quarantine, students should conduct daily monitoring of COVID-19 symptoms and complete the required electronic symptom assessment tool. If a student develops COVID-19 symptoms, they should contact Health Services at 732-571-3464 for a COVID-19 testing appointment. Telehealth services for both medical and psychological needs will be available through Health Services and Counseling and Psychological Services, respectively.

### Miscellaneous:

- Resident students who elect to remain home for the fall term and learn remotely may cancel their on-campus housing contract no later than August 15, 2020, without penalty and may reserve a housing assignment for the spring semester without a room deposit.

### Facilities Management and Cleaning Protocols for Residential Halls:

- Members of the Facilities Management team will be following the CDC guidelines, which state:  
“Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops, etc.) Clean with the cleaners typically used. Use all cleaning products according to the directions on the label. Provide disposable wipes to staff and faculty so that commonly used surfaces (e.g., keyboards, desks, and remote controls) can be wiped down before use.”

In consideration of the above, the following protocols will be added to the general principles pertaining to cleaning and sanitation:

### General Considerations:

- Common restrooms in traditional halls: Cleaning will be performed twice per day, every day, using EPA-approved cleaning products.
- Private bathrooms – all apartments, Oakwood and Redwood: Students will be required to use approved disinfectants in shared private restrooms and private kitchens.
- Appropriate cleaning literature will be distributed. Students will be educated on cleaning and disinfecting protocols.
- Miscellaneous – all halls on campus: Additional cleaning of routinely touched surfaces will be added on a daily basis.



# **FALL 2020 REOPENING PLAN**



## **COMPUTER LABS/ LIBRARIES**

Updated August 24, 2020

## COMPUTER LABS

### STAGE 1 OPERATIONS

During Stage 1 the University is engaged in distance learning and on-campus computer labs are otherwise closed and locked.

A virtual computer lab is accessible remotely. A virtual computer lab with access to most applications normally available in computer labs and classrooms will be remotely accessible via an internet connection. Wherever practicable, home use licenses or alternative software platforms will be made available to support distance learning modalities.

- Students will be strongly encouraged to use their personal technology to access applications in the virtual computer lab whenever possible and practicable.
- Students lacking personal technology to access the virtual computer lab can request assistance from Information Management. Solutions will consider the individual students' circumstances in ensuring access to instructional resources such as the virtual computer lab to include hardware, software, and training as appropriate.
- Information Management will be the primary contact for support of students with limited access to technology or the internet. Solutions will consider the individual circumstances of each student requesting relief.

### STAGE 2 OPERATIONS

During Stage 2 the University may operate most in-person learning with safeguards. Computer laboratories may open on a limited basis in accordance with the state of New Jersey's overarching requirements for computer labs. During this stage access to computer labs will be restricted to members of the Monmouth University community (students, faculty, and staff); public access is prohibited. A virtual computer lab will be accessible remotely in the same manner as described for Stage 1 in support of distance learning modalities.

Open computer labs will be made available for student access to computers and internet during this stage for those students lacking technology, access to specialized hardware/software or access to internet. In addition, access to the campus via the MU Secure Wi-Fi network will be accessible in every building on campus.

Computer labs are only intended for: (1) instructional purposes; and (2) access to applications required to complete instructional assignments. In general, these computer labs will be scheduled as part of a class or made available to students with insufficient technology access.

- All computer labs will be monitored by a University employee during any period for compliance with all applicable health and safety guidelines and procedures while occupied. Wherever possible,



- six feet of distance will be maintained between the monitoring employee and users; a physical barrier will also be required.
- Computer labs will have occupancy restricted to the lesser of the number of computers in the room that maintain the six-foot social distancing requirement, or the occupancy standard required by the State of New Jersey.
- No seating other than at the computer workstation area and instructor podium will be available in the computer lab to ensure social distancing.
- Wherever practicable, separate entrances and exits will be clearly marked.
- Access to specialized hardware/software will be specified by the instructor with specific arrangements for access either remotely or in person.
- Information Management will be the primary contact for support of students with limited access to technology or the internet. Solutions will consider the individual circumstances of each student requesting relief.

In addition to physical computer labs, a virtual computer lab with access to all applications normally available in computer labs and classrooms will be remotely accessible via an internet connection.

- Students will be strongly encouraged to use their personal technology to access applications in the virtual computer lab whenever possible and practicable.
- Students lacking personal technology to access the virtual computer lab can request assistance from Information Management. Solutions will consider the individual students' circumstances in ensuring access to instructional resources such as the virtual computer lab to include hardware, software, and training as appropriate.

Access to computing and instructional resources from personal devices on or off campus is available via the internet from the myMU portal to include email, eCampus (LMS), and software for home use as outlined in the Resources for Remote Learning section.

### **SOCIAL DISTANCING AND CLEANING PROTOCOLS FOR COMPUTER LABS**

All computer labs will meet the restrictions in place for social distancing of at least six feet between persons and the requirements for adequate sanitation measures and face covering requirements. In general, computer labs are to be treated as teaching spaces following the same guidelines and procedures in place for sanitation and distancing outlined in other sections of the Restart Plan.

#### **Maintaining Social Distance**

- Computer labs will only be open when appropriate supervision by an employee of the University is present and during designated hours.
- Computer labs will be configured to maintain a minimum six feet of social distancing while using a computer.



- Where an existing layout precludes six feet of social distancing, computers that are to be used will be designated by clear signage, and those computers not to be used will be clearly marked and “locked” so as to be unable to be used.
- In cases where social distancing is not possible and alternative space or configuration is not practicable, barriers may be used between computers. Implementation of alternatives will be made on a case-by-case basis in consultation with other University offices (e.g., Facilities Management, Health Services, etc.) with consideration of the physical space, intended use, and compliance to standards in effect at the time of the request. Exceptions are anticipated to be very unusual in computer labs and would only be considered where no other option exists and there is compelling need to provide access.
- Wherever practicable, separate entrances and exits will be clearly marked.

### **Cleaning Protocols for High-Touch Areas**

- All persons will be required to wear a mask while in the computer lab.
- Gloves will be made available as a protective measure in using cleaning materials such as wipes and should be disposed of prior to exiting the computer lab when used. Appropriate receptacles for the disposal of gloves and wipes will be provided in each computer lab and will be emptied regularly by cleaning staff.
- In the case of a computer lab being used for in-person instruction, faculty should provide time for, and instruct students to clean their computer and work area per the posted instructions. Faculty will be required to sanitize their computer work area only, in the manner specified below and posted in the computer lab.
- Sanitation and protective equipment, such as disinfectant wipes/sprays, disposable gloves, and hand sanitizer will be available in the computer lab and restocked as necessary.
- Sanitation of the room where a computer lab is located will follow the same sanitation procedures for any instructional space as specified in the Health and Safety section of this document.

### **Cleaning and Disinfecting of Computer and Peripherals**

- Computer peripherals (e.g., keyboard and mouse), and the workspace area will be disinfected by the user prior to, and after use of the computer or workstation area.
- Upon login/logout, the computer screen will display instructions for proper procedures for disinfecting the computer and work area.
- Instructions for proper disinfection of the computer and workspace will be posted in visible locations in the computer lab.
- Upon entry and departure of the lab, users are to sanitize their hands per the posted instructions. Hand sanitizer will be available in all computer labs.
- Appropriate receptacles for the disposal of gloves and wipes will be provided in each computer lab and will be emptied regularly by cleaning staff.

Infection control practices (required by Administrative Order 2020-17) is addressed in the Health and Safety Section of the Monmouth University Restart Plan.



## OCCUPANCY RESTRICTION COMPLIANCE

Computer labs occupancy will be primarily based on the lesser of the number of computers in the room that maintain the six-foot social distancing requirement, any occupancy limitations required by the State of New Jersey, and any other requirements that may be required in the future.

No seating other than at the computer workstation area and instructor podium will be available in the computer lab to ensure social distancing and to meet occupancy requirements.

Computers that are not to be used will either be physically removed or have login capability disabled. Computers will be clearly marked for in-person or virtual use only.

“Open Computer Labs” will be designated for use and will follow the same requirements for social distancing monitoring, sanitizing, and occupancy as a computer classroom. When the lab is not monitored, computer use will be prohibited by system lockout (e.g., disabled login) and/or physical lockout to entering the room.

Arrangements for access by high-risk individuals (as defined by the CDC) as an enhanced safeguard will be posted online. If practicable, a designated lab will be made available.

## STAGE 3 OPERATIONS

During Stage 3 the University may operate in person with reduced capacity. Computer labs are open on a limited basis in accordance with state restrictions. Curbside pickup is available for requested materials, if applicable.

During this stage, access to computer labs will be restricted to members of the Monmouth University community (students, faculty, and staff); public access is prohibited. A virtual computer lab will be accessible remotely in the same manner as described for Stage 1 in support of distance learning modalities.

Open computer labs will be made available for student access to computers and internet during this stage for students lacking technology, access to specialized hardware/software, or access to internet. In addition, access to campus the campus via the MU Secure Wi-Fi network will be accessible in every building on campus.

Computer labs are only intended for: (1) instructional purposes; and (2) access to applications required to complete instructional assignments. In general, these computer labs will be scheduled as part of a class or made available to students with insufficient technology access.

- All computer labs will be monitored by a University employee during any period for compliance with all applicable health and safety guidelines and procedures while occupied.





- Computer labs will have occupancy restricted to the lesser of the number of computers in the room that maintain the six-foot social distancing requirement or the occupancy standard required by the State of New Jersey.
- No seating other than at the computer workstation area and instructor podium will be available in the computer lab to ensure social distancing.
- Wherever practicable, separate entrances and exits will be clearly marked.
- Access to specialized hardware/software will be specified by the instructor with specific arrangements for access either remotely or in person.
- Information Management will be the primary contact for support of students with limited access to technology or the internet. Solutions will consider the individual circumstances of each student requesting relief.

In addition to physical computer labs, a virtual computer lab with access to all applications normally available in computer labs and classrooms will be remotely accessible via an internet connection.

- Students will be strongly encouraged to use their personal technology to access applications in the virtual computer lab whenever possible and practicable.
- Students lacking personal technology to access the virtual computer lab can request assistance from Information Management. Solutions will consider the individual students' circumstances in ensuring access to instructional resources such as the virtual computer lab to include hardware, software, and training as appropriate.

Access to computing and instructional resources from personal devices on or off campus is available via the internet from the myMU portal to include email, eCampus (LMS), and software for home use as outlined in Resources for Remote Learning section.

## **SOCIAL DISTANCING AND CLEANING PROTOCOLS FOR COMPUTER LABS**

All computer labs will meet the restrictions in place for social distancing of at least six feet between persons and the requirements for adequate sanitation measures and face covering requirements. In general, computer labs are to be treated as teaching spaces following the same guidelines and procedures in place for sanitation and distancing outlined in other sections of the Restart Plan.

### **Maintaining Social Distance**

- Computer labs will only be open when appropriate supervision by an employee of the University is present and during designated hours.
- Computer labs will be configured to maintain a minimum six feet of social distancing while using a computer.



- Where an existing layout precludes six feet of social distancing, computers that are to be used will be designated by clear signage, and those computers not to be used will be clearly marked and “locked” so as to be unable to be used.
- In cases where social distancing is not possible and alternative space or configuration is not practicable, barriers may be used between computers. Implementation of alternatives will be made on a case-by-case basis in consultation with other University offices (e.g., Facilities Management, Health Services, etc.) with consideration of the physical space, intended use, and compliance to standards in effect at the time of the request. Exceptions are anticipated to be very unusual in computer labs and would only be considered where no other option exists and there is a compelling need to provide access.
- Wherever practicable, separate entrances and exits will be clearly marked.

### **Cleaning Protocols for High-Touch Areas**

- All users will be required to wear a mask while in the computer lab.
- Gloves will be made available as a protective measure in using cleaning materials such as wipes and should be disposed of prior to exiting the computer lab when used. Appropriate receptacles for the disposal of gloves and wipes will be provided in each computer lab and will be emptied regularly by cleaning staff.
- In the case of a computer lab used for in-person instruction, faculty should provide time for, and instruct students to clean their computer and work area per the posted instructions. Faculty will be required to sanitize their computer work area only, in the manner specified below and posted in the computer lab.
- Sanitation and protective equipment, such as disinfectant wipes/sprays, disposable gloves, and hand sanitizer, will be available in the computer lab and restocked as necessary.
- Sanitation of the room where a computer lab is located will follow the same sanitation procedures for any instructional space as specified in the Health and Safety section of this document.

### **Cleaning and Disinfecting of Computer and Peripherals**

- Computer peripherals (e.g., keyboard and mouse), and the workspace area will be disinfected by the user prior to, and after use of the computer or workstation area.
- Upon login/logout, the computer screen will display instructions for proper procedures for disinfecting the computer and work area.
- Instructions for proper disinfection of the computer and workspace will be posted in visible locations in the computer lab.
- Upon entry and departure of the lab, users are to sanitize their hands per the posted instructions. Hand sanitizer will be available in all computer labs.
- Appropriate receptacles for the disposal of gloves and wipes will be provided in each computer lab and will be emptied regularly by cleaning staff.



## **OCCUPANCY RESTRICTION COMPLIANCE**

Computer labs occupancy will be primarily based on the lesser of the number of computers in the room that maintain the six-foot social distancing requirement, any occupancy limitations required by the State of New Jersey, and any other requirements that may be required in the future.

No seating other than at the computer workstation area and instructor podium will be available in the computer lab to ensure social distancing and to meet occupancy requirements.

Computers that are not to be used will either be physically removed or have login capability disabled; computers will be clearly marked for in-person or virtual use only.

“Open Computer Labs” will be designated for use and will follow the same requirements for social distancing monitoring, sanitizing, and occupancy as a computer classroom. When the lab is not monitored, computer use will be prohibited by system lockout (e.g., disabled login) and/or physical lockout to entering the room.

## **CURBSIDE PICK UP**

Curbside/contactless pickup will be available for requested computer lab-related materials if applicable. Employees who deliver or prepare the materials will wear protective face covering, and gloves and place materials directly in a patron’s vehicle whenever feasible.

- Every effort will be made for contactless pickup of any materials or devices. If pickup is necessary, the device will be disinfected prior to delivery/pickup and transported in a disinfected or disposable container/bag (e.g., paper bag). When practicable, materials will be delivered/picked up in their original packaging.
- Materials requiring pickup from, or delivery of equipment or materials to, a computer lab, will be done by an employee wearing a mask and gloves and observing all requirements specified by Monmouth University at that time.



## LIBRARY

The library's plan to reopen will comply with the State of New Jersey's Executive Order No. 155, 175, and Monmouth University's Fall 2020 Reopening Plan – Health & Safety.

This plan responds to the Office of the Secretary of High Education's (OSHE) August 18, 2020 response to Monmouth University's Institutional Plans for Restart and extends the library's hours, staffing, and services from its previous level.

### STAGE 1

- During Stage 1, libraries remain closed, however, online access to collections remains available.

Monmouth's Guggenheim Library building is closed. All employees are working from home. Reference services are available via chat. All online resources are available to authorized users. Interlibrary loan service is restricted to articles supplied to users via email. Social distancing and cleaning protocols are not applicable, as the building is unoccupied.

### STAGE 2

- During Stage 2, libraries may open in accordance with statewide overarching requirements for libraries.
- Curbside pickup is available for requested materials. Employees who deliver the materials must wear a protective face covering and gloves, and place materials directly into a patron's vehicle whenever feasible.
- Transactions should be handled in advance by phone, email, or other means to avoid person-to-person contact.
- Items should be sanitized wherever possible when returned.

The Guggenheim Library building is initially closed to patrons. Two staff members, working 9 a.m. to 5 p.m., Monday through Friday, operate a book request and contactless curbside pickup service via a request form (limited to Monmouth University affiliates) at <https://monmouth.libwizard.com/f/LibraryBookRequest>. Requests are taken 24 hours in advance of pickup. Social distancing is achieved by having only two staff members working in the building each day. Masks are required. Staff wearing masks and gloves deliver materials directly to each patrons' vehicles. Monmouth University Facilities Management cleans the circulation office and lending services desk areas daily. Antibacterial wipes and hand sanitizer are available. Patrons return books only to a designated pickup box. Staff wearing personal protective equipment (PPE) transfer returned materials to a library storeroom where they are kept in isolated quarantine for 72 hours before further processing. This is in accordance with American Library Association's guidance on disinfecting books and other surfaces.



Upon acceptance of Monmouth University's Institutional Plan for restart, the library building will reopen to patrons. Library hours will be 8 a.m. to midnight, Monday through Thursday; 8 a.m. to 7 p.m. on Friday; 10 a.m. to 6 p.m. on Saturday; and 11 a.m. to midnight on Sunday.

As detailed below, this stage provides access to the library in reduced occupancy, approximately 25% of the building's normal capacity (95 non-staff users). Safety barriers will be in place at user service desks, and furniture will be removed and rearranged to achieve safe physical distancing. Only Monmouth University students and employees are admitted. Masks are required.

Monmouth University Facilities Management cleans occupied areas daily and cleans high-touch areas multiple times daily. Disinfectant wipes and hand sanitizer are available. Signage will remind all users to wear masks and to use disinfectant wipes on high-touch surfaces, including computers.

### STAGE 3

- Libraries may open with a reduced number of occupants based on state guidelines. Libraries should have policies in place for social distancing of at least six feet, adequate sanitation measures (i.e., hand sanitizer stations, sanitization of tables and computer equipment, etc.), and face coverings.
- The institution should develop cleaning procedures for computer terminals used to search library holdings/collections. Computers should be disinfected before and after usage, and signage should be in place that directs individual users to disinfect the terminals after usage.
- Social distancing must be enforced, as many on-campus libraries have "communal" spaces for groups to study and learn. These areas should remain closed and/or only used if social distancing (at least six feet of distance) can be observed.

The library will continue as in Stage 2 with reduced occupancy (95 patrons, maximum) regulated by the security guard, library staff, and the Monmouth University Police Department (MUPD).

Plexiglass shields are in place at the circulation desk service points. Reference service is conducted via chat. Library furniture has been reduced and placed at carrels and tables to achieve social distancing of at least six feet. Hand sanitizer and antibacterial wipes are available throughout the library.

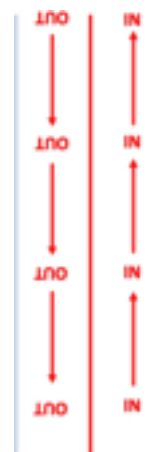
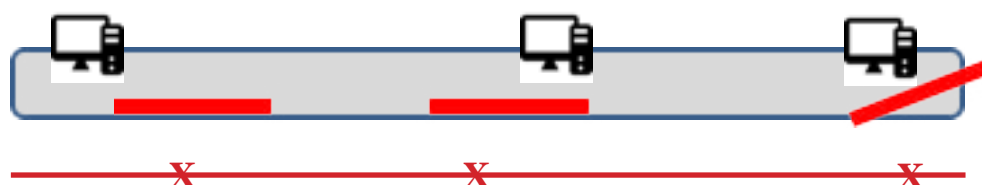
Signage reminds all users to wear masks, maintain safe distancing of at least six feet, and to disinfect computer terminals after usage. Library furniture has been removed and rearranged (as depicted below) to ensure that safe distancing (at least six feet) is achieved.

The library will return to its regular hours: 8 a.m. to midnight, Monday – Thursday; 8 a.m. to 7 p.m. on Friday; 10 a.m. to 6 p.m. on Saturday; and 11 a.m. to midnight on Sunday. Staff schedules will change, as necessary, to provide extended opening hours. Staff will continue to operate the book request and pickup service, as described above, and in its current mode. Reference operations will continue using remote staffing and the chat service. Only Monmouth University affiliates may enter the library with the restrictions detailed, below:



To operate this plan, we will need the following:

- Library building daily cleaning, including study rooms, in accordance with COVID-19 standards established by Monmouth University and outlined in the Fall 2020 Reopening Plan – Health & Safety. Cleaning will focus on high-touch areas. Bathrooms will be cleaned twice per day.
- The total number of non-staff library users allowed in the building at one time during this phase will be 95. This number may be reduced, by order of the Monmouth University administration, in response to a resurgence of COVID-19 cases on campus. User spaces in the library will be altered to increase the space between seats (detailed below.)
- PPE for library staff: reusable face masks (staff will launder these after each use) and disposable gloves (at staff member's discretion);
- Hand sanitizer and disinfectant wipes will be provided throughout the library by Facilities Management;
- Library staff and users will be responsible for wiping down their own computer keyboard, mouse, and work area before and/or after use;
- Plexiglass barriers are placed at the circulation desk, as pictured below;
- Tape lines will be placed at the library entrance and the first floor corridor to separate entrance and exit traffic and to help maintain safe physical distancing;
- A tape line will be placed three feet in front of the Circulation Desk to remind users to stay back from the plexiglass shield. An "X" will mark where individuals should stand while in the queue. These shall be at least six feet apart;



Other aspects of operations in this stage:

1. Limit the number of staff working in the building at any given time, two or three employees each in technical services and circulation. The interlibrary loan staff, librarians, archivist, access services manager, University librarian, and University librarian's assistant will also work approximately half time at the library and half time from home;
2. Library users and employees will wear a mask the entire time in the library with exceptions and as outlined in Monmouth University's Fall 2020 Reopening Plan – Health & Safety section titled "Face Coverings";
3. Library security guards, MUPD officers, and library staff will monitor and enforce the library's restricted access to an occupation total of 95 users. Notices will be posted online and at the library entrance. A Monmouth University ID will be required for library entry. Users will be asked to state their needs, and be directed accordingly. Users who only need a book or other item from the collection will be asked to use the book request form and not enter the library;
4. All book returns will be accepted at the book return box at Birch Hall/Health Center. No in-person book returns will be accepted. All returned materials will be quarantined for 72 hours and handled as described in the book request and contactless pickup plan;



5. Library study rooms will be available for use only using the University's event management system (EMS) and LibCal. Instructions will be posted on the library web page. Users may reserve rooms for two-hour blocks. Users will be limited to one reservation per day and may make reservations up to two weeks in advance. Library staff members will monitor reservations, direct users to the study rooms, and supervise students into and out of the rooms. Students will be asked to leave at the end of their reserved time and exit the library;
6. Facilities Management will deploy clear and emphasized signage to encourage mask use, frequent handwashing, and use of hand sanitizer and wipes at staff and user work areas;
7. Bathrooms will be designated as single user only;
8. Library space will be reconfigured for adequate safe physical distancing. Chairs will be removed from tables and carrels to ensure safe separation of users. One chair per table and one chair in three at carrels or computer areas will remain in use, such as:

▲ Chairs placed 6' apart, X = chairs removed

▲	X	▲	X
X	▲	X	▲

▲	X	▲	X
X	▲	X	▲

9. Similarly, computers will be disabled in the same pattern as described above (e.g. monitors removed);
10. The study rooms will be closed except for users with reservations. A member of the library staff will confirm that study rooms are being used only by the reservation holder;
11. The L033 computer classroom will remain closed and not in use except by scheduled Monmouth University classes, and in compliance with Monmouth University's Fall 2020 Reopening Plan – Computer Lab Operations;
12. Reference services will be provided by librarians via the chat application , via voicemail, or via email;
13. More outdoor seating is being requested (south terrace and east belvedere). Additional Wi-Fi access point(s) may be installed to assure adequate signal and coverage;
14. Food and eating will not be allowed in the library, except by employees in private offices and other designated areas. Users may drink from covered containers only.





## REFERENCES

- <https://nj.gov/infobank/eo/056murphy/pdf/EO-155.pdf>
- <https://my.monmouth.edu/fyi/restart>
- <https://library.monmouth.edu/wp-content/uploads/sites/28/2020/07/20200625-Library-Re-Opening-Plan-Phase1Only.pdf>
- <https://library.monmouth.edu>
- <https://www.displays2go.com/P-51694/Cash-Register-Shield-Rounded-Edges-Removable-Feet?st=Category&sid=29821>
- <https://monmouth.libwizard.com/f/LibraryBookRequest>  
<https://www.monmouth.edu/covid-19/documents/computer-lab-operations.pdf>



# FALL 2020 REOPENING PLAN



## RESEARCH

Updated August 24, 2020

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## 1. INTRODUCTION AND GUIDING PRINCIPLES

### 1.1. Introduction

- **Purpose:** The principles outlined below are intended to guide the planning and implementation of the phased resumption of on-campus research.
- **Timing:** The proper time for implementing the phased resumption of on-campus research will be determined by Monmouth University's leadership, taking into account the relevant local, state, and national public health directives regarding stay-at-home and social distancing.
- **Uncoupling:** The phased resumption of on-campus research is not coupled to the resumption of on-campus undergraduate teaching or senior thesis work.

### 1.2. Guiding Principles

- **Health and Safety:** Protect the health and safety of the campus community.
- **Safe Working Conditions:** Provide researchers with appropriately safe working conditions, including lab space, in accordance with Monmouth University policies and prevailing public health guidance and directives issued by national, state, and local authorities.
- **Hygiene:** Implement, adhere to, and enforce best practices for social distancing, cleaning, use of



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personal protective equipment (PPE), and case reporting as essential to the safe and successful phased resumption of on-campus research.

- **No Coercion:** Treat with the utmost seriousness any supervisor's or Principal Investigator's failure to implement the health and safety measures required by the University, or coercion of an employee or student to work under conditions inconsistent with those measures.
- **Transparency:** Put in place transparent policies and processes that allow a phased resumption of on-campus research, and communicate with the research community prior to and during implementation.
- **Flexibility and Agility:** Design plans that can be easily adapted to multiple scenarios, including different endpoints for phased resumption, and the response to a widespread resurgence in infection requiring shutdown.
- **Complexity:** Acknowledge the complexity of the research enterprise by consulting broadly in the formulation of resumption policies and procedures.

## 2. OPERATING PRINCIPLES

### 2.1. Staged Approach

The plan envisions four levels of on-campus research (see Section 3 for details).

- **Level 1 – Operations Suspended:** All experiments are stopped, except for COVID-19 research specifically approved by the Provost/Institutional Official. Only designated critical staff are granted entrance to buildings.
- **Level 2 – Essential Operations (Current Level):** Only a limited number of essential research and COVID-19 projects is allowed. Authorized researchers can also access laboratories for maintenance operations. Access to laboratories requires authorization by the Provost/Institutional Official following submission of a Research Lab Operations Plan. PIs must submit a Research Lab Operations Plan detailing how each lab will enact strict social distancing and comply with Monmouth University's Health and Safety Plan and the prescribed density and hygiene metrics and practices. For Human Subject or Animal Research, PIs must submit a Specialized Research Operations Plan to the Office of Research Compliance. Animal Research is inclusive of field research.
- **Level 3 – Phased Resumption:** School Deans must submit a department-level Research Infrastructure Plan, which must be approved by the Provost/Institutional Official. PIs must submit a Research Lab Operations Plan detailing how each lab will enact strict social distancing and comply with Monmouth University's Health and Safety Plan prescribed density and hygiene metrics and practices. For Human Subject or Animal Research, PIs must submit a Specialized Research Operations Plan to the Office of Research Compliance.



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Animal Research is inclusive of field research. Use of PPE and cleaning protocols are strictly enforced. All work that can be done remotely continues to be done remotely. Changes in University-wide requirements (e.g., area per researcher) can result in adjustments to department-level or laboratory-level plans.

- **Level 4 – Normal Operations:** Normal research operations resume with prescribed hygiene, health, and safety protocols.

## 22. Departmental Responsibilities

School Deans, working closely with Facilities Management (if applicable) must submit to the Provost/Institutional Official a plan for the resumption of research activities (Research Standard Operating Procedures during COVID-19). The plan must include identification of critical deficiencies (e.g., utilities, loading docks), a plan for reopening core facilities, a plan for enforcing social distancing, and best practices for cleaning common areas, PPE use, and circulation patterns in common areas. Standard Operating Procedures must be approved by Cabinet, Faculty Council, and FAMCO.

## 23. PI-Driven Approach, With Supervision

The University will issue campus-wide metrics that must be strictly adhered to (e.g., minimum area per researcher), initiating the transition from Level 2 to Level 3. PIs must submit a research Lab Operations Plan and/or Specialized Research Operations Plan for Human Subject or Animal Research indicating how compliance with these metrics will be implemented, social distancing will be strictly enacted, and hygiene practices (PPE, cleaning) will be followed and enforced. (Animal research is inclusive of field research.) School Deans review and must approve PI Lab Operations Plans prior to submitting to Cabinet, Faculty Council, and FAMCO for final review and approval. Specialized Research Operations Plans for Human Subject or Animal Research must be reviewed and approved by the Office of Research Compliance.

## 3. LEVELS OF ON-CAMPUS RESEARCH

- **Level 1 – Operations Suspended:**
  - Human Subject Research Plans and Animal Specialized Research Operations Plans, including critical monitoring and maintenance of the labs, are reviewed and approved by the Office of Research Compliance. Animal research is inclusive of field research.
  - All experiments are stopped, except for COVID-19 research specifically approved by the Institutional Official.
  - Key resource maintenance is allowed only for irreplaceable animals (e.g., transgenic mice, zebrafish, *Drosophila*), cell lines that cannot be cryopreserved, and equipment that cannot



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be shut down. Activities must be approved by the Office of Research Compliance.

- Vertebrate animal management shall be maintained by individuals designated as essential positions in order to maintain animal facility operations at normal capacity (e.g., cage wash, autoclave, inventory and materials ordering, animal husbandry, veterinary treatment, surgical support, animal record keeping) as set forth in the Vivarium Emergency Contact List. Access to animal facilities by research personnel as required shall be allowed only by the Vivarium Animal Care Technician, in consultation with the Attending Veterinarian and the institutional animal care and use committee (IACUC) chair.
- At most, one person per lab is allowed on campus at any given time for critical maintenance functions only, and these functions must include activities that fall under “hazardous operations.”
- All personnel must adhere to hygiene, health, and safety protocols as prescribed by the Monmouth University Health and Safety Plan.
- Undergraduate students are not allowed in the lab.
- All research buildings are set to card access “weekend” schedule.
- Remote work is required for non-laboratory activities.
- In-person human subjects’ research is suspended. Any human subject research that can be done remotely cannot be continued until research modifications are reviewed and approved by the IRB.
- All animal research in the Vivarium is suspended. Animal care and husbandry shall continue with the oversight of the Vivarium Technician, the Attending Veterinarian, and the IACUC Chair.

- **Level 2 – Essential Operations:**

- PIs must submit Research Lab Operations Plans, Human Subject Research plans and Animal Specialized Research Operations Plans detailing shutdown plans and/ or requesting maintenance and/or essential research activities. Animal research is inclusive of field research. Plans must be reviewed by the Office of Research Compliance.
- Essential and COVID-19-related research must be approved by the Provost/ Institutional Official.
- Maintenance and key resources – such as animals, cell lines, liquid N2, sensitive equipment, etc. – must be approved by the Provost/Institutional Official.
- In labs approved for critical maintenance, essential research, or COVID-19 work, one to three lab members (including the PI) must be identified in the plan and approved for building access. Any additional personnel needed for hazardous operations or critical maintenance requires approval by the Office of Research Compliance.
- Approved on-campus research commences only with the acknowledgment from relevant department(s) confirming any required services/facilities are in operation or can be brought online.





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- All personnel must adhere to hygiene, health, and safety protocols as prescribed by the Monmouth University Health and Safety Plan.
- Students are not allowed in the lab.
- All research buildings are set to card access “weekend” schedule.
- Remote work is required for non-laboratory activities.
- In-person human subjects’ research is suspended. Any human subject research that can be done remotely cannot be continued until research addendums are reviewed and approved by the IRB.
- All animal research in the Vivarium is suspended. Animal care and husbandry shall continue with the oversight of the Vivarium Technician, the Attending Veterinarian, and the IACUC Chair.
- **Level 3 – Phased Resumption:**
  - School Deans must submit a department-level or school-level Research Infrastructure Plan, which must be approved by the Provost/Institutional Official. PIs must submit a Research Lab Operations Plan detailing how each lab will enact strict social distancing and comply with Monmouth University’s Health and Safety Plan prescribed density and hygiene metrics and practices.
  - For Human Subject or Animal Research, PIs must submit a Specialized Research Operations Plan to the Office of Research Compliance. Animal research is inclusive of field research. Use of PPE and cleaning protocols are strictly enforced. All work that can be done remotely continues to be done remotely. Changes in University-wide requirements (e.g., area per researcher) can result in adjustments to department-level or laboratory-level plans.
  - Plans shall detail how research methods will comply with Monmouth University Health and Safety Plan campus metrics, enact social distancing, and enforce hygiene practices (PPE cleaning). Plan must be reviewed by Cabinet, Faculty Council, and FAMCO.
  - All personnel must adhere to hygiene, health, and safety protocols, including protective equipment, established by the Monmouth University Health and Safety Plan to ensure safety of all personnel.
  - Students are allowed in laboratories.
  - All research buildings are set to card access “weekend” schedule.
  - Remote work may be required for non-laboratory activities.
  - Human Subjects Research resumes. Prior approved IRB modifications to remote research may resume in person after application and approval to the IRB. PIs shall submit a Research Plan detailing how they will adhere to the Monmouth University Health and Safety Plan, including, but not limited to, PPE, social distancing, and sanitization.
  - Animal Research in the Vivarium resumes after modifications to protocols are approved by IACUC. PIs shall submit a Specialized Research Operations Plan detailing how they will adhere to the Monmouth University Health and Safety Plan, including, but not limited to, PPE, social distancing, and sanitization.



## RESEARCH

- **Level 4 – Normal Operation:**

- Normal research operations.
- All personnel adhere to hygiene and health and safety protocols prescribed by the Monmouth University Health and Safety Plan.
- Students are allowed in laboratories.

#### **4. SAFE WORKING CONDITIONS AND NO COERCION**

*Complies with OHRP and OLAW guidance on COVID-19*

##### **4.1. Remote Research**

Research that can safely be accomplished remotely should be accomplished remotely.

##### **4.2. Faculty or Staff Performing Research in Labs and/or Human Subjects, Animal Research, and/or Field Research**

Upon providing appropriately safe working conditions in accordance with University policies and prevailing guidance issued by the public health authorities, faculty who wish to return to their labs for research need to report to their chair/dean and abide by the health and safety protocols as outlined in this plan and the Monmouth University Health and Safety Plan. Faculty members who have any concerns, including, but not limited to, a medical condition or other COVID-19-related risk factor, who believe a return to campus would be unsafe, are not required to return. Staff members with a medical condition or other risk factor that they believe would make their return to campus unsafe are encouraged to request an accommodation through the Office of Human Resources.

##### **4.3. Students Performing Research in Labs and/or Human Subjects, Animal Research, and/or Field Research**

It is anticipated that the vast majority of students will be eager to resume “hands-on” research. Students with a medical condition or other risk factor that they believe would make their return to campus unsafe are encouraged to request an accommodation through the Department of Disability Services (see Section 5.11).

In addition, any student who has a request for an accommodation related to on-campus research that does not fall under Monmouth University’s American with Disabilities Act (ADA) documented process as outlined in the Requests for Reasonable Accommodations section of Monmouth’s Reopening Plan, should submit the information to their dean. The University will seek to honor students’ requests to the extent that they are reasonable and appropriate, though such decisions will need to take into account relevant collateral implications, including impact on progress toward degree and funding.



## 5. GUIDELINES FOR SAFE RESEARCH DURING COVID-19 PANDEMIC

### 5.1. General Guidelines

Routinely disinfect high-touch points, facilities, work areas, personal electronics, and shared equipment and spaces using a disinfecting solution or wipes. Refer to the Environmental Protection Agency's [Disinfectants for Use Against SARS-CoV-19](#).

#### 5.1.1. Personal Responsibilities for Preparing to Resume Research

- Check with the Office of Research Compliance to determine whether you are permitted to conduct research (including but not limited to research in the field or in the laboratory) which experiments or activities you may conduct, when to report, and what your responsibilities are.
- Review the adequate Research Operations Plan.
- You may have to complete training(s) before returning to on-campus research as determined by the Office of Research Compliance.
- Obtain a face covering.

### 5.2. Social Distancing

#### 5.2.1. Planning

- School Deans must submit a department-level or school-level Research Infrastructure Plan, which must be approved by the Provost/Institutional Official. PIs must submit a Research Lab Operations Plan detailing how each lab will enact strict social distancing and comply with Monmouth University's Health and Safety Plan prescribed density and hygiene metrics and practices.
- For Human Subject or Animal Research, PIs must submit a Research Management Operations Plan to the Office of Research Compliance. Use of PPE and cleaning protocols are strictly enforced. All work that can be done remotely continues to be done remotely. Changes in University-wide requirements (e.g., area per researcher) can result in adjustments to department-level or laboratory-level plans.
- PIs must develop a Research Operations Plan that adheres to the guidance provided in the Phased Resumption Plan. Plans must address how the group will conduct research activities in a manner that allows social distancing, and strictly maintains 150 squarefeet per researcher at all times.
- Office use must adhere to strict social distancing and density requirements at all times.
- Plans shall detail how research methods will comply with Monmouth University Health and Safety Plan campus metrics, enact social distancing, and enforce hygiene practices (PPE cleaning). Plan must be reviewed by Cabinet, Faculty Council, and FAMCO.



## RESEARCH

- Research shall not begin until approval has been granted.
- Coordinate with all personnel accessing the lab to minimize time spent physically working together.
- Stagger or alternate research shifts to manage the number of researchers in a space.
- Coordinate use of core facilities and shared lab spaces.
- The Office of Research Compliance can assist with developing your research plans.

### **5.2.2. Research Spaces, Laboratory, and Work Configuration**

- For labs and research spaces with more than one entrance: consider designating one entrance for ingress and one entrance for egress and establishing traffic flow patterns to minimize close proximity to others during entry and exit from the laboratory.
- Maintain a distance of at least six feet from others. Plan lab and research space occupancy levels to satisfy the requirement of at least 150 squarefeet per researcher and research subjects at all times.
- DO NOT install curtains or physical barriers. If you believe such measures are needed for social distancing, consult the Office of Research Compliance. Installing curtains and barriers might impair ventilation flow or create a fire hazard.
- Remove chairs or label them to prevent use and to ensure separation between researchers and research subjects when they are at the workbench.
- If researchers work on back-to-back benches (backs facing each other), their physical distancing can be less than the required six feet. In such cases, closing down an alternate workspace on each bench to create a staggered workspace across all the lab benches in an alternating pattern may be necessary.
- Post at the entrances to research areas the maximum number of researchers permitted in the area based on the social distancing and density assessment.

### **5.2.3. Work That Cannot Be Conducted While Social Distancing**

In general, maintaining social distancing at all times is required for allowed work. If specific research activities cannot be conducted while maintaining a distance of six feet from one another, consult the Office of Research Compliance. In some cases, the University may be able to develop alternate plans to determine the appropriate personal protective equipment necessary for the operation.



## 53. Face Coverings

### 53.1. General Guidance

Monmouth University requires all students, faculty, and staff to wear face coverings at all times when on campus, except when alone in a room or vehicle. **Wearing a face covering does not replace the need for social distancing or other measures to prevent the spread of the virus that causes COVID-19.** Reusable and disposable face coverings are intended to decrease the potential for the wearer to spread the virus that causes COVID-19. **Face coverings do not necessarily provide protection to the wearer.**

Face coverings may not be used in place of face shields or other face protection needed for protection from chemical or physical hazards.

### 53.2. Choosing the Right Face Covering *(in compliance with with the Centers for Disease Control (CDC), the State of New Jersey, the Office of Laboratory Animal Welfare, and the Office for Human Research Protections guidance)*

- N95 respirators must be reserved for health care workers, first responders, and those performing higher-risk tasks that require close contact.
- Students, faculty, and staff should wear disposable face coverings when working with hazardous chemicals, biohazards, or radioactive materials. Disposable face coverings that have been used in the lab should be discarded – they should not be worn in public areas on campus or at home.
- Students, faculty, and staff may not wear reusable (e.g., cloth) face coverings when working with hazardous chemicals, biohazards, or reactive materials.
- Reusable coverings made or provided by staff and students may be worn when on campus and outside of the laboratory. They should be machine-washed with warm or hot water and laundry detergent by the user on a daily basis; the coverings can be washed with other laundry items.
- Laboratories that have specific operations where disposable face coverings may be inappropriate (such as work with high risk of fire or contamination) are encouraged to contact the Office of Research Compliance to identify viable alternatives to disposable face coverings and develop appropriate management strategies.
- In instances where viable alternatives cannot be found or procured, laboratories will need to develop strategies for enhanced distancing to allow workers to conduct limited, specific operations without use of a face covering.



### **533. Face Coverings in All Research Laboratories and Research Spaces**

- Wear your reusable face covering until you enter the laboratory and/or research space. Upon entering the laboratory and/or research space, remove your reusable face covering and change into a disposable face covering.
- Prior to conducting work in laboratory and research areas where hazardous materials are handled, remove your reusable face covering and put on the required minimum laboratory PPE attire: lab coat, gloves, and eye protection (safety glasses, goggles, or a face shield) as well as a disposable face covering.
- Upon returning to work areas where hazardous materials are not handled or exiting the laboratory, remove the required laboratory attire, and once again put on the cloth or personal face covering.
- Prior to conducting work, change into a dedicated mask if recommended by the conditions of your IBC/IACUC approval. Wear required minimum laboratory PPE: lab coat, gloves, and eye protection.

### **534. Entering the Vivarium**

- Keep your face covering on when traveling to the Vivarium. Change into masks provided by the Vivarium. Store your face covering as described in Section 5.4.6.
- Wear required Vivarium attire, which must include a disposable face covering.

### **535. Care of Masks**

- Disposable Face Coverings:
  - Use disposable face coverings until they become damaged, contaminated, or wet. Disposable coverings used in a lab setting should be disposed of in regular trash receptacles at the end of each day.
- Reusable Face Coverings:
  - Reusable face coverings worn in public areas of campus can be worn until they become damaged, soiled, or wet.
  - Reusable face coverings should be taken home and laundered each night. If they cannot be taken home, they should be hand-washed in accordance with the CDC Guidelines. (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>).
  - Reusable coverings should be machine-washed with warm or hot water and laundry detergent by the user. The coverings can be washed with other laundry items.
- Putting On and Taking Off Your Face Covering:
  - Always clean hands with soap and water prior to putting on, adjusting, or removing your face covering. Alcohol-based hand sanitizer with at least 60% alcohol may be used as a substitute where handwashing facilities are not readily accessible.



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- When removing the face covering, follow the taking off procedure specific to your face covering. This will include using ear loops, straps, or equivalent to take off face covering beginning from the back of your head moving toward and away from your face. Do not touch the front of the covering.

### 54. Laboratory Coats

- If working with human specimens, animal specimens, or other biological materials, wear the covering specified by the Institutional Biosafety Committee (IBC)/IACUC approval, which may include using disposable lab coats or isolation gowns.
- Do not share lab coats.
- Cloth laboratory coats must be regularly laundered to minimize the risk of an exposure from contamination on the coat and to help mitigate the risk of the coat becoming a viral reservoir.
  - Due to risk of the coat becoming contaminated with hazardous materials, the laboratory coat must be cleaned by a professional or dedicated laundering service at least weekly.
  - Laboratory coats may not be taken home for laundering or cleaned with a public laundering service or facility.
- If cloth lab coats are worn by a researcher who is suspected or confirmed to have COVID-19, the coat should be turned inside out, placed in a sealed bag, and held for seven days prior to laundering. The bag containing the potentially contaminated lab coat should be labeled “COVID-19 quarantined laboratory coat” and the date when the coat can be removed for laundering.

### 55. Cleaning, Decontamination, and Disinfection

#### 55.1. Maintaining Laboratory and Research Space Hygiene

Laboratory members are responsible for developing plans to promote good lab hygiene by regularly disinfecting common laboratory areas and touch points (e.g., doorknobs, faucets, freezer doors, telephones) within the laboratory space and for common spaces utilized by lab members. SARS-CoV-2 can be inactivated with the most common household disinfectants registered with the Environmental Protection Agency (EPA), including solutions that contain:

- 63%-90% ethanol or isopropanol (70% recommended)
- 1%-5% bleach in water solution (made fresh daily)
- >0.5% hydrogen peroxide

If you wish to use other disinfectants, please select from the [EPA’s Disinfectants For Use Against SARS-CoV-2](#) list. Care must be taken to follow the manufacturer’s disinfection directions, which may include pathogen-specific inactivation instructions. **Never** use solutions containing formaldehyde or glutaraldehyde to disinfect laboratory surfaces.





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Both of these chemicals can cause severe and acute chronic health effects. For non- laboratory research spaces on campus, the University will be responsible for maintaining regular cleaning and disinfecting within the research space.

### 552. Best Practices for Disinfection

- Ensure that the area is cleaned prior to initiating the disinfection process where applicable. Excess gross contamination significantly decreases the activity of the disinfectant.
- The concentration of disinfectant is critical to the efficacy of the disinfectant for inactivating the pathogen. Follow the manufacturer's recommendations for dilution if purchasing commercial disinfectant.
- No disinfectant works immediately. Disinfectants must be left on the surfaces or items to be decontaminated for a specified contact time, which may vary depending on the pathogen to be inactivated. Contact times of 1, 3, 5, or 10 minutes or even longer may be needed to ensure that any pathogen present has been inactivated.  
Apply disinfectant until surfaces are glistening wet and allow surface to air dry. If your disinfectant has a higher evaporation rate (e.g., alcohols), and a longer contact time is needed, you may need more than one application; however, the surface being disinfected should remain wet for the duration of the required contact time.
- Ensure that all surfaces are completely covered with the disinfectant. Merely spraying the disinfectant on a surface, especially if only applied quickly or lightly, can leave spaces between the disinfectant drops.
- Laboratory researchers, should utilize these best practices for disinfection. For other research spaces, Facilities Management will utilize these best practices.

### 553. Additional Chemical-Specific Considerations for Using Disinfectants

- Most (if not all) chemical disinfectants designed for surface decontamination contain components that can be harmful if ingested, if inhaled, or if eye/skin exposure occurs.
- Appropriate personal protective equipment, including eye and hand protection, must be used when applying chemical disinfectants.

Note: Be aware of any dermal or respiratory irritation that occurs after using disinfectants or after working on surfaces that have been disinfected. If dermal or respiratory irritation is encountered:

- Exit the area and get to fresh air.
- Try to flush the irritated area (for dermal irritation).
- Seek additional medical assistance if needed.
- Suspend the use of the suspected disinfectant and contact Facilities Management for additional assistance.



## **56. Handling Laboratory Hazardous Waste**

### **56.1. Regulated Medical Waste Disposal (Biohazardous Waste)**

- Follow the University's regulated medical waste procedures.
- Responsible individuals will remove properly packed and labeled boxes of regulated medical waste on a scheduled basis.

### **56.2. Chemical Waste Disposal**

- Follow the University's guidelines on collecting and labeling laboratory chemical waste.
- Laboratory chemical wastes will be picked up directly from the laboratory. During the suspension of regular laboratory operations, the frequency of waste pickups may have been reduced. Please be aware of these possible changes.

## **57. Required Training**

Before being allowed back in the laboratory and research spaces, all researchers (PIs, students, etc.) must complete training as set forth in the Monmouth University Health and Safety Plan. PIs or their designees should also ensure that all researchers are up to date on their safety training requirements as required by the Office of Research Compliance.

## **58. Preparing the Laboratory**

Before restarting work, check the physical condition and supply levels.

- Ensure that equipment, such as biosafety cabinets, autoclaves, etc., are up to date on inspections and maintenance. Make arrangements for services as needed.
- Inspect equipment and facilities for damage, leaks, etc.
- Check expiration dates on chemicals and supplies.
- Confirm availability of support services, such as gas delivery, dry ice, etc.

### **58.1. Obtaining Supplies**

The University will provide the following COVID-19-related supplies:

- Disposable face coverings.
- Alcohol-based hand sanitizer.
- N95 respirators.
- Disposable surgical or isolation gowns.
- Hand-washing soap.
- Disposable paper towels.
- Laboratory coats.



## RESEARCH

- Gloves.
- Disposable face shields.
- Disinfectant for all lab services.
- All other personal protective equipment needed to safely perform your research.

Plan carefully when ordering supplies. Supply chains for a number of vendors have been strained during COVID-19 outbreaks. Certain research materials may have significant delays due to high demand or shuttered production facilities. During the suspension of normal laboratory and research operations, a number of buildings and their loading docks may have shifted to limited schedules.

- Contact Facilities Management for additional information regarding any restrictions or limited hours staff may be available to receive incoming shipments.
- Inbound research materials may not be shipped to private/personal addresses and then brought to campus.

### **5.9. Managing Shared Facilities and Equipment**

Many researchers share equipment with others in their group and, in some cases, with individuals outside of their group.

- Carefully schedule use of shared facilities or equipment to maintain social distancing.
- Wear gloves when touching or manipulating equipment.
- When work is complete, wipe down high-touch surfaces with disinfectant wipes or solution if it will not damage the equipment or surfaces.
- Plan and communicate roles and responsibilities for cleaning/disinfecting.

### **5.10. General Work Rules**

#### **5.10.1. Meetings and Gatherings**

- Continue conducting virtual meetings and phone calls rather than in-person meetings.

#### **5.10.2. Meals and Breaks**

- Eating and drinking in the laboratory and research areas is still prohibited.
- Determine how and when researchers will take breaks for meals, beverages, etc. Consider using common spaces, meeting rooms, and outdoor seating while maintaining social distancing.



### **5.103. Unsafe Behaviors or Conditions**

If you find that people are not practicing social distancing, hygiene, or safety practices, or if you recognize unsafe conditions:

- In a congenial and caring manner, advise the individual(s) how they can improve behavior or condition.
- If you are comfortable alerting the person or group, or if behaviors or conditions do not improve, speak with a PI, advisor, School Dean, or the Provost.

### **5.104. Use of Office**

- Office use is allowed for faculty. Faculty must follow social distancing requirements of six feet and comply with the Monmouth University Health and Safety Plan.  
For students, see Section 5.3.1.

## **5.11. Requests for Reasonable Accommodations**

If a student requests an accommodation due to a disability, the individual should contact the Department of Disability Services at (732) 571-3460. If an employee requests a reasonable accommodation due to a disability, the employee should contact Human Resources at (732) 571-3470. Given the current situation, the University will consider reasonable accommodations for individuals whose disabilities put them at greater risk from COVID-19 (or severe symptoms from COVID-19) and who request an accommodation to eliminate or reduce possible exposure to the virus. As always, reasonable accommodation decisions are fact-specific and vary based on the relevant circumstances.

## **5.12. Emergency Contacts**

In case of emergency, call the Monmouth University Police Department at (732) 571-4444.

## **5.13. Related Resources**

- OSHA Guidance on Preparing Workplaces for COVID-19  
<https://www.osha.gov/Publications/OSHA3990.pdf> (PDF)
- OSHA COVID-19 Website  
<https://www.osha.gov/SLTC/covid-19/controlprevention.html>



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- CDC Interim Laboratory Biosafety Guidelines for Handling and Processing Specimens Associated with Coronavirus Disease 2019 (COVID-19)  
<https://www.cdc.gov/coronavirus/2019-nCoV/lab/lab-biosafety-guidelines.html>
- ABSA SARS-CoV-2/COVID-19 TOOLBOX  
<https://absa.org/covid19toolbox/>
- WHO Laboratory biosafety guidance related to coronavirus disease (COVID-19)  
[https://www.who.int/publications-detail/laboratory-biosafety-guidance-related-to-coronavirus-disease-2019-\(covid-19\)](https://www.who.int/publications-detail/laboratory-biosafety-guidance-related-to-coronavirus-disease-2019-(covid-19))
- CDC Guidance for Schools, Workplaces & Community Locations  
<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>
- CDC Biosafety in Microbiological and Biomedical Laboratories  
<https://www.cdc.gov/labs/pdf/CDC-BiosafetyMicrobiologicalBiomedicalLaboratories-2009-P.PDF> (PDF)
- Back-to-work criteria for health care workers <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html#practices-restrictions>

## 6. BUILDING GUIDANCE

### 61. Exterior Doors

All exterior doors may remain locked at certain times. You may need to contact the Monmouth University Police Department at (732) 571-4444 for access.

### 62. Conference Rooms

Do not use conference rooms for meetings. Consider using conference rooms to expand work/desk space.

- Maintain at least 150 squarefeet per person. No more than 10 persons in a space.
- Remove, tape off, or mark chairs that should not be used, in order to maintain at least six feet between people.



### **63. Open Work Stations**

Take advantage of all unused space to spread out work stations. Employees must recognize that they may be asked to work at stations other than their traditional workspace in order to spread out.

### **64. Meetings**

Meetings should be held remotely using collaboration tools such as Zoom, WebEx, Microsoft Teams, telephone, etc.

- In-person meetings should only occur if strictly necessary, and only if occupants of the room can maintain at least six feet of separation. Any strictly necessary in-person meetings must be as brief as possible.
- Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees for strictly necessary in-person meetings.
- Even while working on campus, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone, or other available technology rather than face-to-face.



# **FALL 2020 REOPENING PLAN**



## **STUDENT SERVICES**



## STUDENT SERVICES

Monmouth University offers a variety of support services to assist students in navigating their educational journey. These services and their availability are critical for student success and retention. The sections noted below highlight key areas of the student support units providing these services and their operation plans in place for the academic year.

### HEALTH SERVICES

In order for Health Services to safely reopen in the midst of a pandemic to provide health care services for students where there is no vaccine and no approved community-based treatment, the operation of the facility will be altered to reflect a combination of access to services with proper protective measures in place to mitigate risk and reduce spread. The following information will outline how health care services will be delivered during Stage 3. If the State of New Jersey continues to operate in Stage 2, most services will be delivered via telehealth with limited in-person clinical hours scheduled.

### MEDICAL SERVICES

- Suspension of “walk-in” urgent care services. Waiting areas will be closed.
- Services will be by appointment only.
- Mobile check-in capability via Medicat.
- Condense operational hours.
  - Hours: Monday to Friday 8:45 a.m. to 5 p.m.
- Schedule an operational set up time at the beginning and end of each work day.
  - Schedule staff breaks, stagger lunch times for clinicians, and alternate break times for clerical staff.
  - Factor in testing set up time at the beginning of day and breakdown of set up at the days end.
- Triage: Separation of Low-Risk vs. High-Risk Visits
  - Patients will be screened via triage for COVID-19-like symptoms.
  - Patients with new onset upper respiratory infection (URI) symptoms will be triaged to be tested.
  - Lower risk visits should be scheduled by appointment.
- Visits to include: physicals, immunizations, PPD, gynecological exams, UTI symptoms, sexually transmitted disease (STD) screening, allergy injections.
- Video-based telehealth for sick “visits” will be available when:
  - Following up on patients in quarantine awaiting test results.
  - Monitoring the health of isolated patients.
  - Other ill patients who do not want to come to the Health Center.
- Limited access to the Health Center:
  - Separation of low-risk vs. high-risk patients.



## STUDENT SERVICES

- Staggered appointments.
- Physical distancing of similar-risk patients.
- There will be testing and screening both symptomatic and asymptomatic patients while limiting risk to other patients and health care providers.
  - Nasal swab self-testing to occur by appointment outside of the Health Center building, in the parking lot.
  - Serology testing to be conducted by appointment for post-COVID-19 patients and asymptomatic close contacts two to four weeks after exposure.

## PSYCHIATRY

- Continues to be by appointment but sessions will be held via telepsych.
- Email reminders will be sent to students with a link to their psychiatrist's doxy.me account.
- Psychiatry files to be faxed and uploaded to Medicaat.

## PHYSICAL BARRIER, PERSONAL PROTECTIVE MEASURES AND OTHER SUPPLIES

- There will be limited access to Health Center doors and exits.
- All persons entering the building must wear a mask.
- All personnel must wear the level of mask and PPE appropriate to their space and clinical situation.
- There will be reduced use of waiting areas; reconfigure space for physical distancing.
- We will designate "low-risk bathrooms," "high-risk bathrooms," and staff bathrooms.
- We will section off low-risk areas of the Health Center vs. high-risk areas.
- Glass window and door barriers between waiting area and exam rooms will be maintained.
- Adequate supply of PPE for direct care providers will be maintained.
  - As appropriate, some extended use measures for PPE will be implemented.
  - There will be safe disposal of PPE used in high-risk situations.
  - Staff to be trained in safe donning and doffing of PPE.
- There will be a change in health clinician apparel to scrubs only for daily washing, and scrub jackets for clerical personnel.
- A set-up schedule for twice a day routine cleaning of the Health Center will be implemented.
  - There may be a need for on-demand services for rooms used for high-risk procedures.
- There will be routine red bag waste pick-up.
- There will be routine COVID-19 screenings of Health Services personnel.
- There will be adequate supply of hand sanitizers in common areas and soap in exam rooms.
- There will be adequate supply of all testing materials, labels, bio-hazard bags.



## TECHNOLOGY

- Each clinician will need access to two screens for telehealth: One with video access and the other with access to Mediat.
- The following operations will be available via the Health Portal:
  - Set up for online appointment requests.
  - Mobile check-in via phone.
  - Secure messaging of access to video telehealth and lab results
  - Text messaging or secure messaging of test results and known direct contacts
  - Completion of pre-appointment screening forms
  - Completion of the Symptom Tracker questionnaire
  - Access to health insurance information
- Psychiatry appointment setups and remote access to Mediat (if possible)
  - If heightened demand for medical services, we may need to temporarily transfer the scheduling function to Counseling and Psychological Services (CPS).
- Training of staff on technology, software use, and information flow including:
  - Entering information into Quest lab system and set-up in order of appointment for the day.
  - Continued immunization compliance data review, entry, and follow-up.
  - And, if testing demand increases, consideration of using student employees to do lab information data entry.

## TRACKING, TRACING, RETESTING AND SUPPORT SERVICES: WORKING WITH COVID-19-RELATED TEAMS

- Health Services, as part of the Surveillance Team, will maintain a database of students and employees screened and have tested positive.
- We will create a monitoring system to record date of onset of symptoms, date of test, date of no symptoms, and any follow-up testing.
- We will collaborate with the COVID-19 Contact Tracing Team and Monmouth Regional Health Commission Number One to track and monitor COVID-19-positive persons using a case management model.
- Health Services as part of the COVID-19 Response Team will deliver telehealth monitoring for ill students in quarantine and isolation.
- Health Services to provide Return to Work or School Clearances for persons who tested positive using the New Jersey symptom-free methodology.
- We will oversee a volunteer team of students to assemble health packages for delivery to Residential Halls to include antipyretic medication, cough medicine, etc.



## OTHER SERVICES

- Contract with a Walgreens pharmacy chain to hold mass vaccination clinics in September and October.
- Assist with the move-in process by reviewing Symptom Tracker responses prior to move-in and taking temperatures.
- Collaborate with Athletics and the Nursing/PA program to distribute, collect, and process COVID-19 nasal self-swab kits to designated groups. Develop a mechanism to communicate test results in a timely manner.

## COUNSELING AND PSYCHOLOGICAL SERVICES (CPS)

CPS has transitioned to the use of phone, Zoom, and other online therapy platforms in order to deliver telehealth services to students since the beginning of the pandemic and stay-at-home order. It appears that students have adjusted well to this transition and can continue to receive telehealth services in this manner moving forward, without issues, for more typical presenting concerns. In line with CDC and public health guidance, the aim of the ongoing use of telehealth services is to limit the physical density of students in CPS, with the ultimate goal of reducing possible exposure. The operation of CPS will continue as noted in either Stage 2 or Stage 3 as prescribed by the State of New Jersey.

## CPS FALL STAFFING PLAN

Due to the ongoing impact of COVID-19, and the social distancing guidelines that will likely remain in place for the fall semester (if not beyond), coupled with the physical space limitations that exist in CPS and the negative impact of masks and other face coverings on the effective delivery of counseling services, it is proposed that CPS continue the majority of its clinical service delivery through remote/virtual means.

However, with the return of students to campus, it is important for CPS to maintain a physical presence on campus for critical and emergent student situations that may arise (e.g. students experiencing significant suicidal ideation or intent; hallucinations or other evidence of a thought disorder; or demonstrating an inability to control their behavior), which could necessitate more immediate CPS intervention and possible escalation of response (e.g. Monmouth University Police Department (MUPD) involvement or psychiatric emergency service system (PESS) transport).

To this end, as it relates to the physical staffing of CPS in the office, assuming the current restrictions remain in place, there are limited spaces in the existing office that would allow for a safe 6-foot separation. To limit the number of individuals in the office, it is proposed that one front desk staff member, along with one member of the clinical team, and one director-level administrator, are



## **STUDENT SERVICES**

physically present in the office every day. To accomplish this, there will be a rotating schedule for each member of CPS for the maintenance of office coverage. Those staff members that are not in the office will continue to schedule and provide telehealth sessions to students, in addition to other responsibilities, such as virtual supervision to our clinical trainees.

Again, to limit the number of staff in the office, all of the CPS clinical trainees will begin the semester providing virtual/remote telehealth appointments to students. The hope is that we can begin a graduated introduction of our trainees to campus once social distancing restrictions are relaxed.

For students experiencing distressing life events or situations that could be considered urgent, but not life threatening, CPS will maintain a system to schedule these students for prioritized telehealth appointments to continue the tradition of CPS offering rapid access to services for students.

### **CPS FALL PROGRAMMING**

In addition to the direct clinical service needs of students, CPS is acutely aware of the ever- present and deepening need for mental health education and primary prevention resources, especially in light of the current global pandemic and its aftermath. These services are designed to assist students with developing greater internal resilience and the ability to manage difficult and distressing situations more effectively. To this end, CPS will begin to develop an every other week mental health newsletter to be distributed to students highlighting different techniques that they can use to challenge negative ways of thinking and to develop more effective strategies to modify maladaptive coping strategies. Furthermore, in line with students' pervasive use of social media platforms, CPS will begin to develop an online social media presence, likely beginning with Instagram, to offer useful tips and information in an easily digestible format. This can be expanded, depending on student response.

### **CENTER FOR STUDENT SUCCESS RESTART PLAN**

The Center for Student Success (CSS) is committed to providing academic and career services that enhance student retention, persistence, graduation, employment, and overall development. Our collective goal is to utilize the best tools and modalities, whether online or in person, to achieve the following outcomes:

- Fostering a welcoming and caring environment to all visitors to the CSS.
- Assisting students throughout their transition to Monmouth, programs of study, and future personal and professional endeavors.
- Providing quality academic and individualized educational planning.
- Delivering excellence in career counseling, exploration, and development.
- Empowering students to take responsibility for their own academic and personal development.



## STUDENT SERVICES

- Accommodating students of diverse backgrounds and ability status.
- Encouraging respect for self and others through empathy, compassion, and kindness.

Within safety and health guidelines, we will offer in-person and remote support services. A member of our team will be available in the Center for Student Success to greet and assist students. This will enable students to have their questions answered, be connected to the appropriate specialists for their needs, and/or utilize resources within the space such as computers, printers, or study and meeting spaces. Social distancing and safety protocols will be followed for all in-person activity. We will continue to offer robust and quality remote support and academic advising, adding face-to-face appointments when appropriate to accommodate social distancing, health guidelines, and approved university COVID-19 cleaning and sanitization policies.

Appointments can be scheduled by calling The Center for Student Success at 732-571-3487 or via email at [css@monmouth.edu](mailto:css@monmouth.edu). Appointments can also be scheduled directly with each of our support areas.

## CAREER SERVICES

Since mid-March 2020, Career Services (CS) has successfully transitioned its offerings to remote platforms with no loss of quality or reliability. Feedback collected during virtual appointments has been consistently positive and encouraging.

CS staff have used email and Zoom extensively to help students and alumni with core services such as resume construction, cover letters, interview preparation, graduate school advice, career advising, and job search planning. In the last three months, CS hosted over a dozen webinars and employer presentations on Zoom, generating higher attendance when compared to live events held before the pandemic. CS hosted a spring career fair in May which attracted over 30 employers and was the only event of its kind offered by a New Jersey college or university during COVID-19. It is clear that students and alumni have adapted well to remote use of our services. Employers have also adapted well to our new methods.

## CAREER SERVICES FALL STAFFING PLAN

Due to the continued impact of COVID-19, and the social distancing guidelines that remain in place for the fall semester, coupled with the physical space limitations that exist in the lower level of the Student Center, CS professional staff will deliver all services virtually.

CS staff will continue to provide all services mentioned above. Students and alumni will be able to request appointments by email, phone or by visiting the office. Virtual webinars and employer



## STUDENT SERVICES

information sessions will continue to be hosted on Zoom. There will be at least one, and possibly two, virtual career days offered in the fall. On-campus recruiting events (such as the fall Accounting Honors Employment program) will transition to remote interviews on platforms like Zoom, FaceTime, or Webex.

The CS website currently contains links for virtual resume preparation (Resume Builder™), virtual interview practice (Big Interview™) and career guidance videos (Candid Career™.) The office will continue to encourage students to take advantage of these existing online services, in addition to connecting with professional staff virtually.

CS currently uses the Hawks Career Link web portal, powered by software from GradLeaders™ to provide a platform for posting full-time, part-time, and internship opportunities. Hawks Career Link will continue to provide these job opportunities to all students and alumni.

CS will use email, the office website, and its social media accounts (Twitter and Instagram) to keep students and alumni apprised of services and virtual programming conducted by the office.

Contact information:

Phone: 732-571-3471

Email: [careerservices@monmouth.edu](mailto:careerservices@monmouth.edu)

## EDUCATIONAL OPPORTUNITY FUND

We will have at least one person in the office daily while continuing to offer support services remotely. We will add face-to-face appointments modified to accommodate social distancing and health guidelines as appropriate. We will continue to support student well-being and academic success through extensive outreach via email, phone calls, text messages, video meetings, social media, and the student portal.

We will utilize our front door as an entry and side door as an exit to change traffic flow and limit congregation. Students will schedule appointments online to reduce high touch point areas and limit office density. Office furniture and computer equipment will be rearranged to fit the necessary distancing and health guidelines.

Contact information:

Phone: 732-571-3462

Email: [eof@monmouth.edu](mailto:eof@monmouth.edu)





## **FIRST TO FLY/ACADEMIC TRANSITION AND INCLUSION**

### **Academic Transition Support**

Academic Transition and Inclusion offers student-centered individual and group college transition and academic advising support for first generation and historically underrepresented students at Monmouth. The student support advising services offered by the academic director and area graduate assistant can be delivered remotely using current University online platforms. Individual academic progress appointments and small group advising meetings have been successfully conducted online throughout the spring and summer 2020. Plans are currently being developed to deliver a virtual version of the academic transition session for incoming students during Monmouth University's New Student Orientation Program and First Year Transition Program.

### **First to Fly: First Generation at Monmouth Initiative**

First to Fly: First Generation at Monmouth is a campus wide initiative to empower first generation and historically underrepresented students to effectively navigate academic, personal, social, and cultural challenges they may encounter and to encourage active participation in an inclusive community of support that facilitates student persistence to graduation.

The programming, training and services offered through First to Fly can be offered entirely online throughout the academic year. There are currently two first generation communities established on the Hawk Network (Alumni/Career Services) and The Hawk Family Network. The capacity to conduct virtual mentoring, academic support, and undergraduate/graduate social programs for an estimated 40% to 45% incoming first generation student cohort can be enhanced through the establishment of a public facing landing page on the Monmouth University website. Plans are currently being developed to deliver a virtual version of the Family/ Parent Orientation workshop and Accepted Student Day presentation.

Contact information:

Phone: 732-263-5668

Email: [ctaylor@monmouth.edu](mailto:ctaylor@monmouth.edu)

## **FIRST YEAR ADVISING**

Since Monmouth University has gone remote in mid-March of 2020, the Office of First Year Advising (FYA) has been using Zoom, phone, email, and the FYA Instagram account to effectively advise,



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register, interact with students and parents, as well as share important advising information with students via social media. Office phones have been forwarded to staff cell phones, so calls are handled in an expedient manner.

During the summer of 2020, 45 First Year Faculty Advisors and administrators successfully met with approximately 1,000 students via Zoom and phone to advise and register the incoming first-year class for fall 2020 courses, and discuss other advising-related topics. Career counseling appointments and follow-up appointments are being handled the same way.

Due to the continuing impact of COVID-19, and the social distancing guidelines that remain in place for the fall semester, coupled with the physical space limitations that exist in the lower level of the Student Center, it is proposed that First Year Advising continues through virtual means.

First year students may schedule virtual appointments with First Year Faculty Advisors and administrators and receive the same high level of service and advising virtually through online services. Administrators, student advising mentors, graduate assistants, and graduate interns will be available for virtual drop-ins and scheduled appointments.

Contact information:

Phone: 732-571-3588

Email for First Year Student questions: [fyadvisor@monmouth.edu](mailto:fyadvisor@monmouth.edu).

Email for Upper Level Advising questions: [askanadvisor@monmouth.edu](mailto:askanadvisor@monmouth.edu).

## SUPPLEMENTAL INSTRUCTION

Supplemental Instruction (SI) transitioned well to the use of online platforms during the pandemic and stay-at-home order. Supplemental Instruction (SI), by definition, consists of regularly scheduled, voluntary, out-of-class group study sessions for historically difficult lecture or lab-based courses. It is expected that obtaining physical space to hold group sessions may be difficult due to the impact of physical distancing on space across campus. As a result, SI is prepared to continue remote delivery unless the nature of the course requires in-person support (i.e. hands-on science or clinical lab courses) or until the COVID-19 environment, and space availability, permits. The administrative staff will continue to support the SI leaders and professors remotely.

Contact information:

Phone: 732-571-7542

Email: [si@monmouth.edu](mailto:si@monmouth.edu)



## **TRANSFER AND UNDECLARED SERVICES**

The last few months have demonstrated that The Office of Transfer and Undeclared Services has the ability to offer high-impact advising and support services to our students in a virtual environment that best serves the public health. Technologies including (but not limited to) Zoom, eCampus, Google Voice, and various social media platforms have been employed to advise and engage our students in new ways. We have developed both synchronous and asynchronous options that allow us to assist students outside of traditional office hours. The lessons learned during this difficult time will be permanently adapted to help us better serve our students in the future.

The Office of Transfer and Undeclared Services will continue to offer its services remotely during Stage 2 and Stage 3 of New Jersey's "The Road Back" reopening strategy. This plan states: "Work that can be done from home should continue to be done from home." Our office has been able to perform all of our functions at a high level during the stay-at-home order and feel we can continue to operate remotely, while still providing outstanding advising and student service, during various stages of reopening.

In the circumstance that students are not able to take advantage of the wide array of remote advising options, Transfer and Undeclared Services will work with the student and appropriate University personnel to investigate other options.

Contact information:

Phone: 732-571-3588

Email: [transferservices@monmouth.edu](mailto:transferservices@monmouth.edu)

Students can also contact [askanadvisor@monmouth.edu](mailto:askanadvisor@monmouth.edu) for general advising assistance.

## **TUTORING SERVICES**

Tutoring Services successfully transitioned to using the phone, Zoom, Skype, Accudemia, eCampus, and email to deliver high-quality, remote tutoring sessions beginning in mid-March 2020 in response to the pandemic and stay-at-home order. Students have adapted well to the use of the technology and are capitalizing on the features offered by these tools. Tutoring, by definition, requires close interaction between two or more individuals, therefore, Tutoring Services at Monmouth University will employ the following plan.

Due to social distancing rules and the current office space students will make virtual appointments with peer tutors and academic coaches and receive the same high level of individualized tutoring service through the use of the above mentioned resources. The administrator, graduate assistant, and



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student desk staff will be available for virtual walk-ins, scheduled appointments, and to answer questions. College Success skills workshops will be delivered virtually, either live or prerecorded via Zoom.

Contact information:

Phone: 732-263-5721

Email: [tutoringservices@monmouth.edu](mailto:tutoringservices@monmouth.edu)

To schedule an appointment via Accudemia:

<https://www.monmouth.edu/css/tutoring-services/request-a-tutor/>

## WRITING SERVICES

Writing Services has been operating efficiently in its remote setting since March, our writing assistants have adapted to present exigencies and have tailored our approach to writing assistance to meet the unique needs of our students in the current environment. Writing Services plans to continue operating on a remote platform, offering virtual writing assistance to both undergraduate and graduate students. Writing assistance will be made available to students both synchronously (via virtual, live, face-to-face Zoom sessions) and asynchronously (via our eCampus intranet, in which students can submit papers electronically for our writing assistants to review and then await the assistant's written feedback). The plan to continue to operate remotely considers: (1) the safety and health of our students and our staff, which we feel would be best sustained through remote scheduling; and (2) the opportunity to continue offering the highest quality academic support to our students through focused attention on student papers in a virtual setting that is conducive to everyone's physical and mental health.

Contact information:

Phone: 732-571-7542

Email: [writingservices@monmouth.edu](mailto:writingservices@monmouth.edu)

To schedule an appointment via Accudemia:

<https://www.monmouth.edu/css/tutoring-services/request-a-tutor/>

## DEPARTMENT OF DISABILITY SERVICES

### Summer 2020 (Stage 2 Operation):

The Department of Disability Services (DDS) transitioned to working remotely on March 18, 2020. All students who are registered with the office were accommodated in online courses for the remainder of the spring 2020 semester. DDS staff communicated with students and professors via



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Zoom, phone and email to schedule online exams with accommodations and address issues/concerns students encountered in the remote learning environment. This method of communication continues with 56 DDS students who are taking 84 online summer session classes.

### **Fall 2020:**

The DDS office will continue to work remotely to ensure that students with disabilities are accommodated in their 20/FA classes, should Monmouth University be online for the fall semester due to COVID-19 (continuation of Stage 2). If the University re-opens with classes resuming on campus (Stage 3), the following guidelines for the DDS office need to be in place for the health and safety of both students and staff:

- All who enter the DDS office will follow University guidelines on social distancing, temperature checks, facial masking, and office cleaning/sanitizing.
- DDS Test Center can hold up to 12 students; with social distancing, maximum number of students who can test together in the Test Center will be five; testing spaces should be marked off at 6-foot intervals; additional space for testing needs to be explored in the event the Test Center and private rooms cannot accommodate the number of students who are scheduled to take exams at the same time; installing plexiglass in the Test Center for six feet of separation should be considered; students should be given the option of taking online exams whenever possible.
- Rooms 1, 5 & 21 (student use & private test rooms) can hold up to three people; social distancing will allow for only one student in each room.
- DDS reception area seats up to 15 people; maximum number will be five with 6-foot distancing (includes moving furniture); installing plexiglass in front of two reception desks should be considered; 6-foot floor markings in reception area should designate social distance and where people can sit; all meetings with visitors (i.e., prospective students & parents) should be conducted remotely via Zoom and phone, rather than in office.
- DDS conference room can seat six people at the table; the maximum will be two with social distancing.
- Staff offices (Rooms 2, 3 & 4) are small and only one student can meet with a staff member at a time; social distancing will not allow for individual meetings with students in these offices; one-on-one student/staff meetings will be held in the DDS conference room with one student and one staff member at opposite ends of the 6-foot long table; meetings with three or more people in attendance should be held in another location of the Student Center.
- Room 6 (director's office) can hold up to five people; social distancing allows for only one student to meet in the office with the director or another administrator.
- Back area of the DDS office is for student use and can hold up to five people; social distancing will only allow for two students to utilize the area at the same time; markings should designate where students can be with 6-foot distance in mind; consider installing Plexiglass between work stations.



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- Windows in the DDS office do not open and the heat/air conditioning is inconsistent; air quality should be routinely monitored for health reasons; consider cleaning air ducts and vents in all areas of the DDS office.

### **Office Staff & Hours:**

The DDS office will be open and will follow the usual Monday to Friday schedule for student and staff meetings, and testing time slots. Daily coverage will include three staff members present in separate offices and one graduate assistant proctoring in the Test Center on a rotating work schedule. When not physically in the office, DDS staff will be working remotely from home.

GA and student employee work schedules need to be reviewed with adequate Test Center and front desk phone coverage in mind. Due to social distancing and limited office space, DDS students will be encouraged to do as much as they can remotely with their assigned administrator, rather than scheduling face-to-face meetings in the office.

### **Special Accommodation Considerations in a Pandemic Environment**

The DDS Office, in consultation with the Office of the General Counsel, as needed, will confirm disabilities affected by the pandemic, and attempt to identify reasonable accommodations.

These may include:

- Faculty of students with hearing impairments who rely on lip reading will need to wear clear facial masks; all videos used for instruction must be closed captioned for students with hearing impairments; faculty will be encouraged to consider the option of making all lectures/presentations/teaching materials accessible in written format on eCampus. Clear masks will be provided to faculty by the University. Information Management will work with DDS and faculty to ensure that the instruction is closed captioned for students with hearing impairments. Information Management and DDS will assist faculty in provided any approved accommodations for transcription of course materials in written format.
- The DDS Office and faculty will work to identify ways to accommodate remotely students with chronic illness, medical/health and psychological/psychiatric diagnoses who cannot wear a face mask or return to campus to attend in-person classes, and who are not able to take alternative classes.
- Additional classroom space will be needed for social distancing for students in wheelchairs and students with service dogs.



- The DDS office currently has over 600 students who are registered for academic, housing, meal plan and parking accommodations; prepare for a potential increase in the number of resident students requesting housing accommodations (specifically private rooms with air conditioning); prepare for an increase in the number of students with disabilities who chose not to register prior to COVID-19, but may need to utilize accommodations when classes resume in 20/FA.
- More students may be seeking mental health services due to social unrest and COVID-19; if they are being treated by a clinician due to a diagnosis, they will be eligible for disability services and may be referred to the DDS office.
- If/when a student with a disability experiences challenges in the remote learning environment, a DDS administrator will assist on a case-by-case basis.
- Technical issues and other difficulties students encounter in the remote learning environment will be resolved jointly through the DDS office and Information Management so as to provide equal access to all learning platforms.
- Consider alternative methods of acquiring class notes for in-person classes that are held on campus so students who cannot attend will have access to lectures and other course materials. Students would have to consent if recordings are the accommodation. Students receiving access to such recordings shall agree that they are to be used only for the purpose of taking the class, that they will not make additional copies, and that their access to the content will cease at the end of the semester. Information Management shall assist in the recordings of lectures.
- Faculty will be encouraged to consider the option of administering all tests/quizzes online for registered DDS students to decrease numbers in the Test Center and private test rooms.

### **Policies and Procedures for Students Requesting a Reasonable Accommodation**

Students with a disability who wish to become eligible for services and accommodations should contact the Department of Disability Services (DDS). In order to initiate the interactive process for a request for a reasonable accommodation, a student must register with DDS and submit current and adequate documentation of a documented “disability” as defined by the American with Disabilities Act (a physical or mental impairment that substantially limits a major life activity, or a history of a substantially limiting impairment).

All requested accommodations must be necessary and reasonable and cannot fundamentally alter a class or the nature of the program. Monmouth University provides reasonable accommodations upon receipt and review of required medical documentation, including, but not limited to, documentation of ongoing treatment from a medical provider.

DDS will consider reasonable accommodations through the interactive process with such student. The University will explore reasonable accommodations for COVID-19 related documented disabilities





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which may include, but are not limited to, providing clear masks for students who are hearing impaired; offer remote learning and online classes for students who have documented breathing diagnoses and cannot wear masks; closed captioning for hearing impaired students; transcription; etc.

If an individual with a disability poses a direct threat despite reasonable accommodation, they are not protected by the nondiscrimination provisions of the ADA. A “direct threat” is a significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by a reasonable accommodation.

Requests for accommodations that do not fall under the ADA documented process will be reviewed on a case-by-case basis and presented to the Office of the Provost. The Office of the Provost will consider such factors when determining if accommodations are feasible: (i) does the student pose a direct threat to their health or safety that cannot be eliminated or reduced by a reasonable accommodation; (ii) can accommodations be provided that would not cause an undue hardship on the University; (iii) can accommodations be reasonably provided that would not fundamentally alter the course or program, or which would put the student at an unfair advantage over other students without accommodations. In determining whether a student poses a direct threat, the following factors will be considered as set forth in the EEOC regulations: (1) duration of the risk; (2) the nature and severity of the potential harm; (3) the likelihood that potential harm will occur; and (4) the imminence of potential harm. Assessments will be based on objective, factual information. Such requests shall be submitted in writing to the Office of the Provost. Decisions will be provided to the students in writing.



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**TRANSPORTATION**

As a result of the size of the physical campus of Monmouth University, there is no transportation system in place to move faculty, staff, students, and visitors from one location to another on the 170-acre campus. Nonetheless, there are service and support vehicles in use and this section of the reopening plan will address the use of those vehicles. In all instances of vehicle use, the driver and passengers will be required to wear a face covering in situations where physical distancing is not possible. We encourage everyone to wear a mask throughout the duration of the trip.

### **All University Vehicles and Golf Carts**

The principal driver of University vehicles are responsible for wiping down the steering wheel, seats, and door handles prior to and following use. If a vehicle or golf cart is shared, the person that intends to use the vehicle is required to wipe down the key, steering wheel, instrumentation buttons and controls, and handle (if installed), prior to and following use.

### **Additional Policy for Athletics Vehicles**

- Disinfectant spray and wipes will be made available in all cars, minibuses, and vans.
- Disinfectant spray and wipes will be located in the trunk of all cars, and in the luggage area of all minibuses and vans.
- Hand sanitizer will be located in the glove compartments of all cars, minibuses, and vans.
- Interiors of all vehicles must be sprayed down before and after every use.
- All trash must be removed after every trip in a car, minibus, or van.
- Cabin air filters will be replaced every 15,000 miles.

### **Additional Policy for Field Trips**

- When possible, students and faculty will travel to field sites in separate private vehicles.
- Use of the University van or athletics vehicle for field trips will be limited to no more than six occupants. Use of the University pickup truck will be limited to no more than four occupants. The driver and all passengers must wear a mask throughout the ride and will sit with no more than two people per bench.
- Disinfectant spray and wipes will be made available in all cars, trucks, minibuses, and vans. The driver and passengers will wipe down their seating areas prior to and after each trip.
- All trash must be removed after every trip in the van.
- No supplies or equipment will be left in or stored in any School of Science truck or van, or any athletics vehicle. All equipment will be removed from trucks and vans, washed down, and stored in an appropriate location after each trip.

### **Car Washing**

- Athletics vehicles will be washed and vacuumed on a regular basis.



In the event that a person who tested positive for COVID-19 needs to be transported to Health Services after being diagnosed via telehealth, or directly to the hospital, the University police will be notified. The University police will arrange for the transportation of the ill person to the intended destination using local First Aid/EMS. In the event that a University vehicle must be used to transport a suspected COVID-19 patient, the vehicle will be disinfected utilizing their sanitizing equipment.

Students testing positive for COVID-19 who cannot go home, and must be isolated on campus, will be transported from their original room assignment to Cedar Hall for isolation via an unenclosed golf cart (open air allows for less spread) at all times possible.

Students who are quarantined or isolated on campus and in need of transportation to a private physician's office for follow-up or evaluation will be directed to local medical transportation providers including JBI Medical Transportation or EZ Ride Transportation.



# FALL 2020 REOPENING PLAN



## ON-CAMPUS DINING

Updated September 3, 2020

## MAGILL COMMONS RESIDENTIAL DINING FACILITY – MULTI-STAGE APPROACH TO DINING (Revised September 3, 2020)

**Stage 1 Service - This format of dining would be limited to food being served in a “to go” format only.**

- **Program Overview:** A “to go” style operation where customers will place their orders via our Transact (Blackboard) app. All core stations or food concepts traditionally available in Magill Commons are slated to be offered, and each diner’s selections will be packaged in containers and placed in a bag with all the necessary disposable utensils needed to consume the meal.
  - **Technology:** Transact, which owns Blackboard, and is the current meal plan management system deployed at Monmouth, is slated to be incorporated to allow remote ordering and contactless pickup in such an environment.
  - **Traffic Flow:** We plan to have patrons enter through the traditional dining hall entrance using one set of double doors with the other set of doors slated for exiting the premises. We will implement a stanchion-based line system where we use floor decals and other signage to promote social distancing in a strategic pathway that allows them to enter the facility and pick up their order from a Gourmet Dining associate at our redemption booth (formerly Hawk’s Brew). All patrons and staff will be masked and practice social distancing.
  - **Seating Plan:** No inside seating will be available in this format, as is the case with current dining restrictions in New Jersey under Stage 1.
  - **Sanitation Measures/PPE**
    - A pre-opening cleaning will be performed at all dining locations using COVID-19 EPA-approved cleaning products and CDC cleaning protocols.
    - Daily and weekly cleaning objectives will continue to be followed.
    - We will utilize an alarm or alert (non-fire/evac) system to have all associates stop what they are doing and wash their hands every 30 minutes in addition to all the traditional instances where food service professionals are trained to wash their hands.
    - Plexiglass shields are to be installed at pick up area(s) to ensure safe handling measures are met when interacting with customers picking up their orders.
    - Masks, gloves and other traditional food service personal protective equipment to be worn in accordance with our organization and CDC guidelines.
  - **Employee Check-In - Outside Loading Dock Entrance**
    - Each day associates working within this operation will report to this area upon their arrival and prior to entering the dining hall to:
      - Have their temperatures taken
      - Answer a wellness questionnaire
      - Complete any other measures deemed by Monmouth University including masking at all times



**Stage 2 Service - This will be the level of service the University will operate under until such time as the State of New Jersey moves to Stage 3.**

- **Program Overview:** This style of service allows for the continued use of our mobile app as our preferred or in some cases exclusive ordering mechanism, Transact, for patrons to order in advance for a contactless “to go” experience similar to the customer service flow in Stage One. Stage 2 now will incorporate the ability for students, faculty and staff to eat indoors, keeping in mind social distancing, strict sanitation measures within capacity limits set forth by the State of New Jersey as noted in *Executive Order Number 173*. Food services and indoor dining will not be available to the general public. All food service selections will be served by Gourmet Dining associates in packaged or individually wrapped disposable containers in accordance with CDC regulations. For example, cereal will be available in individual portioned size cups, with 8oz. milk cartons provided alongside. Bagels and traditional baked goods will be available and will be individually-portion-size in wax paper bags or containers. In this format, all stations will be available through a mobile or remote ordering platform while ALL self service locations have been discontinued (i.e. no buffets, salad bars, etc.).
  - **Technology:** Transact App
  - **Traffic Flow:** While following along with the one set of designated double doors to enter, upon arrival students will follow routes or pathways marked on the floor for those dining inside. In an effort to maximize the experience, we are planning to include walk-up ordering at a few locations where spacing allows and is practical from an execution standpoint.
    - Mobile or remote ordering to be available at the following locations:
      - Grill, Chef’s Table, Diner, International, Deli, Rotisserie/Carving and Pizza
    - Walk Up Ordering (served by Gourmet Dining associate) available at:
      - Chef’s Table, Beverage Station, Salad Bar, Bakery, Pizza
  - **Seating Plan:** In accordance with Executive Order Number 173 and in consultation with our “Return To Dining” focus group there will be limited indoor seating available. Outdoor dining will be available in strategic locations throughout the campus. Some tenting will be used. All seating, indoors and out, will involve appropriate social distancing standards.
  - All patrons and staff will be masked unless eating or drinking.
  - **Sanitation/PPE**
    - A pre-opening cleaning will be performed at all dining locations using COVID-19 EPA-approved cleaning products and CDC cleaning protocols.
    - Our daily and weekly cleaning objectives will continue to be followed.
    - We will utilize a clock alarm system to have all associates stop what they are doing and wash their hands every 30 minutes in addition to all the traditional instances where food service professionals are trained to wash their hands.
    - Plexiglass shields are to be installed at pick up area(s) to ensure safe handling measures are met when interacting with customers picking up their orders.
    - Masks, gloves and other traditional food service personal protective equipment will be worn in accordance with our organization and CDC guidelines.





- All contact surfaces will be sanitized immediately after use and during designated stoppage points as defined above.
- o **Employee Check-In** Outside Loading - Dock Entrance
  - Each day associates working within this operation will report to this area upon their arrival and prior to entering the dining hall to:
    - Have their temperatures taken
    - Answer a wellness questionnaire
    - Complete any other measures deemed by Monmouth University including wearing of masks

### Stage 3 Service

- **Program Overview:** This stage of service encourages the continued use of our mobile app as our preferred or in some cases exclusive ordering mechanism, Transact, for patrons to place orders. Stage 3, as does Stage 2, incorporates the ability for students, faculty and staff to eat indoors, keeping in mind social distancing, strict sanitation measures and within capacity limits set forth by the State of New Jersey as noted in Executive Order Number 173. Food services and indoor dining will not be available to the general public. All food service selections will be served by Gourmet Dining associates in packaged or individually wrapped disposable containers in accordance with CDC regulations. For example, cereal will be available in individual portioned size cups, with 8oz. milk cartons provided alongside. Bagels and traditional baked goods will be available and will be individually-portion-size in wax paper bags or containers. ALL self service locations have been discontinued (i.e. no buffets, salad bars, etc.).
  - o **Technology:** TransAct
  - o **Traffic Flow:** The basis of the flow of traffic will be similar to that of Stage Two, but will include routes or pathways marked on the floor for those dining inside. In an effort to maximize the experience, we will include more walk-up ordering at a few locations where spacing allows and is practical from an execution standpoint. Plan for Stage 3 would be as follows:
    - Mobile or remote ordering to be available at the following locations:
      - Grill, Chef's Table, Diner, International, Deli, Rotisserie/Carving and Pizza
    - Walk Up Ordering (served by Gourmet Dining associate) available at:
      - Chef's Table, International, Rotisserie/Carving, Beverage Station, Salad Bar, Bakery, Pizza
  - o **Seating Plan:** We would take the most current state or CDC guidelines into account when devising our finalized floor plan and increase capacity with social distancing as allowed by Executive Order or the New Jersey Department of Health.
  - o **Sanitation/PPE**
    - A pre-opening cleaning will be performed at all dining locations using COVID-19 EPA-approved cleaning products and CDC cleaning protocols.
    - Our daily and weekly cleaning objectives will continue to be followed.



- We will utilize a clock alarm system to have all associates stop what they are doing and wash their hands every 30 minutes in addition to all the traditional instances where food service professionals are trained to wash their hands.
- Plexiglass shields are to be installed at pick up area(s) to ensure safe handling measures are met when interacting with customers picking up their orders.
- Masks, gloves and other traditional food service personal protective equipment will be worn in accordance with our organization and CDC guidelines.
- Tables will be sanitized immediately after use, and a sign will be left acknowledging it has been recently sanitized.
- o **Employee Check-In** - Outside Loading Dock Entrance
  - Each day associates working within this operation will report to this area upon their arrival and prior to entering the dining hall to:
    - Have their temperatures taken
    - Answer a wellness questionnaire
    - Complete any other measures deemed by Monmouth University including the wearing of masks

## REBECCA STAFFORD STUDENT CENTER AND DUNKIN' DONUTS

**Stage 1 Service - This format of dining would fall in line with the current food service restrictions and thus be limited to food being served in a “to go” format only.**

- **Program Overview:** A “to go” style operation where customers will place their orders via our Transact (Blackboard) app. Food station concepts will offer their traditional menus, and each diner’s selections will be packaged in containers and placed in a bag with all the necessary disposable utensils needed to consume the meal. We will create pick-up booths where the gate is presently located, and all orders will be distributed from there.
  - o **Technology:** Transact
  - o **Traffic Flow:** We will use what is currently the North East exit and turn it into an entrance to funnel all people picking up orders. There will be a stanchion-style line for the food court and another for Dunkin’ Donuts where patrons will be socially distanced as they wait to receive their orders at the pickup booth(s) or windows, which is essential during busy times. The handicapped accessible entrance will still be available for those in need and will be staffed by a Gourmet associate. A waiting area will be created for physically challenged patrons waiting on their order, customers with order errors, or customers seeking other special accommodations. This will be adjacent to where cashiers used to be located, in the western-most cluster of seating.
  - o **Seating Plan:** No in-house seating would be available.
  - o **Sanitation/PPE**
    - A pre-opening cleaning will be performed at all dining locations using COVID-19 EPA-approved cleaning products and CDC cleaning protocols.
    - Our daily and weekly cleaning objectives will continue to be followed.



- We will utilize a clock alarm system to have all associates stop what they are doing and wash their hands every 30 minutes in addition to all the traditional instances where food service professionals are trained to wash their hands.
- Plexiglass shields will be installed at pick up area(s) to ensure safe handling measures are met when interacting with customers who are picking up their orders.
- Masks, gloves and other traditional food service personal protective equipment will be worn in accordance with our organization and CDC guidelines.
- o **Employee Check-In** Outside Student Center Loading Dock Entrance
  - Each day associates working within this operation will report to this area upon their arrival and prior to entering the dining hall to:
    - Have their temperatures taken
    - Answer a wellness questionnaire
    - Complete any other measures deemed by Monmouth University including the wearing of masks.

**Stage 2 Service - This will be the level of Service the University operates under until such time as the State of New Jersey moves to Stage 3.**

- **Program Overview:** This style of service allows for the continued use of our mobile app as our preferred or in some cases exclusive ordering mechanism, Transact, for patrons to order in advance for a contactless “to go” experience similar to the customer service flow in Stage 1. Stage 2 now will incorporate the ability for students, faculty and staff to eat indoors, keeping in mind social distancing, strict sanitation measures within capacity limits set forth by the State as noted in *Executive Order Number 173*. Food services and indoor dining will not be available to the general public. All food service selections will be served by Gourmet Dining associates in packaged or individually wrapped disposable containers in accordance with CDC regulations. For example, cereal will be available in individual portioned size cups, with 8oz. milk cartons provided alongside. Bagels and traditional baked goods will be available and will be individually-portion-size in wax paper bags or containers. In this format, all stations will be available through a mobile or remote ordering platform while ALL self service locations have been discontinued (i.e. no buffets, salad bars, etc.).
  - o **Technology:** Transact
  - o **Traffic Flow:** Similar as Stage One. We will use what is currently the North East exit and turn it into an entrance to funnel all people picking up orders. There will be a stanchion- style line for the food court and another for Dunkin’ Donuts where patrons will be socially distanced as they wait to receive their orders at mobile ordering pick up booth(s) or windows, which is essential during busy times. The handicapped accessible entrance will still be available for those in need and will be staffed by a Gourmet associate upon entrance. A waiting area will be created for physically challenged patrons waiting on their order, those with order errors, or seeking some other special accommodations. This will be adjacent to where cashiers used to be located in the western-most cluster of seating.



- **Seating Plan:** Limited inside seating (less than 20% capacity), some auxiliary outside seating available under tented structures in accordance with Executive Order Number 173.
- **Sanitation/PPE**
  - A pre-opening cleaning will be performed at all dining locations using COVID-19 EPA-approved cleaning products and CDC cleaning protocols.
  - Our daily and weekly cleaning objectives will continue to be followed.
  - We will utilize a clock alarm system to have all associates stop what they are doing and wash their hands every 30 minutes in addition to all the traditional instances where food service professionals are trained to wash their hands.
  - Plexiglass shields are to be installed at pick up area(s) to ensure safe handling measures are met when interacting with customers picking up their orders.
  - Masks, gloves and other traditional food service personal protective equipment will be worn in accordance with our organization and CDC guidelines.
  - Tables will be sanitized immediately after use, and a sign will be left acknowledging it has been recently sanitized.
- **Employee Check-In** Outside Student Center Loading Dock Entrance
  - Each day associates working within this operation will report to this area upon their arrival and prior to entering the dining hall to:
    - Have their temperatures taken
    - Answer a wellness questionnaire
    - Complete any other measures deemed by Monmouth University including the wearing of masks

### Stage 3 Service

- **Program Overview:** This stage of service encourages the continued use of our mobile app as our preferred or in some cases exclusive ordering mechanism, Transact, for patrons to order from. Stage 3, as does Stage 2, incorporates the ability for students, faculty and staff to eat indoors, keeping in mind social distancing, strict sanitation measures and within capacity limits set forth by the State as noted in Executive Order Number 173. Food services and indoor dining will not be available to the general public. All food service selections will be served by Gourmet Dining associates in packaged or individually wrapped disposable containers in accordance with CDC regulations. For example, cereal will be available in individual portioned size cups, with 8oz. milk cartons provided alongside. Bagels and traditional baked goods will be available and will be individually-portion-size in wax paper bags or containers. ALL self service locations have been discontinued (i.e. no buffets, salad bars, etc.).
  - **Technology:** Transact
  - **Traffic Flow:** Similar to the flow of Stages One and Two, patrons will be funneled all the way into the serving area to allow walk up orders at each of the five stations.
  - **Seating Plan:** Limited with ancillary locations still available under tented structures. Seating within food court will follow capacity restrictions, social distancing, and other guidelines set forth and approved by Executive Order or the New Jersey Department of Health.



- o **Sanitation/PPE**
  - A pre-opening cleaning will be performed at all dining locations using COVID-19 EPA-approved cleaning products and CDC cleaning protocols.
  - Our daily and weekly cleaning objectives will continue to be followed.
  - We will utilize a clock alarm system to have all associates stop what they are doing and wash their hands every 30 minutes in addition to all the traditional instances where food service professionals are trained to wash their hands.
  - Plexiglass shields are to be installed at pick up area(s) to ensure safe handling measures are met when interacting with customers picking up their orders.
  - Masks, gloves and other traditional food service personal protective equipment will be worn in accordance with our organization and CDC guidelines.
  - Tables will be sanitized immediately after use, and a sign will be left acknowledging it has been recently sanitized.
- o **Employee Check-In - Outside Loading Dock Entrance**
  - Each day associates working within this operation will report to this area upon their arrival and prior to entering the dining hall to:
    - Have their temperatures taken
    - Answer a wellness questionnaire
    - Complete any other measures deemed by Monmouth University including the wearing of masks



**FALL 2020  
REOPENING PLAN**



**STUDY ABROAD AND  
INTERNATIONAL  
TRAVEL**

## **STRATEGY FOR STUDY ABROAD PROGRAMS AND MONMOUTH UNIVERSITY SPONSORED INTERNATIONAL AND DOMESTIC TRAVEL**

### **Study Abroad Strategy**

The Global Education Office has created our strategy during COVID-19 by comparing and matching our protocols to the best practices and resources in the field. These included:

- Monmouth University's own Managing Emergencies Abroad Handbook and the Crisis Management Team meetings held twice a week.
- The Department of State (DOS) Travel Advisories.
- The Center for Disease Control and Prevention (CDC) Advisories.
- The Overseas Security Advisory Council (OSAC) and their subcommittees.
- Association of American College and University Programs in Italy (AACUPI).
- Direct communications with our International Partners and Providers.
- National Association of Foreign Student Advisers (NAFSA) – Association of International Educators.
- The Forum of Education Abroad.
- Best Practices from 8,000+ Universities shared through listservs such as SECUSS-L.

### **The criteria to approve Study Abroad Programs in fall 2020 include:**

- CDC travel advisory is at a 2 or lower.
  - DOS travel advisory level is at a 2 or lower.
  - Students are not required to self-quarantine for 14 days upon arrival.
  - The Program has retained the infrastructure and resources needed to support MU students.
    - Adequate administrative and support staff is on campus.
    - Faculty teaching on site (not remote for full semester).
    - Review and approval of COVID-19 related emergency response plans and continuation of academics. ie:
      - Students reside in single bedrooms.
      - Accommodations have the capacity for students to self-isolate.
      - Adequate health insurance and health resources available.
      - Widespread testing and hospital accommodations available.
    - Travel restrictions between the EU and other countries have eased allowing Americans to travel freely.
    - Visas are obtained in time.
- \*or\*
- The 90 day academic program is reviewed and accepted by Global Education Committee.

By July 1, 2020 all fall 2020 Study Abroad Programs were reviewed on a case by case basis. Travel would only be granted only to those programs which meet the established criteria above. Unfortunately none of our programs were approved for travel during the fall 2020 semester.





If a student currently resides in their host country and would like to continue their Study Abroad Program with no threat of imminent harm, or if a program can travel based on established criteria, the following strategy will be implemented:

- Current CDC, DOS levels, and travel advisories due to community spread of COVID-19 are consistently reviewed. Recommendations are made by the Global Education Office as needed.
- Students continually monitor conditions and are responsible for following local government and host institution regulations regarding program updates as well as masks and social distancing requirements.
- Risk and Release forms signed
- Students are restricted from travel outside the host country, and in some instances host city.
- Consistent health checks are given by host intuition.
- Biweekly health and safety check-ins with the Global Education Office are conducted.
- Global Education Office will assist the student with emergency travel to the United States for health reasons.

**Monmouth University-Sponsored International and Domestic Travel for All Employees is Suspended Until the Following Conditions are Met:**

- CDC travel advisory is at a 2 or lower.
- DOS travel advisory level is at Pre-COVID-19 levels.
- Ample commercial airline capacity/options are available.
- Host country/state lockdowns, stay at home orders and local mobility restrictions have been relaxed.
- No mandatory quarantine for incoming visitors to host county/state or to the US/NJ when returning.

**Exceptions to international and domestic travel policy**

Given the uncertainties of COVID-19, Monmouth University strongly suggests that employees and students defer from travel during the fall 2020 semester.

- Exceptions to the suspension of Monmouth sponsored travel must be approved by the employee's area vice president.

**Communication Plan**

- Fall 2020 Study Abroad suspension is communicated to campus community by Presidential Memo.
- Global Education Office follows up with each student directly affected by the suspension.
- The Provost's Office and area Deans communicate the travel suspension policy and updates directly with their faculty and employees.
- Student club advisors and club presidents communicate travel suspension policy and updates directly with their student members.



- The fall 2020 International and Domestic Travel Policy is included in the “Return to Work” policy that is distributed to the Monmouth University community.

### **Incoming International Student Strategy**

The Global Education Office is closely monitoring CDC levels, DOS levels, presidential proclamations, and travel restrictions. We update individual International Students as changes to their US Embassy, travel restriction, or commercial airline capacities emerge. If students can travel to MU campus despite these challenges, the following strategy will be implemented:

- Students will be instructed to log into the Student Health Portal and complete the Symptom Tracker questionnaire every other day. The Health Center will track responses and contact students via telehealth when necessary.
- Monmouth University will require all international students to self-quarantine for 14 days before attending any MU sponsored events.
- Students who need accommodations for the 14-day quarantine will work the Global Education Office to find suitable rooms on or off-campus.
- Students would be able to use the “Grab and Go dining option on campus for all meals
- The student will be required to limit their movements, and wear a mask at all times except when alone in their room.
- Any student who develops symptoms is instructed to contact the Health Center and be tested.
- After the 14-day period passes with no symptoms, students are cleared by the Health Center to use campus facilities with their masks on.
- All new and continuing international students are required to enroll in a Monmouth University-approved health insurance plan that covers COVID-19 related expenses for the fall semester. Students with proof of enrollment in an alternate health insurance plan that covers COVID-19 related expenses may sign a waiver to opt out of the MU-approved plan.



# FALL 2020 REOPENING PLAN



## ATHLETICS

Updated August 24, 2020

## ATHLETICS

Institutional athletics are generally governed by the NCAA and their membership conferences. Restarting athletics will be done in collaboration with guidance provided by these organizations and the state.

Below you will find explicit responses to each of the limitations addressed by the state. This is the return to campus guidelines developed by the athletics department in concert with Monmouth University health services, dining and residential services, facilities management, our medical staff and the county health department. In addition, the University has considered the NCAA document, “Resocialization of Collegiate Sport: Action Plan Considerations” and the respective documents of the four conferences with whom we are affiliated (Metro Atlantic, Big South, America East, and MEAC) who have cancelled their fall sport competitive seasons. All plans for each specific sports return to campus must be approved by the Director of Athletics, Deputy Director of Athletics, Associate Athletics Director for Sports Medicine and The Director of Strength and Conditioning before they can be implemented.

### Limitations for All Stages

Institutions should develop a protocol mandating frequent screening and testing for coaching staff, student-athletes, and those in close contact with student-athletes, particularly in advance of any games.

- **In the first two weeks of practice, locker rooms will be off-limits. After the first two weeks, varsity locker rooms will be used. All locker rooms will be cleaned 2 times per day and used at half capacity (essentially every second locker will not be used during each session). As such each locker room will be designated by signs as to allowable capacity at any one time. In the instance of football, with a squad of 100 athletes, we will also use vacant visiting locker rooms in order to social distance this group of men. These limitations will be monitored by our OceanFirst Bank Center staff and by the varsity coaches. Athletes will be required to maintain social distancing, and other than showering, will have mandated mask use.**
- Monmouth will contact all athletes 14 days prior to arriving on campus and advise self-isolation. Students must be symptom-free for 14 days prior to returning and have no known contact with anyone with COVID-19 illnesses for 14 days. A contact list must be kept during this 14 day interval. A COVID-19 symptom survey questionnaire (link below) will also be completed 14 days prior to arrival. It will also be completed daily both before and when the student-athlete returns to campus. Once the athlete returns to campus and begins classes, the use of the campus-wide #CampusClear questionnaire will be used. That questionnaire is identified in the overall health and safety campus return guidelines submitted to the state. CDC travel recommendations will be followed. International students and students travelling from domestic hot spots will be required to

quarantine for 14 days prior to starting classes or athletics activities.

<https://www.monmouth.edu/COVID-19/documents/screening-questionnaire.pdf/>

- All student-athletes will be COVID-19 tested upon their arrival. Tests will be administered on campus and sent to an off-campus lab. Testing will be done in coordination with our University health services and our sports medicine department. Results are anticipated within two dates. A positive test will result in a mandate for the athlete to return to his/her home. If there is a delay in the return to the home, quarantine accommodations will be available on campus until the time that the athlete is able to return home. In circumstances where returning home is prohibitive, athletes will be cared for in the quarantine accommodations on campus.
- Testing of all student-athletes will be completed within the first two days of the fall semester. No student-athlete will be allowed to join any campus activities until the results of the tests are known.
- Daily, student-athletes will complete a screening questionnaire including a symptom checklist and have their temperature checked. The symptom checklist is an attached document. Pulse oximetry will also be used daily. Students with temperatures of 100.4 degrees or higher and pulse oximeter reading below 95% will not be permitted to enter the facility and will be referred to the appropriate medical provider.
- All coaching staff and other staff associated with the program will be COVID-19 tested and follow the same daily procedure.
- If a referral is required, athletes will be directed to an appointment for testing, followed by isolation. During normal business hours, student-athletes will be instructed to contact Health Services to set up an appointment for testing. Outside normal business hours, student-athletes will be assisted by the sports medicine staff in scheduling an appointment with a local medical provider for testing. All staff will be referred to their personal physician. Student-athletes and their close contacts will be asked to self-quarantine in their rooms pending the results of COVID-19 testing. Each sport will have a COVID response team who will be notified of symptomatic student-athletes. The response team must assure that the protocols for testing are followed for symptomatic student-athletes. The response team will be made up of:
  - The Director of Athletics
  - The Deputy Director of Athletics
  - The Vice President for Student Life (or designee)
  - The Director of Health Services
  - The Director of Residential Life (or designee)
  - The Associate Director of Sports Medicine (or designee)
  - The Director of Strength and Conditioning (or designee)
  - Head Coach

Institutions should develop written protocols and conduct student-athlete and staff orientation/trainings regarding the transmission of COVID-19 and the handling of high-touch items, such as shared sports equipment, water bottles, etc. Institutions should limit any equipment sharing whenever possible, which includes the elimination of team water coolers.

- Prior to returning to campus, each student-athlete and their parents will be invited to join a virtual call to review the Plan to Return to Campus and all of the protocols deemed necessary. All return to campus will be strictly voluntary. By electing to return to campus, they will agree to uphold all of the policies and protocols established. Each student-athlete will sign a COVID-19 Social Responsibility Statement:  
<https://www.monmouth.edu/COVID-19/documents/social-responsibility.pdf/>
- Once the student-athlete returns to campus, there will be a mandatory Infectious Disease Education program administered to each athlete. See: <https://www.monmouth.edu/COVID-19/documents/athletics-covid19-education.pdf>
- In the first two weeks of practice, locker rooms will be off-limits. Workout clothing will be laundered daily by the institution and each student-athlete will be given two to three sets of clothing. No other equipment besides an individual water bottle will be used by the athlete. All weight room and sports medicine equipment will be sanitized after each attendance. Masks will be mandated in the strength and conditioning (weight room) area and in the sports medicine room. Masks are not mandatory for outside workouts. Masks will be provided to the athletes and will be washed daily.
- Doors will be kept open to minimize touching door handles. Handles will be wiped daily and Purell dispensers and sanitary wipes will be available everywhere. All student-athletes and staff will be required to wash their hands before and after each workout. Each training area will be disinfected via spray bottles after each workout, and an electrostatic mister will be used after each session.

Specific sports medicine protocols:

- Facilities are cleaned thoroughly and sanitized on a daily basis.
- Treatment tables and stations spaced 6 feet apart.
- Maximum of 10 athletes to occupy room at any one time.
- Treatments will be at assigned times and by appointment.
- All evaluations and rehabs will be by appointment only, except for acute injuries.
- No access to whirlpools at this time.
- No shared pillows, wedges, supports, hot pack covers, etc.
- No shared ace wraps, estim pads, game-ready sleeves, compression boots, etc.
- Mandatory use of appropriate PPE equipment (masks, gloves, face shields) at all times when working with athletes.

Team meetings should be held virtually whenever possible. If meetings cannot be remote, they must be socially distanced with general safeguarding protocols in place as detailed in Executive Order No. 155. Team huddles, high-fives, handshakes, and spitting should be restricted.

- All team meetings will be held virtually whenever possible. If a meeting is not remote, social distancing (six feet) and masks will be mandated. Team huddles, high-fives, handshakes and spitting will not be allowed.

All staff must wear face coverings. Athletes are encouraged to wear face coverings during downtime or when not in play; however, it is not recommended that face coverings be worn during physical activity.

- All staff will wear face coverings at all times. Sports medicine personnel will use N-95 masks when close contact is required. Student-athletes will be mandated to wear masks in the weight room, the sports medicine area, and in all hallways, dining facilities, and living areas. Masks will not be required for outdoor workouts.

Institutions must have a quarantine/isolation protocol for student-athletes who have tested positive for COVID-19, have come into contact with those who have tested positive, or have developed symptoms.

- If a referral is required, student-athletes will be directed to an appointment for testing, followed by isolation in the on-campus quarantine facility or their home, contact tracing, and finally clearance. This process is will be carried out by the “COVID Response Team” (described above).
- Staff members will be directed toward their own medical personnel (personal physician/ health care provider) and required to isolate at home.

Institutions should limit any nonessential visitors, staff, volunteers, vendors, and media as much as possible.

- Detailed lists of coaches and staff who are associated with the program are available and will be posted. No other personnel will be allowed to interact with the team. For all sports, team members will be divided into groups of 12 and will work out in the same small groups.

Institutions must educate athletes and athletic staff on the policies and protocols in their program preparation plan prior to arrival on campus.

- See details in points above regarding education.

Institutions must follow State guidance and limit mass gatherings of spectators at sports competitions as well as follow State occupancy restrictions regarding indoor/outdoor venues. This includes concession stands, which must meet the requirements for outdoor dining.

- At this time, we are awaiting state guidance on mass gatherings. According to that guidance, we will comply with social distancing and required masks in all of our spectator venues. Until we have that guidance, the University will not permit gatherings of spectators at sports competitions.



- Our dining services personnel will be responsible for the concession stands and will follow all State guidelines.

Institutional plans should address protocols for traveling for games and hosting teams in competition. These protocols should include appropriate pre- and post-travel testing, and the potential for rearranging team schedules in the event of unsafe conditions for travel.

- All team members will follow the daily protocol for training and practice. At this time, all fall competition has been cancelled. The University is awaiting further instructions from the NCAA as to the status of the winter sports of basketball, bowling, and indoor track and field.

### **Additional Considerations**

(These steps may help institutions in considering ways to adhere to the standards above.)

As student-athletes return to campus for the start of the school year, have them self-isolate for two weeks prior to the start of any practices.

- All athletes will self-isolate for 14 days before they return to campus. Students traveling from countries outside of the U.S. or domestic hot spots will self-isolate for 14 days before returning to the classroom or athletics activities.

Given that different sports have different viral contact levels of risk, institutions should monitor guidance issued by the NCAA (or other appropriate conference) for each sport. New Jersey has developed a categorization of sports by risk level. For example, golf and cross-country would be identified as low-risk, while sports such as football and rugby would be high-risk.

- The University has followed all of the guidelines by the NCAA and our four affiliated conferences, as well as researched information from several conferences across the nation. We have adopted all of the best practices.

Adopt a culture that encourages athletes and staff who exhibit symptoms to stay home and refrain from any athletic participation.

- The culture of social responsibility will be taught, encouraged, and reinforced throughout the season.

Stagger use of shared facilities between different sports teams to reduce capacity and allow for sanitization of facilities in between use. Whenever possible, institutions should encourage outdoor practices.

- At the present time, only the weight room and the sports medicine room will be used by student-athletes. All other practices and workouts will be held out of doors. Explicit schedules have been established to monitor number of student-athletes in an area at any time. Until the weather dramatically changes, this will be the course of action for the next 2 to 3 months. Use of the pool and bowling alley will be considered following social distancing guidelines. Use of an indoor facility for training of small groups will be considered at a future date.

Assign equipment to student-athletes to reduce sharing or engagement in person-to-person exchange of sports equipment in order to limit potential exposure.

- The equipment needs have been addressed and outlined above. Monmouth will continue to monitor equipment use and the sanitization of any necessary shared and single-use equipment.

Divide larger teams into smaller groups for practices. These groups should be kept consistent, and whenever possible, stagger the practice schedules and practice days.

- Student-athletes returning shall be placed into groups of 12. These pods of students will be in effect as much as possible for all workouts. Specific guidelines for the resocialization of student-athletes (as recommended by the NCAA) will be in effect. The first two weeks of all practices for all sports will be focused on returning student-athletes to a level of strength and conditioning that is necessary for further training. Once that has been successfully attained, small group training will be conducted by coaches, mandating social distancing requirements. As the small group training improves, and state, conference and local guidelines allow, larger group and more competitive training environments will be examined for possible implementation.

### **Statement with Regards to Intramurals and Club Sports at Monmouth University**

All club and intramural sports at Monmouth University will follow the state guidelines as well as the National Collegiate Association for Intramurals and Recreation.

Accordingly, all club sports throughout the state have been cancelled at this time. Monmouth University will not resume club activities until club sports are reinstated in the state.

As for intramurals and recreation, the following have been instituted according to the guidelines below:

- All of the scheduled intramural and recreation sports are classified as low-risk. All activities will be individual, small group, or virtual.
- All students participating in intramurals or recreation will be required to sign into the activity, thereby ensuring contact numbers for support of contact tracing.

- As much as possible, activities will be scheduled outdoors. Any indoor activity, will be non-contact and subject to social distancing and mask wearing.
- All participating students must complete the #CampusClear app before participating.
- There are no contact practices or competitions scheduled at this time. There is no travel anticipated for intramurals or recreation.
- All staff will use face masks, maintain social distancing, and be educated about the University policies for identifying symptomatic students or staff.
- All staff will follow the University policies for quarantining.
- All facilities and equipment will be cleaned after each day's use.

### **Guidance for Sports Activities August 17, 2020**

Updated information highlighted in Executive Order No. 149, issued on May 29, 2020, permitted sporting activities, including organized sports, to resume on June 22, 2020. Permissible sporting activities were required to take place in outdoor settings only in a manner that does not involve person-to-person contact or routinely entail individuals interacting within six feet of one another.

Executive Order No. 168, issued on July 20, 2020, states that practices and competitions for low-risk sports and no-contact practices for medium and high-risk sports are permitted in outdoor and indoor settings. Contact practices and competitions for medium and high-risk sports are permitted in outdoor settings only. Contact practices and competitions for medium and high-risk sports remain prohibited in indoor settings. This “Guidance for Sports Activities” published by the New Jersey Department of Health (NJDOH) is intended to guide organizations that oversee sports activities as they resume operations to ensure the health and safety of staff, participants, and their families. The Guidance address skill-building drills and team-based practices as described in the Centers for Disease Control and Prevention (CDC) Guidance on Youth Sports.

This guidance document does not apply to professional sports activities or U.S. national team activities.



COVID-19 Education

# What is COVID-19?

- + There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses.
- + Covid-19 is a new disease caused by a novel (or new) coronavirus that has not previously been seen in humans.
- + The virus that causes COVID-19 has spread throughout the world.
- + Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.

# Watch for Symptoms

- + People with COVID- 19 have a wide range of symptoms reported from mild to severe.
- + Symptoms may appear 2-14 days after exposure to the virus.
- + **Symptoms include:**
  - fever or chills
  - cough
  - fatigue
  - muscle or body aches
  - headache
  - sore throat
  - new loss of taste or smell
  - congestion or runny nose
  - nausea or vomiting
  - diarrhea

# What to do if you have symptoms?

- + Seek emergency medical care (**call 911 immediately**) if you or someone you know is experiencing:
  - trouble breathing
  - persistent pain or pressure in the chest
  - new confusion
  - inability to wake or stay awake
  - bluish lips or face

# What to do if I have symptoms?

- + If you are a student-athlete experiencing mild-moderate symptoms:
  - Do NOT report to the athletic training room or other campus facilities
  - Call your athletic trainer for further instruction on testing and isolation procedures



# How is COVID-19 spread?

- + Covid-19 is thought to mainly spread through person-person contact.
  - People who are in close contact (within 6 feet) of one another
  - Through respiratory droplets when an infected person coughs, sneezes, or talks. These droplets can land in the mouths and noses of people who are nearby and possibly be inhaled into the lungs
- + Some people without symptoms may be able to spread the virus.

# Protect Yourself and Others

- + The best way to protect yourself against illness is to avoid being exposed to the virus

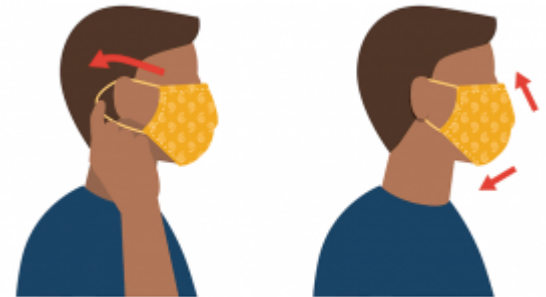
Steps to prevent exposure include:

- Maintain good social distance (6 feet apart from others)
- Wash your hands often with soap and water for 20 seconds or more. Use a hand sanitizer with at least 60% alcohol when soap and water are not available.
- Routinely clean and disinfect frequently touched surfaces
- Cover your mouth and nose with a cloth face covering when around other people
- Keep your immune system boosted by getting plenty of rest, eating a nutritious balanced diet, and staying hydrated.

# Face Coverings

## Put Face Covering on once you leave your home

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



## Removing Face Covering once you are home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

# Proper Hand Washing



# What to do if you test positive for COVID-19?

## **+ STAY HOME!**

-If you can get to your primary residence it is recommended you do so for 2 weeks

-If you are staying on campus there will be accommodations made for you to be isolated for approximately 2 weeks.

-Monitor symptoms and take your temperature twice daily and record [temperature to be taken without the use of any fever reducing medicine (ibuprofen, acetaminophen) ]

### **-Assist in contact tracing efforts**

\*A contact is someone you had close interactions with (within 6 feet for 15 minutes or longer)

\*Someone you live with

\*Someone you had physical contact with

You will be asked to identify any contacts you've had during the 48 hours before you became symptomatic or were diagnosed

# New Normal

## + Expect new protocols for entering athletic facilities

- Daily screening questionnaire (positive answers to any questions will result in you being instructed not to report to athletic facilities and referred to the appropriate healthcare provider)

**If you are symptom free you will undergo a temperature check and pulse oximeter reading**

- Fever of  $< 100.4$  and pulse oximeter reading below 95% will not be permitted to enter the facility and will be referred

Expect changes in the number of people permitted in all facilities

Expect protocols to change as this is an evolving situation

# We Are All Responsible

- + We all have a responsibility to ourselves and one another to keep the Monmouth University community safe and healthy and help stop the spread of COVID-19
- + Through diligent efforts of social distancing, hand washing, wearing face coverings, sanitizing, staying home if you are sick and following all protocols we can together keep Monmouth University a healthy and safe place!

+ GO HAWKS!

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# ***MONMOUTH***



## **Return to Campus 2020**

**Simon Rosenblum – Associate AD for Sports Medicine  
Ken Marsaglia – Head Athletic Trainer for Football  
Tim Rehm – Director Strength and Conditioning  
Kevin Callahan – Head Football Coach**

**Monmouth Football  
Return to Campus – Summer 2020**





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## Preparation

Prior to athletes returning to campus, Coach Callahan (Football), Simon Rosenblum (Sports Medicine), and Tim Rehm (Strength and Conditioning) will meet via Zoom with all athletes and their parents/families to review the Plan to Return to Campus. All will be advised of the policies and protocols that have been established, and the strict importance of abiding by these policies and protocols, as well as the importance of practicing recommended hygiene, proper social distancing, and the uses of recommended PPE. The Plan for Return to Campus will be presented and discussed in detail, and questions and concerns will be addressed. Both athletes and their parents/families will be advised that their return is VOLUNTARY, and there will be no penalty for electing not to return at this time. All will also be advised, that by electing to return to campus, they are agreeing to uphold all of the policies and protocols that have been established.

### ▪ Prior to Returning

- Testing
  - Testing of all returning athletes will occur upon their arrival when they report to the Sports Medicine facility.
  - Quest Diagnostic Labs will coordinate with Kathy Maloney from Monmouth University Health Services.
    - Test will be administered on campus and sent to Quest Labs.
    - Results are anticipated to be available within two days.
  - A positive result will result in a mandate for the athlete to return to his home. If there is a delay in the return to home process, quarantine accommodations will be available on campus until the time that the athlete is able to return home.
  - In circumstances where returning home is prohibitive, athletes will be cared for in the quarantine accommodations on campus.
- Contact athletes 14 days prior to return and advise of the following:
  - Must be symptom free for 14 days prior to return.
  - No known contact with anyone with Covid-19 illness for 14 days.
  - Maintain a list of close contacts over the 14 day period.
  - Covid-19 symptom survey questionnaire to be completed 14 days prior to return
  - CDC travel recommendations should be followed.
  - If returning from a Level 3 location, must self-quarantine at home for 14 days prior to travel.
    - Home quarantine provides timeframe in which an infected person may develop symptoms, and increases the chance to positively ID Covid-19, and reduces the risk of infecting campus community members.

### ▪ Returning to Campus

- All returning athletes will be directed to report to the Sports Medicine facility in Boylan Gym
- Reporting Times/Appointments will be established and strictly adhered to.
  - Athletes may not proceed to any part of campus until medical evaluation has been completed.
- Athletes will be scheduled to return and report to the Sports Medicine facility in the following manner:
  - Day 1 – Group A –40 Players Maximum
    - Four distinct reporting times:
      - 9:00, 10:00, 11:00, 12:00



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- Day 2 – Group B – 40 Players Maximum
    - Four distinct reporting times:
      - 9:00, 10:00, 11:00, 12:00
  - Day 3 – Group C – 40 Players Maximum
    - Four distinct reporting times:
      - 9:00, 10:00, 11:00, 12:00
  - Groups Assignments for Return to Campus – Attachment B
  - Parking instructions – All returning athletes will be instructed to park in the larger commuter lot (Lot #13).
  - Instructions to enter building:
    - Athletes will enter Boylan Gym through a designated entrance, follow predetermined and marked flow of foot traffic, and exit the building by way of a designated exit.
  - Instructions regarding precautions.
    - Masks, distancing, proper hygiene and sanitation protocols will be in effect.
  - Upon Arrival at the Sports Medicine facility
    - Immediate temperature check and oximetry test
    - Individual interviews to assess their medical history and survey questionnaire answers
    - Interactions and contact with individuals presenting Covid-19 symptoms
    - Interactions and contact with a person testing positive for Covid-19
    - First year players will undergo initial pre-participation physical and orthopedic evaluation.
    - Each athlete will be provided with two PPE facemasks upon their arrival.
  - Traveling by Automobile or currently in the local area – no self-quarantine in addition to above necessary.
  - Traveling by Air – self-quarantine for 7 days prior to coming to athletic facility.
    - Practice strict hygiene (facemask, hand hygiene, sanitize seat and arm rests, etc.)

#### Instructions for Moving into Resident Halls:

- Prior to reporting to campus, all athletes will be provided with an online link to complete their campus housing paperwork.
  - Athletes should submit their paperwork, including signing the “Campus Conduct Responsibility”, electronically a minimum of ten days prior to returning to campus.
- Resident move-in will be by predetermined appointment only, and will coincide with the designated time to report to the Sports Medicine facility
- At the Sports Medicine facility, after completing the entry evaluation and testing, athletes will be issued a key card to Mullaney Hall by a member of the athletic administration staff.
- Upon arriving at the Mullaney Hall, athletes should park in Lot #8
- At Mullaney Hall (190 bed capacity)
  - Athletes will be housed in clusters relative to their workout groups, and the clusters will be separated by unoccupied rooms.
  - Housing assignments made to coincide with training groups of 12 players is ideal.
  - All Rooms will be double occupancy.
- All first year Monmouth Athletes will be required to take a photo for their permanent ID prior to arriving at Mullaney Hall.



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- Mullaney Hall will be cleaned and sanitized twice daily in accordance with the State of New Jersey, the State Department of Higher Education, Monmouth County Health Department, and the CDC Congregate Housing policies.
  - Cedar Hall will be established a Quarantine Unit.

- **Meals**

During the summer period all meals will be per Gourmet Dining Services.

- All meals will be served out of the Magill Commons Dining Hall.
  - The potential for outdoor dining options will be coordinated between Chris Ryerson (Gourmet Dining), Jim Pillar (Residential Life), and Kara Sullivan (Facilities Management).
- Grab and Go to start, with a potentially gradual move to the Dining Hall.
  - Indoor dining will not be permitted initially
  - Meals will be served in takeout containers with individually wrapped condiments and utensils.
- Three Meals per day, Seven days per week.
- Meal Times/Pick-Up
  - Athletes will pick up meals at the Magill Commons Dining Hall at assigned times, in assigned groups.
  - Maximum number of athletes allowed inside Magill Commons at any time is 40.
  - Special dietary needs will be accommodated.
- Athletes will enter Dining hall through a door specified as “ENTER”.
- Inside the Dining Hall a member of the Gourmet Dining team will:
  - Monitor the flow of traffic
  - Promote social distancing
  - Ensure that athletes are adhering to specified meal times.
  - Track the number of athletes in the facility.
- Traffic Flow
  - Inside the Dining Hall traffic patterns will be clearly marked via arrows and floor decals.
- Athletes will proceed to designated stations where they will be provided with a to-go container.
- All food will be served by a Gourmet Dining team member.
- Athletes will continue to follow arrows and floor decals and exit the Dining Hall through a door clearly marked as “EXIT”.
- Meal Options
  - Breakfast
    - Eggs
    - Bacon/Sausage
    - Fruit
    - Yogurt
    - Bagels
    - Drinks
  - Lunch/Dinner
    - Two Entrée’s



- 
- Grilled items
    - Vegetables
    - Salad
    - Fruit
    - Drinks
    - Dessert
  - Gourmet Dining will follow all mandates established by the State Government of New Jersey, and the State Health Department.
  - Gourmet Dining staff, student-athletes, and coaches will be required to wear face masks upon entering Magill Commons Dining Hall.
  - Social Distance guidelines will be followed in the Dining Hall at all times.
  - Preferred Meal Times:
    - Breakfast – 7:00 AM – 9:00 AM
    - Lunch – 11:00 AM – 1:00 PM
    - Dinner – 4:00 PM – 6:00 PM
      - Times adaptable per Gourmet Dining capacity limits.
  - **Mandatory Infectious Disease Education for each athlete upon return to campus.**
  - **Mandatory “Social Responsibility Pledge”.**
    - Attachment D
  - **Daily Student Athlete Procedures**
    - Complete a daily screening questionnaire including a symptom checklist
      - Attached
    - Screening Checklist must be completed prior to entering the Sports Medicine facility or Strength/Conditioning Facility (Varsity Weight Room).
      - Positive answers to any question on the survey will cause athlete to be instructed not to report to athletics facilities, and will be referred to the appropriate health care provider.
        - University Health Service and Team Physician
      - Athletes who present as symptom free on the survey will undergo a temperature and pulse oximetry check.
        - Temperatures of 100.4 degrees or higher and pulse oximeter reading below 95% will not be permitted to enter the facility and will be referred to the appropriate medical provider
          - University Health Services and Team Physician
    - If a referral is required, athletes will be directed to an appointment for testing, followed by isolation in an on –campus quarantine facility, contact tracing and finally clearance.
      - During normal business hours, student-athletes will be instructed to contact Health Services to set up an appointment for testing
      - Outside normal business hours, student-athletes will be assisted by the sports medicine staff in scheduling an appointment with a local medical provider for testing.
      - Student-athletes and their close contacts will be asked to self- quarantine in their rooms, pending the results of COVID-19 testing
      - Football COVID Response team will be notified of symptomatic student athlete



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- **Response Action Team**
    - Dr. Marilyn McNeil, Vice President and Director of Athletics
    - Jeff Stapleton, Deputy Director of Athletics
    - Mary Anne Nagy, Vice President for Student Life
    - Kathy Maloney, Director of Health Services
    - Jim Pillar, Residential Life
    - Simon Rosenblum, Associate Athletic Director/Sports Medicine
    - Ken Marsaglia, Head Football Athletic Trainer
    - Tim Rehm, Director of Strength and Conditioning
    - Kevin Callahan, Head Football Coach
  - **Response Plan To a Positive COVID 19 Test**
    - The football COVID Response team as detailed above will be notified of a positive test
    - The Student-Athlete will isolate for a minimum of 10 days from the date of the positive test
      - It is strongly encouraged that any student who tests positive returns home for the isolation period if feasible
      - An isolation facility will be provided for those who cannot travel home
      - While quarantined in the –on-campus facility, as designated staff member of the will deliver meals to the quarantined athlete.
      - Student-athletes may return from isolation once cleared by the Monmouth University Sports Medicine staff
        - Minimum criteria includes at least 10 days from the positive test and symptom free for a minimum of 3 days before return
    - All close contacts will be notified of the need to schedule testing and asked to self- quarantine pending results
    - All other contacts will be notified that they did have contact with a COVID positive individual and advised to monitor themselves for symptoms closely.
    - Return to activity will be gradual and follow established transition guidelines
  - **Locker Rooms**
    - Locker rooms will be off limits to all athletes until August 7th, the first day of NCAA allowable football practice.
      - Athletes will be provide with two sets of apparel (loops) to wear during workouts.
      - Athletes will arrive to workouts directly from the resident hall dressed for the workout.
      - At the completion of a workout, the athletes will obtain a second set of workout apparel to take back to their resident hall.
      - When the athlete arrives the following day for the workout, he will drop off the previous day's workout apparel which will be washed and sanitized.
      - Before returning to the resident hall at the conclusion of the workout, the athlete will be given the clean apparel loop for the next day.
  - **Sports Medicine Facility**
    - Cleaned thoroughly and sanitized on a daily basis.
    - Treatment stations and tables spaced 6 feet apart.
    - Maximum of 10 athletes to occupy room at any one time.
    - Treatments will be at assigned times and by appointment.
    - All evaluations and rehabs will be by appointment only, except for acute injuries.
    - No access to whirlpools
- 



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- No shared pillows, wedges, supports, hot pack covers, etc.
  - No shared ace wraps, estim pads, game ready sleeves, compression boots, etc.

- **Sports Medicine Staff**

- Mandatory daily screening questionnaire completion, temperature checks, pulse oximetry testing prior to entering facility for work.
  - Positive screens and tests will instructed to returned home and consult with their primary care physician immediately.
- Mandatory use of appropriate PPE equipment (masks, gloves, face shields (close contact procedures) at all times when working with athletes.

- **Strength and Conditioning Voluntary Workouts**

- Strength & Conditioning Return to Activity Plan
  - Can be implemented when the State of NJ, and Monmouth University give the order to open up and announce return to operations.
- Training groups divided by offense/defense across a range of positions
  - Not all of one position in the same group (QB's, etc.)

**Phase 1**

1. Groups of no more than 12 student-athletes at a time in VWR
2. 45 Min Sessions with 15 min clean-up for next group
3. Entrance door propped to increase airflow; double doors to be propped if poor HVAC production
4. Student-athletes temperature taken, pulse oximeter read, hands sanitized prior to entering weight room
5. Athlete receives personal water bottle upon entering
6. Coach only may enter office area
7. Efficient training flow to enforce social distancing—ONE student-athlete per rack.
8. Anything touched is wiped down after immediate use
9. Spray Bottle at each station
10. Avoid programming loads/exercises that will require 1 spotter
11. Coaches/Student-athletes to wear masks
12. Bikes in VWR moved to ensure 6' between
13. Fog after every session.

**Phase 2**

1. Groups of no more than 24 student-athletes at a time in VWR
2. 45 Min Sessions with 15 min clean-up for next group
3. Entrance door propped to increase airflow; double doors to be propped if poor HVAC production
4. Student-athletes temperature taken, pulse oximeter read, hands sanitized prior to entering weight room
5. Athlete receives personal water bottle upon entering
6. Coach only may enter office area
7. TWO student-athlete per rack, but still practicing social distancing
8. Anything touched is wiped down after immediate use
9. Spray Bottle at each station
10. Avoid programming loads/exercises that will require 1 spotter
11. Coaches/Student-athletes to wear masks
12. Bikes in VWR moved to ensure 6' between
13. Fog after every session



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### **Phase 3**

1. Groups of no more than 36 student-athletes at a time in VWR—THREE PER RACK,
2. Post Session Cleaning of weight room
3. Entrance door propped to increase airflow; double doors to be propped if poor HVAC production
4. Student-athletes temperature taken, pulse oximeter read, hands sanitized prior to entering weight room
5. Return to traditional programming with spotters, partners
6. Return to traditional facility layout
7. Fog at the end of the day

- **Cleaning Supplies Needed – Currently Under Consideration**

- Fogger/Disinfectant Machine
- (12) Spray Bottles with Disinfectant Spray
- (100) Rags to use for wiping down equipment

- **Sanitation Guidelines for Student Athletes and Staff (Strength and Conditioning and Football Coaching Staff)**

- Monmouth University Strength & Conditioning/Football Staff Sanitation Guidelines
- The following are a list of policies that the Strength and Conditioning/Football Staff will do on a daily basis. We expect the same from everybody that enters the varsity weight room from student-athletes to staff and administration. We take pride in creating a positive, safe and disciplined environment where we are relentlessly working towards greatness. For us to be great, we must start with great facilities. We are taking extra steps to be more in line with the current times.
- All Staff Members to be tested prior to interaction with athletes (July 6th )
  - Staff Members
    - **Football:**
      - Kevin Callahan
      - Kevin Callahan, Jr.
      - Andy Bobik
      - TJ Dimuzio
      - Sam Dorsett
      - Brian Gabriel
      - Jeff Gallo
      - Andrew Kirkland
      - David Kunyz
      - Lewis Walker
      - Kyle Suta – volunteer
      - Kyle Rosenbaum – volunteer
      - Liam Nelson – volunteer
    - **Strength/Conditioning**
      - Tim Rehm
      - Hardu Virkes-Lee
      - Intern #1
      - Intern #2





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- **Sports Medicine**
    - Simon Rosenblum
    - Ken Marsaglia
    - Nick Aguilera
    - Intern #1
    - Intern #2
  - **Sports Information**
    - Greg Viscomi
    - Assistant #1
    - Assistant #2
    - Assistant #3
  - **Compliance**
    - AJ Schlauffer
    - Kelsey Ellis
  - Stay Home Policy
    - Any staff member who is sick, has been sick or has an immediate family member who has been sick will be required to stay home until there are no signs of fever for 72 hours.
    - Staff as well as student-athletes will be tested for illness prior to testing with thermometer and pulse oximeters.
  - Clean Entry Policy
    - Doors will be kept open to minimize having to touch door handles. Handles will be wiped at the beginning and end of the day.
    - Purell dispensers will be available for those upon entry
  - Hand Washing Policy
    - Anyone entering the facility must wash their hands prior to entering the facility.
    - Staff members will practice good hygiene at all times and wash their hands before and after sessions
  - Cleaning Policy
    - Each training area and station will have spray bottles that will be used after using equipment
    - After each session, we will spray and disinfect all areas that were used during training with an electrostatic mister. This cleaning charges the disinfectant spray as it leaves the bottle to ensure it sticks to all surfaces and helps improve the coverage of equipment.
  - Safe Physical Distancing Policy
    - We will limit group sizes initially to ensure we are distancing ourselves and student-athletes from each other. We will spread out equipment, and create flow through efficient programming. No more than ONE student-athlete per rack station initially.
    - Coaches and student-athletes will wear masks during sessions.
  - Personal Items Policy
    - Each student-athlete will be responsible for their own water bottle and should only touch theirs.
    - Nothing else, other than an item absolutely necessary to the student-athlete (ex. Inhaler) should be brought into the room.
  - Proper Sanitation Education
    - S & C and Football Staff will educate athletes on use of cleaning materials, as well as social distancing during training and use of masks while training.
- 





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- No in-person, inside or outside or inside activities such as voluntary walk through during Phase I of Return to Play.
  - In-person, outside activities, such as voluntary walk-through, must follow all social distancing, PPE, and sanitation protocols.
  - No in-person, indoor meetings during Phase I of Return to Play.
    - Virtual Meetings Only
  - In-person, outside activities, such as voluntary walk-through, must follow all social distancing, PPE, and sanitation protocols.
  - **Daily Schedules**
    - See Attachments C and D
    - Team divided in two groups – Group A and Group B
      - A and B Groups sub-divided into 4 or 5 sub-groups per day. Group make-up mirrors housing assignments.
      - Group A
        - Mon., Wed., Fri., - Weights
        - Tue., Thurs. – Field
        - Sat. and Sun. – Off
        - Group A1 – 8:00
        - Group A2 – 9:00
        - Group A3 – 10:00
        - Group A4 – 11:00
        - Group C1 – 12:00
      - Group B
        - Tue., Thur., Sat – Weights
        - Mon., Wed. – Field
        - Fri. and Sun. – Off
        - Group B1 – 8:00
        - Group B2 – 9:00
        - Group B3 – 10:00
        - Group B4 – 11:00
        - Group C2 – 12:00
        - Group C3 – Distributed among other groups not to exceed 12.
    - Team, Unit, and Position Meetings held virtually, a maximum of three times per week
      - Not to held on “Off” days.
  - **Team Information Meeting – Day of Return**
    - Mandatory Covid-19 Education
    - Campus/Athletics Policies Review
      - Res. Halls, Meals, Workouts,
      - Social Responsibility
    - Student Athlete Social Responsibility Pledge – Attachment D
      - What it means?
      - Consequences?
    - Daily Workout Schedules
- 



- 
- Days, times, durations
  - Safety protocols
  - **Choice to Return**
    - Athletes, Parents/Families
      - Voluntary
      - Accepting of Policies and Protocols in Place
      - Failure to Abide by policies may result in removal from campus.
  - **Choice NOT to Return**
    - What it means?
      - Personal Decision
      - We will support any decision made with no penalty.



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## Attachment A

### Symptom Survey Questionnaire

SYMPTOM	YES	NO	LENGTH OF SYMPTOM	EXPLANATION
Fever				
Body Chills				
Extreme Level of Fatigue				
Cough				
Pain / Difficulty Breathing				
Shortness of Breath				
Sore Throat				
Body / Muscle Aches				
Loss of Taste				
Loss of Smell				
Changes to Vision / Eye Discharge				

People who I had close contact with in the Last 24 Hours\_\_\_\_\_



## Attachment B

DAY 1				DAY 2				DAY 3			
Group A1	Group A2	Group A3	Group A4	Group B1	Goup B2	Group B3	Group B4	Group C1	Group C2	Group C3	Group C4
9:00	10:00	11:00	12:00	9:00	10:00	11:00	12:00	9:00	10:00	11:00	12:00
O	D	O	D	O	D	O	D	O	D	O	D
Aldarelli	Cooper	Smyth	Manning	Hall	Thomas	Manfre	Hahn	Gray	O'Bannon	Rossback	
Tredway	Scarlett	Moore	Hernandez	Pendergrast	Johnson	Fosque	Hasan	Cornelius	Dennis	Moran	
Shabana	Shoemaker	Jervis	Smith	Argo	Hayden	Miller	Englehardt	Doyle	Short	Lewis	
Christian	Aumer	Gatling	Bishop	McLeod	Clifton	E. Scott	Warren	Badger	Korolik	Sacci	
Farris	Massey	Williams	Joseph	Fleming	Robinson	Cardew	Davidson	Castorina	Tonkara	Lignelli	
James	Grimes	Syracuse	Delgado	Jackson	Brice	Fara	Antwi	Vera	Gamel	Spadevecchia	
Szuba	Terry	Anderson	D. Smith	Barnes	Sieczkowski	Muskett	Lora	Kost	Dennis	Chamberlain	
G. Scott	Morales	Marcus	Kiett	McLaughlin	Umunakwe	Lombana	Kostidakis	McCreary	Clark	Taylor	
Greene	Budd	Kearney	Wright	Bryant	Reid	Holden	Griffin	Buscemi	Faccione		
Farri	Chambers	Harris	Charles	McGonagle	Shakur	Fischer	Davidson	Vines	Avivi		
Archie		Tucker									
11	10	11	10	10	10	10	10	10	10	8	



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## Attachment C and D

### Attachment C - 8 Week Plan

Return Date: July 7, 2020

- Week 1: Strength & Conditioning Mon, Wed, Fri (3 days x 90min LIFT/RUN)  
**Practice Volume/Conditioning Test: 50% Reduction**
- Week 2: Strength & Conditioning Sun, Tue, Thur, Sat (4 days x 90min LIFT/RUN)  
**Practice Volume/Conditioning Test: 30% Reduction**
- Week 3: Football Sun, Tue, Thur (3 days x 45 min, no equipment)  
Strength & Conditioning Mon, Wed, Fri (3 days x 60min LIFT or RUN)  
**Practice Volume/Conditioning Test 20% Reduction**
- Week 4: Football Sun, Tue, Thur, Sat (4 days x 60 min, helmets only)  
Strength & Conditioning Mon, Wed, Fri (3 days x 60min LIFT or RUN)  
**Practice Volume/Conditioning Test: 10% Reduction**
- Week 5: Football Sun, Tue, Thur, Sat (4 days x 90 min, helmets/shoulder pads)  
Strength & Conditioning Mon, Wed, Fri (3 days x 60min LIFT or RUN Football)  
**Practice Volume/Conditioning Test: FULL**
- Week 6: Normal training camp week
- Week 7: Normal training camp week
- Week 8: Normal training camp week

### Attachment D - 7 Week Plan

Return Date: July 13, 2020

- Week 1: Strength & Conditioning Mon, Wed, Fri (3 days x 90min LIFT/RUN)  
**Practice Volume/Conditioning Test: 50% Reduction**
- Week 2: Strength & Conditioning Sun, Tue, Thur, Sat (4 days x 90min LIFT/RUN)  
**Practice Volume/Conditioning Test: 30% Reduction**
- Week 3: Football Sun, Tue, Thur (3 days x 45 min, no equipment)  
Strength & Conditioning Mon, Wed, Fri (3 days x 60min LIFT or RUN)  
**Practice Volume/Conditioning Test 20% Reduction**
- Week 4: Football Sun, Tue, Thur, Sat (4 days x 60 min, helmets only)  
Strength & Conditioning Mon, Wed, Fri (3 days x 60min LIFT or RUN)  
**Practice Volume/Conditioning Test: 10% Reduction**
- Week 5: Football Sun, Tue, Thur, Sat (4 days x 90 min, helmets/shoulder pads)  
Strength & Conditioning Mon, Wed, Fri (3 days x 60min LIFT or RUN Football)  
**Practice Volume/Conditioning Test: FULL**
- Week 6: Normal training camp week
- Week 7: Normal training camp week



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## Attachment E



### COVID-19 Social Responsibility Statement

I, (\_\_\_\_\_) acknowledge that we are currently co-existing with the virus COVID-19 and I am responsible for my own health as well as the health of those within the Monmouth University community.

I have been provided with, and reviewed the COVID-19 education presentation. I understand the guidelines that have been provided to me from Monmouth University and the Athletics Department. I understand it is my responsibility to strictly adhere to these policies for my health and safety and those around me.

I agree that it is my responsibility to (initial each statement):

\_\_\_ Immediately report any symptoms that are consistent with COVID-19:

- |                       |                             |                     |
|-----------------------|-----------------------------|---------------------|
| -fever or chills      | -headache                   | -nausea or vomiting |
| -cough                | -new loss of taste or smell | -diarrhea           |
| -fatigue              | -sore throat                |                     |
| -muscle or body aches | -congestion or runny nose   |                     |

\_\_\_ Maintain social distance (6 feet apart) from others

\_\_\_ Wash my hands often for 20 seconds or more

When soap and water is not available I will use hand sanitizer

\_\_\_ Properly wear a face covering when on campus and in the community

\_\_\_ Stay at home if I am feeling sick

\_\_\_ Keep my personal space, shared common space, and my belongings clean

I, (\_\_\_\_\_) commit to not put others or myself in harm's way. I understand that I play an important role in keeping our Monmouth University community safe and helping stop the spread of COVID-19.

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Signature

Date



# **RESOCIALIZATION OF COLLEGIATE SPORT: DEVELOPING STANDARDS FOR PRACTICE AND COMPETITION**

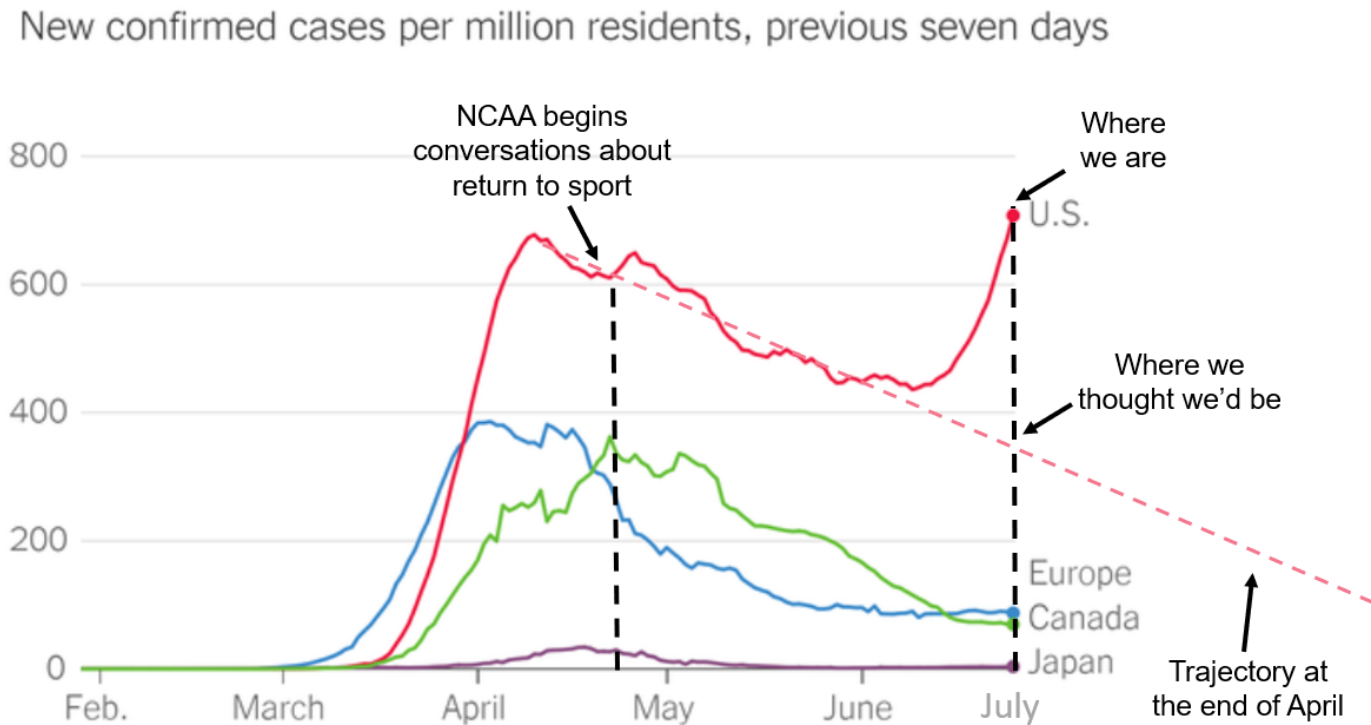
# Purpose & Objective

- ▶ Follow-up to and assumes the premise of Core Principles of Resocialization of Collegiate Sport.
- ▶ Developed in consultation with the NCAA COVID-19 Advisory Panel, the American Medical Society for Sports Medicine COVID Working Group, and the CDC.
- ▶ Intended to be consistent with guidance published by the federal government and its corresponding health agencies and otherwise reflective of the best available scientific and medical information available at the time of print.
- ▶ Is not and should not be used as a substitute for medical or legal advice.
- ▶ Offered as a resource for member schools to use in coordination with applicable government and related institutional policies and guidelines.
- ▶ Remains subject to further revision as available COVID-19 data and information continues to emerge and evolve.



# Important Considerations

- ▶ The first two documents were written within the conceptual framework of a national projection for downward rate of COVID infection in the United States.



Europe includes all countries fully in Europe, regardless of E.U. status.

Source: Johns Hopkins University and New York Times

# Risk and Impact of Asymptomatic and Pre-Symptomatic Transmission

- ▶ While surface contact may be a risk, the most impactful determinant of COVID-19 spread is human-to-human contact.
- ▶ The CDC defines high risk of COVID-19 transmission as any situation in which there has been greater than 15 minutes of close contact, defined as less than 6 feet of space, from an infectious individual.
- ▶ Asymptomatic and pre-symptomatic spread of COVID-19 is of significant concern in the college sport environment because it is largely comprised of emerging adults (18 – 29 years of age).
  - ▶ These individuals will often remain asymptomatic after being infected with SARS-CoV-2 but, even though they have no symptoms, are still capable of spreading the virus.
  - ▶ If they infect another emerging adult, the risk of an adverse outcome is low, although the long-term consequences to cardiopulmonary health to themselves or other emerging adults remain unknown.
  - ▶ In contrast, contact with that same asymptomatic/minimally symptomatic individual presents a potentially lethal risk for high-risk category individuals who are far more likely to have an adverse outcome if infected with the coronavirus that causes COVID-19.

# Risk and Impact of Asymptomatic and Pre-Symptomatic Transmission

- ▶ The CDC recently updated its guidance to emphasize that, among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk and 8 out of 10 COVID-19-related deaths reported in the United States to date occurring in adults aged 65 years and older.
- ▶ In addition, the CDC has also established that individuals of any age with the following underlying medical conditions are at increased risk
  - ▶ Chronic kidney disease.
  - ▶ COPD (chronic obstructive pulmonary disease).
  - ▶ Immunocompromised state (weakened immune system) from solid organ transplant.
  - ▶ Obesity (body mass index [BMI]  $\geq 30$ ).
  - ▶ Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies.
  - ▶ Sickle cell disease.
  - ▶ Type 2 diabetes mellitus.

# Risk and Impact of Asymptomatic Transmission

- ▶ The CDC has advised that, children who have complex medical situations, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children and, while data is still fairly limited, people with the following conditions ***might*** also be at an increased risk for severe illness from COVID-19:
  - ▶ Asthma (moderate-to-severe).
  - ▶ Cerebrovascular disease (affects blood vessels and blood supply to the brain).
  - ▶ Cystic fibrosis.
  - ▶ Hypertension or high blood pressure.
  - ▶ Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines.
  - ▶ Neurologic conditions, such as dementia.
  - ▶ Liver disease.
  - ▶ Pregnancy.
  - ▶ Pulmonary fibrosis (having damaged or scarred lung tissues).
  - ▶ Smoking.
  - ▶ Thalassemia (a type of blood disorder).
  - ▶ Type 1 diabetes mellitus.

# Risk and Impact of Asymptomatic and Pre-Symptomatic Transmission

- ▶ As published data confirms that the risk of death from COVID-19 increases with age and high-risk underlying medical conditions, students and student-athletes who are not in high-risk categories themselves may be unlikely to have complications from COVID-19, but they represent a significant threat to any high-risk category individuals with whom they may have unprotected contact.
- ▶ These risks must be considered as part of the risk/benefit ratio of resocialization of collegiate sport.
  - ▶ Specifically, sports such as football may have an overrepresentation of student-athletes (e.g., football lineman) who meet the high-risk criteria as it relates to obesity.

# Mitigating Risk with Daily Self-Health Checks

- ▶ Every student-athlete and all athletics personnel should practice at least daily self-health evaluations before participating in any aspect of in-person athletics activities.
- ▶ Individuals who identify any of the following symptoms or signs during the daily self-health evaluation should be encouraged to contact the designated athletics health care representative by telephone or virtual visit before coming on campus or to any athletics facility:
  - ▶ Shortness of breath or difficulty breathing.
  - ▶ Cough or other respiratory symptoms.
  - ▶ Headache.
  - ▶ Chills.
  - ▶ Muscle aches.
  - ▶ Sore throat.
  - ▶ Congestion or runny nose.
  - ▶ New loss of taste or smell.
  - ▶ Nausea, vomiting or diarrhea.
  - ▶ Pain, redness, swelling or rash on toes or fingers (COVID-toes).
  - ▶ New rash or other skin symptoms.
  - ▶ High-risk exposure: a new contact with an infected individual or prolonged contact with a crowd without physical distancing. (E.g., attended a party in which there was no masking or physical distancing.)
  - ▶ Temperature of 100.4° Fahrenheit or above.



# Mitigating Risk with Face Coverings and Physical Distancing

- ▶ Emerging data makes it clear that along with hand washing and good sanitization practices, physical distancing and universal masking are the two most effective strategies for preventing COVID-19 spread at the community level.
- ▶ While the CDC continues to recommend wearing “cloth face coverings” in public settings where other social distancing measures are difficult to maintain, some health experts believe it is reasonable to conclude that face shields may be an effective alternative.
- ▶ In sport, universal masking would mean that all individuals engaged in athletics activities would wear a mask during all phases of activity that involve close proximity to other individuals.
  - ▶ Because face shields are usually made from a clear plastic and generally extend below the chin and around the ears, they may offer some protection but with less impediment in terms of heat, moisture and effective communication and the added benefit of preventing wearers from touching their face.

# Face Shields

- ▶ Like masks, the shields are designed to prevent the outward projection of respiratory droplets during coughing, sneezing, heavy breathing, or grunting.
- ▶ These products are considered helmet add-ons and require confirmation from the helmet manufacturer that the helmet can retain necessary NOCSAE standard certification when the shield is added.
- ▶ Schools are advised to confirm with the manufacturer of their football helmets before deciding to purchase or add a face shield product.



# Impact of State and Institutional Guidelines on Early Resocialization Guidance

- ▶ As states have evaluated regional risks as they relate to emerging data such as COVID-19 infection and death rates and available medical resources, they have established their own reopening (or resocialization) guidelines.
- ▶ Many states have elected to forego strict adherence with the two-week phased intervals of resocialization that were described in the federal Guidelines and Core Principles document and, instead, implemented strategies and practices that emphasize long-term adherence to more practical strategies that mitigate and minimize campus and community spread.

# Impact of State and Institutional Guidelines on Early Resocialization Guidance

- ▶ The first two weeks of return to campus deserve special consideration because student-athletes are converging from multiple parts of the country and may well be asymptomatic carriers of COVID-19.
- ▶ The following considerations identified in the [Action Plan](#) document remain relevant and unchanged, and may warrant consideration of additional testing based on the athlete's timeline:
  - ▶ Confirmation of no high contact risk exposure to COVID-19 for at least two weeks prior to return to campus.
  - ▶ Absence of typical COVID-19 symptoms.
  - ▶ Assessment of risk factors involved in traveling back to school.
  - ▶ Management of infected individuals in accordance with local public health guidance.

# Strategies for Transition Periods and Return to Activity

- ▶ Recommendation No. 3 of the NCAA's [Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes](#) (Catastrophic Materials) speaks to the vulnerability of student-athletes during the first week of activity of a transition period in training and the importance of establishing a 7-10 day initial transition period during which student-athletes are afforded the time to properly progress through the physiologic and environmental stresses placed upon them as they return to required activities.
- ▶ In addition to the NCAA guidance that can be found on the [NCAA Coronavirus Resource Page](#), various evidence-based resources have been published by professional organizations in the sports medicine and strength and conditioning space.

# Strategies for Resuming Activities Following Positive Test Results – Asymptomatic Individuals

## ▶ Time-based strategy

- ▶ Individuals who test positive for COVID-19 but have not developed any symptoms may discontinue isolation 10 days after the date of their first COVID-19 diagnostic test, assuming they have not subsequently developed symptoms. If symptoms do develop, this time-based strategy should not be used and, instead, the symptom-based strategy should be used.

## ▶ Test-based strategy

- ▶ Although the CDC does provide guidance for a test-based strategy, such a strategy is not widely applied in health care settings and is not generally embraced as a strategy for athletics.

# Strategies for Resuming Activities Following Positive Test Results – Symptomatic Individuals

## ▶ Time-based strategy

- ▶ Individuals who test positive and are symptomatic should remain in isolation until at least 72 hours have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and improvement in any respiratory symptoms **and** at least 10 days have passed since symptoms first appeared.

## ▶ Test-based strategy

- ▶ As above, although the CDC does provide guidance for a test-based strategy, such a strategy is not widely applied in health care settings and is not generally embraced as a strategy for athletics.

# Other Considerations Related to Resumption of Activities Following Positive Tests

- ▶ A longer isolation timeframe for infected individuals may be desired to minimize the chance of prolonged shedding of virus.
- ▶ Recommendations for discontinuing isolation in persons known to be ***infected*** with COVID-19 may be different than CDC recommendations on when to discontinue quarantine for persons known to have been ***exposed*** to COVID-19.

# Cardiac and Exercise Considerations for Resumption of Exercise Following COVID-19 Infection

- ▶ A group of experts from the American Medical Society for Sports Medicine and the American College of Cardiology have developed the following considerations, which are available on the [AMSSM website](#).
  - ▶ Athletes with a confirmed past infection (antibody or prior diagnostic test), and mild to moderate illness or asymptomatic, (i.e., managed at home):
    - A medical evaluation or routine pre-participation exam can be performed, including a symptom screen.
    - Electrocardiogram can be considered.
    - Further workup as indicated.
  - ▶ Athletes with a confirmed past infection and severe illness (hospitalization) or ongoing cardiovascular symptoms:
    - Medical evaluation with symptom screen.
    - Additional testing, which may include:
      - Cardiology consult; electrocardiogram; blood troponin 48 hours after exercise; echocardiogram.
      - Consider additional cardiac tests such as cardiac MRI, Holter, stress test, chest X-ray, spirometry, pulmonary function tests, d-dimer and chest CT.



# Cardiac and Exercise Considerations for Resumption of Exercise Following COVID-19 Infection

- ▶ *Athletes with new infection and no symptoms:*
  - ▶ Exercise in isolation is permitted if such exercise does not cause cardiopulmonary symptoms.
  - ▶ Monitor for development of symptoms during isolation.
  - ▶ Cardiac recommendations as in previous slide.
  
- ▶ *Athletes with new infection and mild illness (common cold-like symptoms without fever):*
  - ▶ No exercise for at least 10 days, or longer if symptoms persist.
  - ▶ Monitor for symptom development with exercise.
  - ▶ Cardiac recommendations as in previous slide.



# Cardiac and Exercise Considerations for Resumption of Exercise Following COVID-19 Infection

- ▶ Athletes with new infection and severe illness (hospitalized):
  - ▶ For more severe illness, hospitalization, or ongoing symptoms, a comprehensive medical evaluation and cardiology consult is recommended.
  - ▶ Athletes with new infection are isolated (if not hospitalized) and contact tracing is performed as per public health guidelines.
  
- ▶ Athletes placed in quarantine for high risk contact but who are not infected with COVID-19:
  - ▶ Exercise in quarantine is permitted if such exercise does not cause cardiopulmonary symptoms.
  - ▶ Monitor for development of symptoms during quarantine.
  - ▶ If symptoms develop, with or without exercise, test for SARS-CoV-2.

# Updated Team Practice Considerations

## ▶ Working in Functional Units.

- ▶ A functional unit is comprised of 5-10 individuals, all members of the same team, who consistently work out and participate in activities together.
- ▶ A similar strategy is to have one unit of a team always train against another unit of a team.

## ▶ Electronic Whistles.

- ▶ Schools should consider the use of electronic whistles in practice scenarios as a strategy to avoid the deep breath and forced burst of droplet-filled air that results from the use of a traditional whistle.

# Impact of Activities Outside of Athletics

- ▶ It is likely that little supervision exists during student-athletes' remaining hours outside of athletics (e.g., in the dorms, at the dining facilities, at off-campus parties).
- ▶ Campus policies are integral to the successful mitigation of the risk of COVID-19 spread within and outside of the athletics department. Without the broader campus policies and practices to guide their behavior when away from athletics, student-athletes may incur more risk through their everyday activities than they might as a participant in a high contact risk sport.

# Updates Regarding Testing Methodologies

- ▶ The polymerase chain reaction (PCR) test, by way of a nasopharyngeal swab, with testing for amplification of the nucleic acid of the SARS-CoV-2 virus, is currently considered the gold standard and has a very high sensitivity and specificity.
- ▶ Point-of-care antigen testing, which assesses for the presence of a viral protein, can perform up to 50 tests in one hour and can selectively identify any positive results without having to rerun the tests
- ▶ Serology testing, either using IgG or IgM antibodies, has not been sufficiently validated to warrant its use for diagnostic testing purposes.
- ▶ Diagnostic testing refers to either PCR or point-of-care antigen testing to confirm or negate infection with COVID-19.
- ▶ Surveillance testing utilizes PCR or point-of-care antigen tests and is used to track patterns of spread in a community setting. Typically, a percentage of the population, or the entire population of a defined group, is tested without regard to whether the individual is symptomatic or may be engaged in high contact risk behavior.
- ▶ Diagnostic testing in athletics may be considered a combination of surveillance testing, testing individuals/groups engaged in high-risk exposure, and testing individuals with suspected COVID-19 infection.

# Sport Classification Update

- ▶ **Low contact risk:** bowling, diving, equestrian, fencing, golf, rifle, skiing, swimming, tennis.
  - ▶ If a low contact risk or medium contact risk team can successfully implement physical distancing and universal masking practices during all sport activities, then the risk of potential spread related to those sports will decrease.
- ▶ **Intermediate contact risk:** acrobatics and tumbling, baseball, beach volleyball, cross country\*, gymnastics, softball, track and field\*, triathlon\*.
  - ▶ In any low contact risk or medium contact risk sport or other scenario where appropriate physical distancing and universal masking practices cannot always be maintained, schools should consider necessary testing strategies and protocols to mitigate community spread of COVID-19.
- ▶ **High contact risk:** basketball, field hockey, football, ice hockey, lacrosse, rowing, rugby, soccer, squash, volleyball, water polo, wrestling.
  - ▶ Because it is highly unlikely that physical distancing and universal masking practices can always be maintained during practice and competition in high contact risk sports, schools should consider necessary testing strategies and protocols to mitigate community spread of COVID-19.

*\*The level of risk in cross country, track and field and triathlon are dependent upon the student-athlete's proximity to other unmasked individuals. For example, the start or finish of a race may involve a group of athletes who are breathing heavily in a group space with a breakdown in physical distancing.*

# Low Contact Risk and Intermediate Contact Risk Sports

- ▶ If a low contact risk or intermediate contact risk team can successfully implement physical distancing and universal masking practices during all sport activities, then the risk of potential spread related to those sports will decrease.
- ▶ This becomes an important consideration as schools evaluate risks related to competition with other member schools and make decisions about how to employ testing resources and strategies.
- ▶ **In any low contact risk or medium contact risk sport or other scenario where appropriate physical distancing and universal masking practices cannot always be maintained, schools should consider necessary testing strategies and protocols to mitigate community spread of COVID-19.**
- ▶ Testing protocols should address student-athletes and all “inner bubble” personnel including coaches, medical staff, officials and other essential personnel who are at risk of high contact exposure.



# Testing Protocol Considerations

## ▶ **Scenarios Presenting Intermediate Contact Risk:**

- ▶ Diagnostic testing upon arrival to campus.
- ▶ During summer athletic activities (voluntary and required) and out-of-season athletic activities: surveillance testing, (e.g., 25-50% of athletes and “inner bubble” personnel every 2 weeks if physical distancing, masking and other protective features are not maintained, plus additional testing for symptomatic and high-contact risk individuals).
- ▶ During in-season (pre-season, regular season and post-season): surveillance testing (e.g., 25-50% of athletes and “inner bubble” personnel every 2 weeks if physical distancing, masking and other protective features are not maintained).
- ▶ Symptomatic testing and high-contact risk testing as appropriate.

## ▶ **Scenarios Presenting Low Contact Risk:**

- ▶ Diagnostic testing upon arrival to campus.
- ▶ During summer athletic activities (voluntary and required) and out-of-season athletic activities: surveillance testing in conjunction with a university plan for all students, plus additional testing for symptomatic and high-contact risk individuals.
- ▶ Symptomatic testing and high-contact risk testing thereafter.

# High Contact Risk Sports

- ▶ **Because it is highly unlikely that physical distancing and universal masking practices can always be maintained during practice and competition in high contact risk sports, schools should consider necessary testing strategies and protocols to mitigate community spread of COVID-19.**
- ▶ Testing protocols should address student-athletes and all “inner bubble” personnel including coaches, medical staff, officials and other essential personnel who are at risk of high contact exposure.



# High Contact Risk Sports

- ▶ For high contact risk sports returning to campus and engaging in voluntary and required phase of summer access training, schools should contemplate initial testing upon return;
  - ▶ Schools should consider surveillance testing every two-weeks thereafter during summer athletic activities (voluntary and required) and out-of-competition athletic activities for all student-athletes and “inner bubble” personnel if physical distancing, masking and other protective measures are not maintained.
  - ▶ For high contact risk sports during the in-season (pre-season, regular season (whether traditional or non-traditional) and post-season, weekly surveillance testing should be considered.
  - ▶ Repeat surveillance testing of someone who previously tested positive for the virus should not need to be performed unless they develop new symptoms of COVID-19; importantly, these individuals should continue to follow all other risk mitigation strategies.

# Testing Strategy Considerations for High Contact Risk Sports

<b>Arrival on Campus</b>	<b>All athletes and “inner bubble” personnel are tested</b>
<b>Summer Athletic Activities (Voluntary and Required) and Out-of-Competition Athletic Activities</b>	Surveillance testing, e.g., 25-50% of athletes and “inner bubble” personnel every 2 weeks if physical distancing, masking and other protective features are not maintained*, plus additional testing for symptomatic and high-contact risk individuals.
<b>In-Season (Pre-Season, Regular Season and Post-Season)</b>	<u>Weekly testing**</u> of all athletes, plus “inner bubble” personnel who do not maintain physical distancing, masking and other protective features, plus additional testing for symptomatic and high-contact risk individuals

\* Those unable to fully implement appropriate sanitization, distancing and masking in all activities.

\*\* Pre-competition testing may account for the weekly testing

# Updated Competition Considerations

## ▶ Pre-Competition Testing

- ▶ School and conference pre-competition testing protocols should contemplate the inclusion of all high contact risk student-athletes and officials in football and basketball.
- ▶ “Inner bubble” personnel similarly tested if they cannot maintain physical distancing, masking and other protective features.
- ▶ Plan for securing the resources necessary to both perform the tests and to manage the details related to any positive results.
- ▶ For all high contact risk sports, protocols should contemplate testing that is performed
  - Within 72 hours of competition for football.
  - Within 72 hours of the first of the week’s set of games for other high-contact risk sports.

## ▶ Clinical-Based Testing and Isolation

- In addition to routine surveillance and pre-competition testing, schools and conference testing protocols should contemplate clinical evaluation for student-athletes and/or other athletics personnel that develop COVID symptoms following pre-competition testing, including testing for the presence of the virus.

# Updated Competition Considerations

## ▶ Game Officials

- ▶ Schools should consider the implementation of appropriate distancing and masking practices as well as the use of electronic whistles and should consider how best to ensure that officials are aware of any other competition-specific practices or expectations that will be implemented for risk mitigation purposes (e.g., teams not swapping benches between periods).

## ▶ Universal Masking

- ▶ School and conference protocols should contemplate universal masking for all coaches and other personnel who are present at the event.

## ▶ Team Travel

- ▶ Schools should continue to evaluate the current data regarding risks related to commercial plane and other travel and travel protocols should contemplate physical distancing, as possible, and universal masking for all individuals traveling with others by private car, van, chartered bus or chartered plane.

# Updated Contact Tracing Considerations

- ▶ Effective contact tracing is critical in breaking the chain of transmission and limiting the spread of infection for infectious diseases such as COVID-19.
- ▶ Athletics departments, in consultation with institutional leadership, should consider evaluating the availability of, and accessibility to, local contact tracing resources.
- ▶ Where the availability of local contact tracing resources is identified as inadequate, schools should consider the need for and benefit of training on-site personnel through accepted courses such as the [Coursera class](#).

# Considerations Following a Positive Test Result

- ▶ Local public health officials must be notified and contact tracing protocols put in place.
- ▶ All high contact risk exposure individuals should be placed in quarantine for 14 days as per CDC guidance.

# Considerations Related to the Discontinuation of Athletics

In conjunction with public health officials, schools might consider pausing or discontinuing athletics activities for scenarios that may not allow athletics to be conducted safely. Scenario examples include:

- ▶ A lack of ability to isolate new positive cases, or quarantine high contact risk cases on campus.
- ▶ Unavailability or inability to perform symptomatic, surveillance or pre-competition testing when warranted.
- ▶ Campus-wide or local community test rates that are considered unsafe by local public health officials.
- ▶ Inability to perform adequate contact tracing consistent with governmental requirements or recommendations.
- ▶ Local public health officials state that there is an inability for the hospital infrastructure to accommodate a surge in COVID-related hospitalizations.

# THANK YOU

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## **Big South Conference Guidelines for Return to Competition**

The information in this document is offered as guidance and is meant to be consistent with guidance published by the federal government, its corresponding health agencies, and the NCAA. These materials are not and should not be used as a substitute for medical or legal advice. Rather, they are intended as a resource for member schools to use in coordination with applicable government and related institutional policies and guidelines. **Member schools should at all times comply with state and local laws and orders, which may be more limiting than the guidelines set forth below.** These materials remain subject to further revision as available data and information in this space continues to emerge and evolve.

### **I. Return to Campus and Play**

It is recommended that the [NCAA Resocialization of Collegiate Sport: Action Plan Considerations](#) be used as a guide when Big South member institutions are developing return to campus and return to play protocols for their student-athletes.

### **II. Travel/Visiting Teams**

It is important that there be transparency and consistency throughout the Big South institutions regarding protocols being followed to ensure the health and safety of participants in competition. It is recommended that institutions, at a minimum, follow the protocols below:

#### **a. Travel for Competition:**

- i. Travel parties should be limited to essential personnel (athletes, coaches, medical staff, etc.).
  1. Each visiting institution shall forward its travel party list to the home institution at least 24 hours prior to the event.
  2. All travel party members should be prescreened prior to departure following the guidelines below.
- ii. When possible, teams should drive to events:
  1. If more than one vehicle, travel parties should be **split in a manner that minimizes the risks of new contacts, such as considering those already with close and regular contact with one another.**
  2. Face coverings should be worn as much as possible and removal for eating or drinking minimized
  3. If traveling by bus allow one row per passenger while physical distancing is in place **with staggered seating on each side of the bus.**
- iii. Air travel
  1. Risk will vary according to the prevalence of infection in the community
  2. Air travel should be on a carrier with robust infection control methods (required masks for passengers and flight personnel, enhanced cleaning of planes, increased physical distancing on the planes, adequate air filtration)
  3. Athletes and staff should carry and use alcohol-based hand sanitizer at all times and use frequently.

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4. Face coverings should be worn as much as possible and removal for eating or drinking minimized
- b. Facility Considerations:
  - i. Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.
  - ii. Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).
  - iii. Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
  - iv. Weight equipment should be wiped down thoroughly before and after an individual's use of equipment.
  - v. Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.
  - vi. Limit building entry points when possible
  - vii. Require at least six feet of physical distancing when possible
  - viii. Use sequenced ingress/egress procedures to control entry to and exit from the facility to minimize large concentrations of people
  - ix. Develop flow control patterns where foot traffic is one way only indicated by placement of temporary signage, if possible.
  - x. Minimize high touch areas by leaving doors open where appropriate, use of hands-free dispensers **of soap, hand sanitizer, and other gels and liquids.**
  - xi. Locker Room – Teams and Officials:
    1. Consider locker room capacity to maintain physical distancing recommendations, if possible.
    2. Utilize staggered access may be necessary.
    3. Consider locker and shower layout in order to maintain physical distancing recommendations, if possible.
    4. Consider urinal and toilet layout in order to maintain physical distancing recommendations, if possible.
    5. Implement increased cleaning of high touch areas.
  - xii. Athletic Training Room:
    1. Staff
      - a. Appropriate PPE should be available for providers when working with student-athletes. It is recommended that Sports Medicine staff follow the community standard for medical providers. Athletic trainers should be wearing a surgical mask and student-athletes should be wearing a cloth mask at all times when working

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together. Other PPE should be worn when medical care cannot maintain physical distancing.

- b. Appropriate physical distancing within all facilities should be maintained between all patients and by sports medicine staff when able.
- c. Establishment of Inner Bubble:  
It is recommended that at all home contests involving Big South teams that an “inner bubble” be established to minimize contact amongst individuals. This “inner bubble” shall consist of only those individuals essential to the successful conduct of the competition, including:
  - i. Student-Athletes
  - ii. Coaches
  - iii. Medical Personnel
  - iv. Equipment Personnel
  - v. Required Game Operations Personnel (i.e. chain crew, ball runners, etc.)
  - vi. Required Media (i.e. camera operators)
  - vii. Game Officials
- d. Prescreening of Participants  
It is recommended that all participants in the “inner bubble” be prescreened for COVID-19 symptoms daily, including the date of competition. This prescreening should include:
  - i. Self-Health Evaluation. A standard **form** shall be developed by the Conference for all institutions to utilize on the date of competition for the self-health evaluations.
    - 1. Each team shall utilize this form to verify those on the travel party that are cleared to participate.**
    - 2. The form shall be provided to the designated game manager of the opposing team a minimum of two hours prior to game time.**
    - 3. The entire travel party shall be listed on the form.**
    - 4. Any individuals identifying any COVID-19 symptoms should be encouraged to contact the designated athletics health care representative by phone or virtual visit before coming to any athletics facility.
  - ii. Temperature Check. It is recommended that all participants in the “inner bubble” have their temperature checked prior to accessing the athletic facilities on the date of competition. If temperature is elevated above 100.4, the player or staff member should not enter the facility and should be tested for COVID-19 as directed by medical providers.
    - 1. The visiting team shall be responsible for the temperature check of its entire travel party.**
    - 2. The home institution shall be responsible for the temperature check on all additional “inner bubble” participants.**
  - iii. Non-Institutional Personnel. For those “inner bubble” personnel not on campus on a daily basis (game officials, media, etc.) it is recommended they conduct daily self-health evaluations, including the date of

## Big South Conference Guidelines for Return to Competition

competition, and have their temperature checked by home institutional personnel prior to accessing campus facilities.

### III. New Infections

- a. All Big South institutions shall follow CDC protocols for individuals that test positive for COVID-19.
- b. When it is discovered that a participant in the “inner bubble” at a competition during or subsequently tests positive or is symptomatic for COVID-19, the athletics director and head athletics trainer of the opposing team shall be notified immediately. The participating institutions shall follow established institutional protocols for addressing the infected individual and those that were in close contact with him/her (quarantine, contact tracing, etc.), but at a minimum **shall follow CDC guidelines.**
- c. Appropriate HIPAA regulations shall be followed to protect an individual’s medical information.
- d. When an individual becomes ill on the trip to an away contest, it is the visiting institution’s responsibility to care for that individual (medical care, quarantine, transportation home, etc.). The home institution should offer assistance in the way of providing guidance on local medical facilities, etc.

Revised June 22, 2020

### References:

1. Centers for Disease Control and Prevention: Coronavirus Disease 2019
2. NCAA: Core Principles of Resocialization of Collegiate Sport
3. NCAA: Resocialization of Collegiate Sport: Action Plan Considerations
4. National Federation of State High School Associations: Guidance for Opening Up High School Athletics and Activities, May 2020
5. Pac-12 Conference: Draft Health and Well Being Interim\* Considerations for Pac-12 Institutions in Their Local Planning for Return to Sporting Activity, May 9, 2020

## **Return to Campus and Athletic Activity Action Plan for MAAC Institutions**

Prior to a MAAC institutions beginning return of student-athletes all Federal, State and respective County criteria should first be met. **According to the NCAA- “in all instances, college athletics must operate with approval of the students’ institutional leadership; and the institution must be operating in accordance with federal, state and local public agencies with regard to return to campus, return to practice, and return to competition. In the end, institutional and governmental leadership determine who can participate in; assist with; travel with, officiate and watch student-athlete practices and competition.** It is recommended that the [NCAA Resocialization of Collegiate Sport: Action Plan Considerations](#) be considered when MAAC member institutions are developing return to campus and return to play protocols for their student-athletes. Institutions should take a 3 phased approach of resocialization and preparation for return to sport.

**The following document is intended to highlight considerations for planning purposes of each MAAC institutions. Respective County and State regulations and determinations may be stricter in certain cases and thus should be followed. Ultimately each institution should prepare an implementation plan that works for their specific situations. It is recommended that campuses have mental health programing and/or support available for student-athletes upon return to campus.**

**NOTE: This document may need to be updated based on emerging evidence, experience, and evolving public health standards.**

### **I. Prior to Return to Campus/University Location**

#### **A. Student Athlete/Staff Steps Prior to Return to Campus and Athletic Facilities:**

Based upon available data, it is recommended that the following conditions be satisfied before student-athletes and staff return to campus:

##### **1. Prior to Return to Campus/University Location**

- a. Symptom free for 14 days prior to travel
- b. No known contact with COVID-19 illness for 14 days prior to travel.
- c. Keep list of close contacts they had for the 14 days prior to returning to campus.
- d. Prior to returning to campus the CDC Travel Recommendations should be reviewed
- e. Institutions should consider contacting student-athletes approximately 2 weeks prior to arrival on-campus, encouraging them to limit travel and public contacts. This is especially important for individuals in Level 3 areas and traveling from abroad (following current CDC guidelines)

##### **2. Return of International student-athletes**

- a. International student-athletes may be required to quarantine upon return based on current [CDC Guidelines](#) and institutional policies.

### **3. Upon return to campus/school location:**

a. If driving back to campus or already located on/near campus no self-quarantine in addition to that above recommended.

1) The risk of flying domestically is currently unknown. If flying, consider self-quarantine for 7 days prior to return to athletic facility; all mitigation efforts should be taken when traveling by plane (strict hand hygiene, facial covering or mask, sanitizing wipes to clean the seat screen and tray table)

b. If returning from a Level 3 location, self-quarantine at home for a minimum of 14 days (see: CDC Recommendation)

c. Quarantine

1) Home quarantine provides a window of time in which a recently infected person may develop symptoms and increase the chances of proper identification of COVID-19 and reduce the spread to other campus and community members

2) Communicate quarantine period start time to the local institutions medical team and log daily temperature and symptom list; Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea

3) Limit time out of their house during the self-quarantine period; individual exercise if properly socially distanced from others is allowed

4) Wear masks any time away from the housing area during the self-quarantine period.

d. Other

1) Receive instruction in and practice proper hand hygiene techniques

2) Carry ample alcohol hand sanitizer at all times

### **B. Staff/Student Athletes Who Are at Higher Risk:**

1. During Stage 1 and 2: For those who meet the CDC High Risk definition, education and discussion of risk should be performed. Each individual in this category should make an informed decision about whether to return to work (campus) or to remain at home and not to return to facilities or campus **until federal gating criteria for Stage 3.**

Please review the CDC definition of "[People Who Are at Higher Risk of Severe Illness](#)," e.g. people over 65, and people with existing underlying medical conditions such as: chronic lung disease, moderate to severe asthma, severe heart disease, hypertension, immunocompromised, chronic kidney disease, liver disease, severe obesity, diabetes, etc.

## **II. Upon Return to Athletic Facilities**

### **A. Initial Screening Upon Return to Campus:**

1. The self-quarantine reporting sheet should be transmitted electronically and reviewed by the medical staff prior to the athlete leaving their residence to return to the athletic facility.
2. Temperature should be taken prior to entrance to the athletic or medical facility and symptom questions asked again.
  - a. If the individual displays symptoms, has a temperature >100.4 (our current CDC guidelines), or otherwise indicates high risk for possible infection (I.e. new close exposure), he/she will not be allowed to access the facility.
  - b. The individual should contact respective Institutional Sports Medicine Staff **by phone** to evaluate the individual to determine the appropriate action (return home, seek immediate medical care, etc.)
3. All students and staff should attest they feel totally well and are fit for work or athletic activities each time they enter the athletic facilities.

#### **B. Pre-participation Evaluation**

1. There must be adequate time to allow for pre-participation evaluations
2. Should institutions choose to test prior to athletic participation, ample time should be allotted to obtain results prior to pre-participation evaluations.
3. Reported positive cases of COVID-19 shall be referred to respective Institutional Health Services and/or Team Physicians before any athletic activity is allowed for evaluation, potential diagnostic testing and directives for return to play.

#### **C. Laboratory Testing**

1. Institutions shall arrange that local medical facilities have the capacity and capability to provide appropriate short turnaround COVID-19 testing as prescribed by institutional medical staff
2. At this time there appears to be insufficient evidence to require COVID-19 antibody testing for clinical decisions.
3. Student-athletes and staff who are being tested for reporting or exhibiting signs and symptoms of potential COVID-19, shall be isolated until results are obtained and follow-up directives from the referring physician and/or local health department are made in accordance with current CDC Guidelines.

#### **D. Health Education Sessions Upon (or Before) Return to Campus:**

1. Institutions shall individually develop and present to Student Athletes/Staff/Coaches educational session on COVID-19. To include but not be limited to:
  - a. The importance of physical distancing,
  - b. Good hygiene—especially hand hygiene
  - c. Proper use of face coverings in public and at work with appropriate donning and doffing.
  - d. Importance of staying home and self-isolate

e. Reporting of any signs or symptoms

1. Signs or Symptoms COVID-19 illness may include

- Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea
- Or currently discovered signs or symptoms

2. Temperature should be taken without the use of acetaminophen, ibuprofen or other antipyretic medication.

f. Importance of reporting signs or symptoms to health care providers via telephone and **NOT** in person.

g. How the virus may be transmitted

h. Importance of contact tracing and how it works

i. Communicate facility specific changes such as:

- 1) Expect checkpoints to evaluate temperature and symptoms
- 2) Limit on the number of people in facilities.

j. The importance of appropriate equipment disinfecting and cleanliness

k. Understanding the possibility of shared anonymous health information in positive cases

**E. Activity Tracing/Contact Tracing System:**

1. During Stage 1 and 2: All personnel, staff, coaches, student athletes should keep detailed logs of their daily activity and close contact interactions with others (within 6 feet for longer than 15 minutes).

a. Close Contacts- According to the CDC

- 1) Household contact
- 2) Close contact, within 6 feet, of an individual with confirmed or suspected COVID-19.
- 3) During the 48 hours before the individual became symptomatic or was diagnosed.
- 4) Direct physical contact with respiratory secretions of the infected individual (e.g., being coughed on).
- 5) For the purposes of athletics, physical contact between players is also considered a close contact.

b. It is essential to assist in contact tracing and notification in the event an acute infection occurs.

- 1) Consider using technology (when developed) if permitted by your institution.



2. Contact institutional and county public health officials for assistance and reporting guidance
3. Consider institutional staff receive training from designated resources to assist with Contact Tracing

- a. [CDC Contact Tracing Training Documents and Tracing Course](#)

- b. [Johns Hopkins University Contact Tracing Course](#)

#### **F. Masks/Mouth-Nose Covering:**

1. PPE use (cloth masks for all individuals, appropriate medical-grade equipment for all medical personnel-working in a medical environment) should be strongly encouraged upon arrival to athletic department facilities. It is recommended these should be worn at all times. Replacement masks should be available if the mask becomes wet or soiled.

2. Clean cloth face covering masks should be used each day by athletes and staff.

3. Cloth face covering masks should be cleaned (washed) after each day.

4. Wash hands or use hand sanitizer (when handwashing is not available) before putting on and after removing PPE and masks.

5. Avoid touching mouth, nose, eyes, and nearby surfaces when putting on, using, and removing PPE and masks.

6. All student athletes and staff should be strongly encouraged to wear face coverings at all times, including away from athletic facilities, unless alone at their home. This requirement will be re-evaluated on each campus and based on best scientific information available at that time.

7. Cloth face covering masks reduce exposures to others when the wearer coughs or sneezes (i.e., source control). Cloth face covering masks do not replace the need for social and physical distancing, frequent handwashing, avoiding touching the face, and staying away from people who are ill.

8. Surgical/medical masks should be reserved for healthcare providers.

### **III. Facility-Specific Considerations**

#### **A. Facilities Access Considerations:**

1. Institutions should determine occupancy of athletic department areas/rooms based on Stage population density recommendations and implement occupancy limitations.

2. Adjust any Emergency Action Plan as needed for change in facilities use plan or temporary facilities set up

3. Limit building entry points when possible in conjunction with institutional administrator.

4. Encourage a minimum six feet of social distancing whenever possible and the use of appropriate PPE when not possible

5. Make efforts to minimize large concentrations of people in all facilities
6. Develop flow control patterns where foot traffic is one way only indicated by placement of temporary signage
7. Temperature (non-contact type preferred) and Symptom Checks should be done at each entrance
  - a. If person displays symptoms or otherwise indicates high risk for possible infection, he/she will not be allowed to access the facility and immediately referred for appropriate medical care
  - b. Individual should contact Sports Medicine Staff by phone to evaluate the individual to determine the appropriate action (return home, isolate, seek immediate medical care, etc.) following local and CDC guidelines.
8. Frequent reminders to wash hands often for at least 20-30 seconds with soap and warm water before and upon entry to the facility. Use hand sanitizer only when soap and water is not available.
9. No group gatherings outside of Functional group activities (Example: no social hang outs, no facility guests)
10. Minimize high touch areas by leaving doors open where appropriate, use of hands-free dispensers
11. Disinfect all “high-touch” surfaces at facilities, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables, multiple times every day using approved cleaning solutions (please refer to link provided below) Also, clean any surfaces that may have blood or body fluids on them.
  - a. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

**[List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)**

**B. Weight Room:**

1. Staffing Recommendations
  - a. Temperature and symptom check before arriving at work every day
  - b. Sufficient quantities of PPE need be available to staff for use
    - i. Face covering at all times/face shields when spotting is necessary
    - ii. Gloves- for cleaning or handling any bodily fluids

c. Consider distancing of 10 feet from athletes working out to not be included in the “functional unit”

d. Maintain a list of student-athletes and staff present for each workout session.

## 2. Scheduling of Facilities

a. Scheduling to adhere to social distancing guidelines at all times

i. Population density guidelines should be followed per Stage of reopening above

ii. In large facilities you may be able to create enough separate spaces to have multiple small functional /social group adhering to physical distancing at one time.

iii. Consider creating smaller satellite weight rooms to increase the number of student-athletes that can be trained at once (especially during Phase 1)

b. A sequenced ingress / egress procedure will control entry to and exit to facility to minimize large concentrations of people and avoid overlapping of training groups

c. Appropriate time needs to be built into schedule to allow cleaning between individual uses

d. No unauthorized personnel within the facility at any time- the people in the weight room should be minimized to essential staff and student athletes only. Each person present will count against the number of the functional /social group working out.

## 3. Student-Athletes

a. Symptom assessment before going to facility.

i. If athlete had symptoms the previous evening or wake up with symptoms do not go to facility and follow institutional protocol.

b. Temperature and symptom check upon arrival to facility

i. If individual reports or displays signs/symptoms or otherwise indicates high risk for possible infection, do not allow access the facility

1. Individual should follow institutional protocol to evaluate the individual to determine the appropriate action (return home, isolate, seek immediate medical care, etc.) following CDC guidelines.

2. The other athletes within the functional / social group should be placed at least on heightened alertness for symptoms, and

ideally removed from activities that place them in contact with other groups, e.g. gym facilities etc.

3. Staff members working with that functional / social group should also be placed on heightened alertness for symptoms, and ideally removed from activities that place them in contact with other groups. These staff members should await further instructions (i.e. self-quarantine)

c. Wash or sanitize hands before using the facility.

d. Consider student-athletes report directly to their workout area / station (preassigned) after they have been cleared to enter the facility and have washed / sanitized their hands

e. Face coverings should always be used in the facility, including working out.

#### 1. Training Sessions

a. Social distancing will be required until regulations are relaxed. Consider assigning a space to each athlete which they do not move from for the duration of their session

b. Dedicated equipment and avoiding sharing of equipment (foam rollers, bands, etc...)

#### 2. Weight-room specific cleaning

a. All equipment and hard surfaces should be cleaned after each use (ideally between athletes) and session.

b. All athletes and staff wash / sanitize hands after each session or moving between pieces of equipment.

### **C. Outdoor Fitness Activities:**

1. Same as weight room considerations

2. All individuals maintain social distancing of 6 feet when at rest. This may need to be increased with running or sprinting as described in this Action Plan.

3. Large outdoor fields may allow for multiple functional units/groups to be working out at the same time if appropriate spacing (>10 feet) can be maintained between groups.

a. Functional groups should not have individuals mix between the functional units.

b. Personal spacing should be maintained within each functional unit.

4. Hydration safety protocol should be in place to prohibit any sharing of water bottles.

### **D. Locker Room:**

1. Consider locker room capacity to maintain social distancing recommendations during initial Stages.
2. Consider locker and shower layout in order to maintain physical distancing recommendations

#### **E. Athletic Training Room**

##### **1. Staff**

- a. Sports Medicine staff are required to complete a temperature and symptom check daily when entering the facility
- b. Appropriate PPE should be available for providers when working directly with student athletes. It is recommended that Sports Medicine staff follow the community standard for medical providers. Athletic trainers should be wearing a face mask and student-athletes should be wearing a face mask at all times when working together. Other PPE should be worn when medical care cannot maintain physical distancing.
- c. Appropriate physical distancing within all facilities should be maintained between all patients and by sports medicine staff when able.
- d. When possible, staggering of staff should be considered.
- e. Scheduling considerations need to take into account the availability of medical staff and facility access.

##### **2. Operations**

Each institution within the MAAC is unique and should have an updated institutional protocol/policy that may address, but not be limited to:

- a. Temperature and symptom check upon arrival daily.
- b. Illness triage should be remote
- c. Number of student athletes that can utilize a facility at the same time
  - a. Avoid walk-in services and schedule of all treatments and rehabilitations.
- d. Protocol for cleaning that follows medical facility standards that has an emphasis on cleaning and disinfecting all contact surfaces after every use.
- e. Consider mitigation for decreasing touch points (i.e. propping doors open)
- f. Hand washing protocol that follows medical standards and mandating student athletes washing their hands upon arrival in the athletic training room.
- g. Establishing a traffic pattern that limits using the same door for entering and exiting.

- h. Use of appropriate PPE by staff and student athletes.
- i. Insure student-athletes have a sanitary individualized means for proper hydration.

#### **IV. Return to Exercise and Individualized Athletic Activity**

A. Institution's Sports Medicine and Strength and Conditioning staff should coordinate plans for incremental return to exercise. Timing of this will be dependent on federal, state and local guidance. Plans should include:

1. Room occupancy plans specific to each institution's athletic facilities
2. Considerations should be to form Functional Units to create functional teams that contain the limits of people suggested in the appropriate stage of reopening (i.e. maximum 10 in Stage 1, etc.)
3. At all times, every person present should maintain a minimum of 6 feet of distance from any other person regardless of functional / social group assignments.
4. Individuals from different functional / social groups should maintain an appropriate distance from individuals from other functional / social groups at all times.
5. Considerations of the contents of the functional / social groups should include discussion with coaches and administrators in factors to consider when forming the teams.
6. Face masks should be worn when practical

#### **B. Contact activities/shared objects/practices/games**

1. Continue to wear face masks
2. Work in position or small functional / social groups when possible

#### **V. Travel during competition**

A. Institutions should consider limiting travel parties essential personnel (student-athletes, coaches and medical staff).

#### **B. When possible, teams should drive to events.**

1. If more than one vehicle, travel parties should be split according to those already with the closest contact
2. Face masks should be worn as much as possible and removal for eating or drinking minimized

#### **C. Air travel**

1. Risk will vary according to the prevalence of infection in the community

2. Air travel should be on a carrier with robust infection control methods (requiring face masks for all passengers and flight personnel, enhanced cleaning of planes and increased physical distancing on the planes, adequate air filtration)
3. Athletes and staff should carry and use alcohol-based hand sanitizer at all times and use frequently.
4. Face masks should be worn as much as possible and removal for eating or drinking minimized

#### **D. COVID-19 Screening for Home and Away Contests**

1. Prior to departure to an away contest; a temperature check and COVID -19 signs and symptoms screening shall be performed on all student-athletes and staff
  2. Should a visiting team not travel with medical personnel, the visting institution shall designate a staff member to screen and report student-athletes and staff's results
  3. Any student-athlete or staff with fever over 100.4 or any symptoms shall not be allowed to travel and be immediately referred for medical care and potential isolation
  4. Process shall be repeated if game or away practice is next calendar day
  5. Screening shall be completed prior to arrival to host facility
  6. On subsequent dates, any student-athlete or staff with fever over 100.4 or any symptoms shall not be allowed to travel and be immediately referred for medical care and potential isolation
  7. A written form from both host and visiting institution detailing travel and host party clearance or failure shall be exchanged prior to facility usage
- SEE APPENDIX 1—SAMPLE FORM

### **VI. MAAC Championships**

- A. Championship sites shall follow the MAAC Championships Handbook.
  1. All participating teams must follow daily the COVID-19 Screening for Home and Away Contests plans. A designated staff member of the host institution shall collect daily screening forms upon team arrival for games and practices.
  2. Access and use of Sports Medicine facilities, locker rooms and athletic facilities shall be dictated by host institution's current plan and availability.
  3. Host Sport Medicine staff shall communicate host institutions current policies and procedures for Disease Control.
  4. Host venues and facilities will follow state and local regulations related to social distancing, restroom facilities, parking, seating arrangements and spectator admittance and these will apply to the MAAC championship in that jurisdiction.

### **VII. Response to New Infection or Presumed Infection**

- A. Acute new infection/ presumed infection
  1. Utilize the CDC's updated information for [US Institutions of Higher Education](#)

2. Evaluation in asymptomatic individual

- a. In an individual who reports being asymptomatic but has a temperature reading elevated above 100.4, the student-athlete or staff should not enter the facility and should be tested for COVID-19 as directed by medical providers.
- b. Consider the use of pulse oximetry as an additional objective evaluation tool utilizing current and emerging national protocol standards.
- c. If testing negative and temperature returns to normal for 72 hours on subsequent days the individual can resume activities at the facility, if asymptomatic and cleared by the medical providers.

B. Protocol for COVID-19 positive player or staff

1. Individual is isolated with daily monitoring of symptoms and temperature.
2. Management protocol should be developed and agreed upon by institution medical team and local expertise and resources.
3. Contact tracing and notification protocol should be followed.
4. Consider enlisting help from public health and campus health supporting units.
5. Return to facility in previously symptomatic athlete
  - a. Symptom-based strategy:
    - 1) At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of antipyretic medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**,
    - 2) A minimum of 10 days have passed since symptoms first appeared.
  - b. Test-based strategy:
    - 1) Resolution of fever without the use of antipyretic medications **AND**
    - 2) Improvement in respiratory symptoms (e.g., cough, shortness of breath), **AND**
    - 3) Negative results for COVID-19 from at least two consecutive RNA PCR specimens collected  $\geq 24$  hours apart (total of two negative specimens).
  - c. Symptomatic require additional medical evaluation and at least 7 days without symptoms before resuming exercise. Athletes may need to undergo additional cardiac (e.g. EKG, hs-troponin, and Echo) and pulmonary screening based on medical decision making of sports medicine team (<https://blogs.bmj.com/bjasm/2020/04/24/the-resurgence-of-sport-in-the-wake-of-covid-19-cardiac-considerations-in-competitive-athletes/>)



6. Return to practice in previously asymptomatic athlete (positive test only)

a. Time-based strategy. Exclude from activity until:

1) 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

b. Test-based strategy. Exclude from activity until:

1) Negative results of at least two consecutive nasopharyngeal swab specimens collected  $\geq 24$  hours apart (total of two negative specimens). Note, because of the absence of symptoms, it is not possible to gauge where these individuals are in the course of their illness. There have been reports of prolonged detection of RNA without direct correlation to viral culture.

c. Note that detecting viral RNA via PCR does not necessarily mean that infectious viral loads are present. Therefore, the strong preference is to use the Time-based strategy as a first option.

d. Return to activity in all cases should follow an acclimatization process

**C. Contacts of a COVID-19 positive player or staff**

a. Close contacts include all players and staff who have been present for team activities within 48 hours prior to the individual first became symptomatic.

b. For small group training, this includes the entire small group including staff present.

c. For team training, this includes the entire team and staff.

**D. Protocol for LOW RISK contacts of COVID-19 positive player or staff**

1. Low risk contact defined as:

a. Distance of 6 feet or greater always maintained from infected individual

b. Only brief interaction

c. No physical contact with the infected individual or shared object during practice (e.g., functional / social groups are truly confined and not integrated) but other locations in training facility are shared with physical distancing and cleaning standards (e.g., locker room, weight room)

d. Functional / social groups (if done properly) would qualify as LOW RISK

## **E. Protocol for HIGH RISK contacts of COVID-19 positive player or staff**

1. HIGH RISK contact defined as:
  - a. Prolonged exposure (>3 min) within 6 feet (including meeting rooms, locker room, weight room, & dining hall) even if wearing cloth mask (applies to coaches, staff, and players)
  - b. Direct exposure to infectious secretions (e.g., being coughed on)
  - c. Direct physical contact during practice with the infected individual or shared object
  - d. Handling of uniforms and equipment (even with surgical mask and gloves)
2. Quarantine at home for 14 days from exposure or for duration required by local and national guidelines; shorter quarantine duration may be considered with serial negative PCR testing (i.e. 3 and 7 days from exposure) pending more evidence and approval by local public health officials
3. Monitor temperature twice a day and symptoms daily.
4. Placed on heightened alertness for symptoms.
5. Avoid contact with people at higher risk for severe illness
6. Follow CDC and OSHA guidelines on workplace exposures.

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

## **VIII. Periodic Surveillance and Monitoring**

- A. Importance of continuous surveillance of local and regional consequences of phasing-in approach and timely communications with Institutional and Athletic Administration.

Appendix 1

**Sample Wellness Pre-Participation Screening Form**

Name	Time	Cough		Fever		Sore Throat		Shortness of breath		Close contact w/ someone with COVID-19		Temperature (if higher than 100.3F)
		yes	no	yes	no	yes	no	yes	no	yes	no	
		yes	no	yes	no	yes	no	yes	no	yes	no	
		yes	no	yes	no	yes	no	yes	no	yes	no	
		yes	no	yes	no	yes	no	yes	no	yes	no	
		yes	No	yes	no	yes	no	yes	no	yes	no	
		yes	No	yes	no	yes	no	yes	no	yes	no	
			--									

# **FALL 2020 REOPENING PLAN**



**OTHER INFORMATION/  
APPENDICES**

## S R E E I , E S I A D O A R A I REFERENCES

- Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Cleaning and Disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- Colleges/Universities: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/>
- Colleges/Universities Interim Guidelines for COVID-19 Testing: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/ihe-testing.html>
- Flu Vaccine Misconceptions: <https://www.cdc.gov/flu/prevent/misconceptions.htm>
- Quarantine and Isolation: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>
- Symptoms/Testing: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Symptom-based Strategy to Discontinue Isolation: <https://www.cdc.gov/coronavirus/2019-ncov/community/strategy-discontinue-isolation.html>
- Travel advisories: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
- Environmental Protection Agency/EPA Approved Disinfectants Against COVID-19: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- Journal of the American Medical Association:
  - Moving PPE into the Community: <https://jamanetwork.com/journals/jama/fullarticle/2765525>
  - Lindsley WG, Noti JD, Blachere FM, Szalajda JV, Beezhold DH. Efficacy of face shields against cough aerosol droplets from a cough simulator. *J Occup Environ Hyg*. 2014;11(8): 509-518.
  - The Dual Epidemics of COVID-19 and Influenza: <https://jamanetwork.com/journals/jama/fullarticle/2767284>
- Mayo Clinic: <https://www.mayoclinic.org/>
- New Jersey Department of Health: <https://www.nj.gov/health/>
- COVID-related guidelines and resources: <https://covid19.nj.gov/>
- Travel advisories: <https://www.nj.gov/health>





## Timeframe for Self-Isolation/Quarantine based on Testing Result

The purpose of quarantine is to keep people who might have been exposed (but not sick) to COVID-19 away from others. Isolation is to keep sick people and those infected with the COVID-19 virus away from those who are not infected. Self-quarantine/isolation are voluntary practices to reduce the spread of COVID-19.

It is expected that any person getting a COVID-19 diagnostic test (nasal swab or saliva) will self-quarantine after specimen collection AND are advised of the results of their test, unless otherwise directed by those administering the test. These recommendations are not for individuals who got serologic test (antibody). Depending on the test result, see below for the length of time that the individual should self-isolate/self-quarantine.

	Symptomatic Tested +	Symptomatic Tested –	Asymptomatic Tested +	Asymptomatic Tested –  No COVID-19 household* or close contacts*	Asymptomatic Tested –  But is a household contact* or close contact*	Asymptomatic Not/Never tested  But is a household* or close contact*
Timeframe for Self-Quarantine or Self-isolation	72 hours (3 full days) fever-free without use of fever-reducing medications AND improvement in respiratory symptoms AND 10 days since symptoms first began (whichever is longer)	At least 72 hours (3 full days) after symptoms go away	10 days after specimen collection, assuming no symptoms develop <sup>^</sup>	No self-quarantine days required	14 days from last known exposure with the COVID-19 + person  <b>NOTE:</b> Self-quarantine for individuals with household contacts who are COVID-19 positive begins <b>AFTER</b> the end of self- isolation of the household contact ends	

\* Household contacts are individuals who live in the same house as a lab confirmed COVID-19 case. Close contacts are individuals who were within 6 feet of a lab confirmed COVID-19 case for a prolonged period (about 10 minutes or more) or had direct contact with the infectious secretions of a COVID-19 case (e.g., were coughed on). Walking past a lab confirmed COVID-19 case or just being in the same building does NOT qualify as being a close contact.

<sup>^</sup>Asymptomatic positive individuals who develop symptoms during their self-quarantine timeframe, should self-isolate and refer to the Symptomatic, Tested + column.

**NOTE:** Recommendation for self-isolation/quarantine is to stay/sleep in a separate room from others living in the home and use separate bathroom (if possible). This includes not being in close contact with household members (i.e., not sharing meals and spending time together in common areas) or going to work or out in public other than for health care. Wash hands often and clean and disinfect household items.

## Appendix

### INSTRUCTION

Clinical Site Policies  
Accreditation Policies



**Hackensack Meridian Hospitals**

Nursing students are welcome to return to all HMM hospitals and settings for summer and fall clinical placements. They may not return to long-term care and assisted living facilities until further notice. They may return to behavioral health sites. Allied health students may not return yet (a future date for their return will be announced) except for JFK's allied health students.

**The following applies to nursing students:**

- No testing (PCR or antibody) will be required at this time prior to the students' return.
- Screening and temperature checks will be conducted when the students/faculty enter the buildings. Students with a temperature of 100.4 and above will be turned away.
- Students will be given a HMM surgical mask for the day; no cloth masks or those brought from home may be worn.
- As per the HMM universal masking policy, students/faculty must wear masks at all times while in the buildings.
- PPE as required will be provided.
- Students should be placed on non-COVID units to minimize use of N95 masks. They should not be assigned to any COVID 19 patients or PUIs.
- PPE requirements are subject to change based on conditions.
- Students in clinical groups must abide by social distancing policies and not congregate on any unit.

This is subject to change as conditions change. If possible, ask the clinical instructors to hold pre- and post-conferences virtually if they are not able to find an area on site where they can abide by social distancing. HMM currently does not allow meetings of more than ten in any areas, and these meetings of less than ten must use social distancing.





**RWJBarnabas Health****RWJBH Onboarding of Students During the COVID-19 Pandemic**

- The University will provide and verify an attestation that two negative COVID-19 tests have been obtained within the past three weeks prior to the beginning of their semester/clinical experience. This verification includes faculty and students. This verification responsibility lies with the University and must be added into the RWJBH existing **ACADEMIC FACILITY ATTESTATION STUDENT PLACEMENT FORM's** addendum: **COVID-19 – ATTESTATION STUDENT PLACEMENT FORM** that the University provides each hospital campus.
- All instructors/students will not be assigned to any known or suspected COVID-19 patient or any patient requiring any type of isolation.
- Prior to the beginning of the clinical experience, if there is an accompanying instructor, the instructor must complete a mandatory self-study that relates to the campus's specific COVID-19 processes. If there is a graduate student, they must review the material supplied.
- Prior to beginning the clinical experience, the onsite instructor, if appropriate, will be required to meet with the unit/department leadership to receive an overview of the department processes.
- All students and faculty must adhere to the screening protocols that are required by RWJBH as well as their respective University.
- Upon arrival to the campus, all students and faculty will follow the appropriate screening and processes as designated by RWJBH.
- Pre-/post- conferences/meetings and other academic gatherings will remain in compliance with RWJBH social distancing policies and practices.



## **CSWE Commission on Accreditation Response to the NADD Subcommittee Report on Field Education June 12, 2020**

**Deana F. Morrow, Ph.D., LICSW, ACSW – Chair, Commission on Accreditation**  
**Mary Deffley Kurfess, PhD, LCSW-C, LICSW – Director, Accreditation Services**

The CSWE Commission on Accreditation (COA) supports the NADD Subcommittee on Field Education recommendations as noted below through May 31, 2021, as a temporary response to the COVID-19 pandemic. These are flexible options to help programs remain in compliance with accreditation standards during the pandemic. These options are within the purview of each program to determine whether the options will be implemented according to each program's mission and goals. These NADD Subcommittee recommendations will also be considered as the COA moves toward the drafting and release of the 2022 EPAS.

Specific guidance includes:

### **Recommendation 1 – Employment-based Field**

#### ***Can the employment count toward field practice hours?***

**Yes:** It is already acceptable in the current COA interpretation of the standards for student learners to be able to have their place of employment serve as their field placement setting provided that programs can ensure that the employment-based setting provides opportunities for the student to engage as a learner and opportunities for the student to fulfill field education requirements. Programs must also ensure field education supervision of students either through a separate qualified supervisor or by the program assuming responsibility for reinforcing a social work perspective. In extenuating circumstances, students may have the same field instructor as employment supervisor with different supervision times.\*

#### **During the COVID-19 pandemic, through May 31, 2021:**

Field hours in a student's place of employment may be counted toward required field hours. Temporarily, student field assignments and employment tasks may be the same and counted toward required field hours as long as the tasks have clear linkages to the nine social work competencies and their concomitant behaviors as well as any competencies added by the program.

The COA trusts that each program will do, professionally and ethically, what is best for them and their students as they develop these contingency/continuity plans.

We reiterate our support and respect for the autonomy and diligence of programs to provide accommodations and flexibility for their students in extenuating circumstances.

### **Recommendation 2 – Broader Definition of Platforms for Remote Learning**

#### ***What platforms for remote learning are acceptable?***

The COA supports program discretion in selecting remote platforms and simulations that can be used to meet field education hours. Given the changing and dynamic landscape of remote



practice, COA supports simulation and other innovations that will provide remote learning opportunities that enable students to meet field education requirements.

As long as programs are able to show that they are helping students learn and demonstrate the competencies, the COA will be flexible in its acceptance of the platforms utilized. We reiterate COA support and respect for the autonomy and diligence of programs to provide accommodations and flexibility for their students in the current extenuating circumstances. This response reflects the flexibility already available to programs in the 2015 EPAS.

**Recommendation 3 – Consideration of Other Activities That Can Count as Field Hours Other Than Only Field Seminar**

***Can simulations count as field hours outside of field seminar?***

**Yes:** In March 2020, the COA expanded the accrual of required field education hours to include field seminar hours and simulations that occur in field seminar classes. COA will now extend approval to include field seminar activity conducted in portions of practice classes.

**During the COVID-19 pandemic, through May 31, 2021:**

Programs have the discretion to identify where, when, and how field-based seminars and field simulations are to be counted toward field hours. The COA supports program discretion in determining the curricular location of field seminar and field simulation content. In some instances, field seminars are distinct and separate classes. In other instances, field seminar activity may be included in portions of practice courses. As long as programs are able to show that field seminar activity and field simulations are designated as field education in helping students learn and demonstrate the competencies, the COA will be flexible in its acceptance of a wide range of simulations.

**Recommendation 4** – pertaining to a position statement from CSWE on legal issues, safety, and PPE and **Recommendation 5** – pertaining to elevating the Council on Field Education to a Commission.

While the COA had a thoughtful discussion about these recommendations, they determined these are outside the purview of the COA, and respectfully refer NADD to CSWE leadership for these discussions.

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The CSWE accreditation staff will update the COVID-19 FAQs and Field Guidance on the CSWE website to reflect these extended flexibilities.

\*AS 2.2.11; AS 2.2.4; AS 2.2.5; AS 2.2.7; AS B/M2.2.9; *EPAS 2015 Interpretation Guide*



## Professional Counseling:

### **Council for Accreditation of Counseling and Related Educational Programs (CACREP)**

**CACREP Statement:** Programs have to follow their institution's directives and make decisions that are best for them. It is the prerogative of programs to provide accommodations for their students in extenuating circumstances. As these accommodations are made, a gentle reminder is to be mindful of potential consequences for students in terms of finances, degree completion, accreditation, licensure and/or certification, and future employment.

### **What has changed about internship requirements?**

CACREP believes that to whatever extent possible, programs should seek to uphold the hour requirements that have been specified and sustained as the entry-level training requirements for the profession. The CACREP standards for required hours during internship have not changed. However, programs may now provide a special Internship Accommodations Report outlining temporary noncompliance with those standards if the governor or credentialing body in their institution's home state has temporarily suspended or relaxed regulations on the preparation of pre-licensed counselors in any specialty area.

### **Can we submit this report in response to stay-at-home orders from our governor, which have limited students' ability to complete internship?**

No. This special Internship Accommodations Report is provided specifically for cases where state laws and/or regulations on the preparation of pre-licensed counselors have been temporarily relaxed or suspended by the governor or credentialing body in your institution's home state. Because stay-at-home orders do not address those regulations, they do not provide a basis for using this report or implementing accommodations that create temporary noncompliance with CACREP Standards.

CACREP has provided other flexibility around Standards and Policies which may allow programs to make accommodations for students in response to stay-at-home orders and other disruptions caused by COVID-19.

### **Professional Practice Standards Advisory**

CACREP programs have been responsive to CACREP's call to them last week to submit accommodations and modifications being put in place for their respective programs during the COVID-19 health crisis.

We reiterate our respect for the autonomy and prerogative of programs to provide accommodations for their students in extenuating circumstances. We recognize that every situation is unique and institutions have access to varying resources and have different capacities for specific types of accommodation. CACREP trusts that programs will do, professionally and ethically, what is best for them and their students. We are also mindful of the potential consequences for students in the long term including credentialing, portability, and future employment.



It is an expectation that programs will continue to meet the CACREP standards, including the Professional Practice section of the Standards. Programs will have to be innovative, within reason, in how the Standards are met and CACREP will be flexible where it can.

It is important that the solutions developed are consistent with the CACREP Standards and Policies below.

**CACREP STANDARDS:**

3.G Practicum students complete at least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills.

3.K Internship students complete at least 240 clock hours of direct service.

*Flexibility: CACREP does not have any prohibitions against telemental health or distance supervision.*

*Programs using either one of these as alternative methods to meet curricular needs must ensure that students and site supervisors are trained to use this modality, and that this modality is accepted by the respective state licensing board.*

*The use of role plays are not an appropriate substitute for direct hours.*

3.J After successful completion of the practicum, students complete 600 clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area.

*Flexibility: Students who are unable to complete practicum requirements at this time, upon return to normal practice may enroll in Internship in the same term. However, the student must successfully complete all practicum requirements prior to commencing with Internship.*

**CACREP POLICY:**

1.h **Duration of Practicum.** The duration of a student's supervised practicum experience is to extend across a full academic term to allow for the development of basic counseling skills and the integration of knowledge. Practicum is completed prior to internship. Therefore, CACREP standards do not allow for extra hours obtained during the practicum to be counted toward the 600 clock hour internship requirements.

*Flexibility: See accommodations provided for Standard 3.J. In addition, any documented extra direct hours, beyond the requisite 40 hours, completed during Practicum may be counted toward Internship.*



**1.q Programs Offered by Multiple Delivery Methods.** ... When an institution chooses to offer 50% or more of a counseling specialization's curriculum to students through multiple delivery methods, CACREP will consider it to be a single degree program offered through multiple delivery methods. ...

***Flexibility: It is acceptable to move to fully online teaching on a temporary basis during this health crisis. Programs are advised to attend to the following two guidelines from the U.S. Department of Education:***

- ... This flexibility applies only with respect to students who were in attendance when the interruption occurred, and the flexibility is not available for clock-hour courses that lead to licensure if the relevant body will not accept distance education for purposes of licensure requirements.
- ... Institutions are not required to use “sophisticated learning management systems or online platforms” for Title IV purposes. Nevertheless, to meet ED’s distance-education definition, the institution must communicate with students through certain technologies and instructors must initiate substantive communications with students, either individually or collectively, on a regular basis. ...

***Programs will not be required to submit a Substantive Change report.***

**THE ACCEPTED FLEXIBILITY IN MEETING THE ABOVE CACREP STANDARDS AND POLICIES WILL REMAIN IN EFFECT UNTIL JUNE 30, 2021 FOR STUDENTS CURRENTLY ENROLLED IN PRACTICUM AND INTERNSHIP.**

**INSTITUTIONAL ACCOMMODATIONS:**

The common practices being adopted by institutions, as reported by CACREP programs, include:

- Extending the length of the term to complete program requirements at no additional cost to the student;
- Allowing students to walk at graduation and having students subsequently complete all program requirements prior to receipt of diploma.

CACREP recognizes that the length of academic term and the academic calendar may need to be modified to accommodate the disruptions to the established timelines.



## Fall 2020 Classroom Capacity Study

### Early Precautionary Measure

The capacity for the Fall 2020 class sections was dropped to 25 or fewer students as a precautionary measure in response to COVID-19. Registration for Fall 2020 started prior to the dropping of the class caps. In some sections, while the cap was lowered, the registrations were/are already over the new cap (110 sections over the 25 cap). This action was taken because the smaller class sections would be more easily moved to an online learning environment if it was determined necessary. Recently some department chairs have indicated their intentions to reduce the seats in these sections and to add another section to keep the registrations at 25 or fewer students.

### Socially Distanced Classrooms

All existing classrooms and spaces that were identified as potential classrooms for the Fall 2020 semester were measured using the social distancing guidelines:

- Designating six feet or more between the faculty member and the students (the six-foot distance was measured from a designated location in the front of the classroom; (see below\*))
- Designating six feet or more between each student.

As a result of the need for social distancing in the classroom, the number of class sections that will be able to gather for an in-person, on-campus class meeting will be limited due to reduced classroom capacities. The classes that will be most impacted by the social distancing requirement include those meeting in computer and science lab classrooms, given the use of existing structures and equipment.

\*To maximize the student seats in the classrooms, faculty space will be marked to allow the faculty member to know their allotted teaching area. In a number of classrooms, this required the amount of usable white board space to be limited to half of the board space so that one or two additional student seats could be added toward the front of the room while still remaining six feet from the instructor. This is recognized as less than ideal; however given the circumstances, this seemed reasonable for all parties. Management is planning to clearly identify seats that are available for use and seats that are not available for use.

In addition to the reconfigured socially distanced layouts of the classroom spaces on campus:

- Appropriate face coverings (i.e., masks, shields, etc.) are required to be worn by both faculty and students while in the classroom.
- Transparent barriers (i.e., plexiglass) will be installed where appropriate and possible.
- Along with other classroom safety measures, students, faculty, and staff will be notified via email and signage that furniture needs to stay within the social distanced markings for their safety and well-being and the safety and well-being of others.





**Important Note:** Capacities for some classroom spaces on campus are not yet finalized. Capacity and availability of classrooms may be subject to change based on the following factors:

- The availability and procurement of necessary furniture and equipment for classrooms.
- The need for classroom space based on faculty selection of course delivery mode (i.e., in-person, hybrid or online);
- The identification of additional space to be used as classrooms.

### New Spaces Identified for Classrooms

Thirteen (13) additional spaces/rooms on campus have been identified for use as larger classrooms. Five (5) additional spaces/rooms on campus have been identified for use as smaller classrooms. Of the 18 additional spaces identified, five rooms will be equipped to serve as multipurpose classrooms (lecture or computer lab). There are two existing classrooms that will also be equipped to serve as multipurpose classrooms. These seven rooms are designed to allow for larger computer lab classes to meet in person.

	ROOM	SEATS	ADDITIONAL INFORMATION
1	Great Hall Auditorium*	26	Front of the room by stage
2	Great Hall Auditorium 2*	25	Back of the room
3	Great Hall Versailles Room	35	Tablet armchairs
4	Great Hall Room 104	20	Tablet armchairs
5	Rechnitz Hall DiMattio Gallery	26	Multipurpose classroom & potential Mac lab
6	Stafford Center Anacon B	35	Layout to be determined
7	Club Dining Room	20	Multipurpose classroom
8	OceanFirst Varsity Club 301/302	32	Multipurpose classroom
9	OceanFirst Varsity Club 303/304	30	Multipurpose classroom
10	Woods Theatre	35	Fitted to allow for writing/device use
11	Pollak Theatre	35	Fitted to allow for writing/device use
12	Boylan Gym South Court	30	Room plan is needed
13	Edison E201 Atrium	27	Tablet armchairs

\* The Great Hall Auditorium is planned to be divided into two classrooms with a temporary wall dividing the room. The need to decrease the noise between the two sections is being taken into consideration.

### Classrooms being configured for multipurpose classrooms

	ROOM	SEATS	ADDITIONAL INFORMATION
1	Bey Hall Young Auditorium	30	Multipurpose classroom
2	Pozycki Hall Room 115	35	Multipurpose classroom
3	Bey Hall Room 201 Turrell Boardroom	33	Tablet armchairs Could be 34 or 35 when final





**Additional smaller spaces that have been added to our available classrooms include**

	ROOM	SEATS	ADDITIONAL INFORMATION
1	Club Rooms 107 and 108 (open for one space)	18	Multipurpose classroom
2	Stafford Center Afflitto Conference Room	14	
3	McAllan Hall Room MH329	11	Human Performance Lab temporarily being removed
4	Great Hall Room 103 Enrollment Management Conf. Room	8	Needs 2 additional 6ft tables and chairs
5	Club Lounge	Varies	Will be used for small class if needed

### **Additional space - Outdoor Spaces**

**Examples include:**

**The Virginia A. Cory Community Garden** – The School of Social Work has expressed their desire to be able to teach outdoors as long as weather permits. (In the case of inclement weather, the class can be moved to a synchronous online learning environment.) Working with Vice President Swannack and Kara Sullivan.

**The large area on the side of McAllan Hall** – identified by the School of Social Work as a potential area for an outdoor classroom. Working with Vice President Swannack and Kara Sullivan.

**Example images of socially distanced classrooms:**



**Edison E241B – Original seats 30, socially distanced seats 14 (13 + 1 ADA)**





Howard Hall HH211 – Original seats 26, socially distanced seats 13

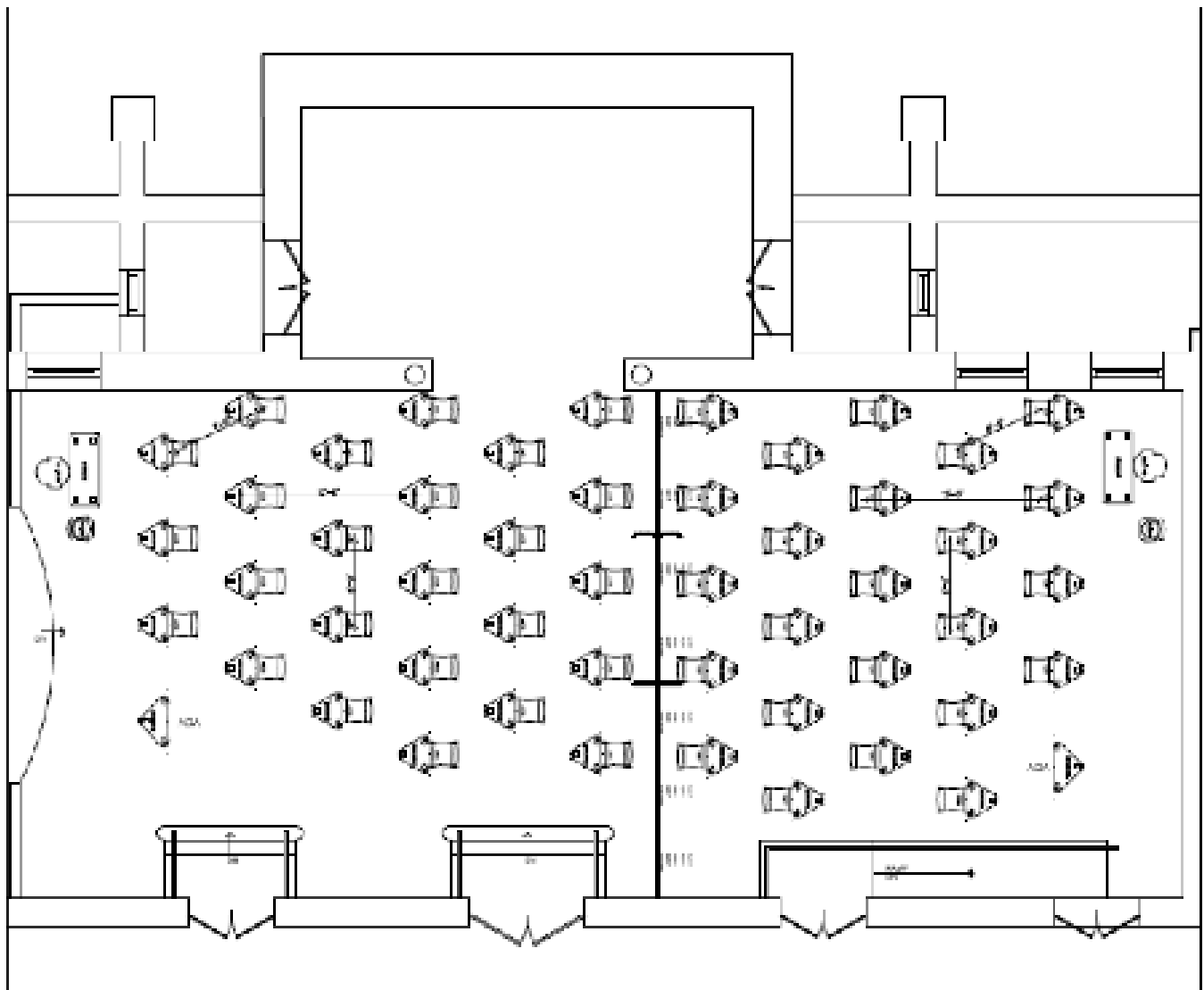


**Bey Hall Room 201, Turrell Boardroom**

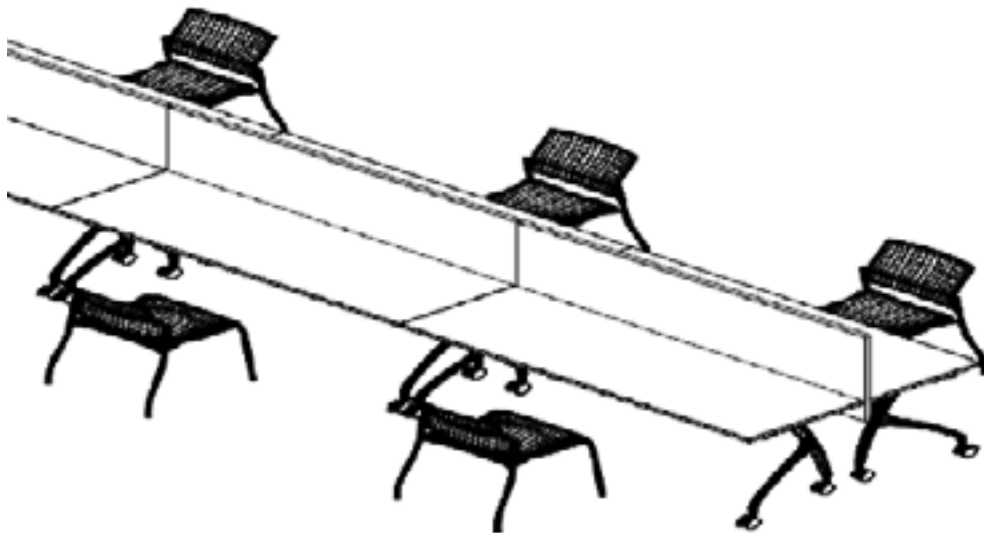
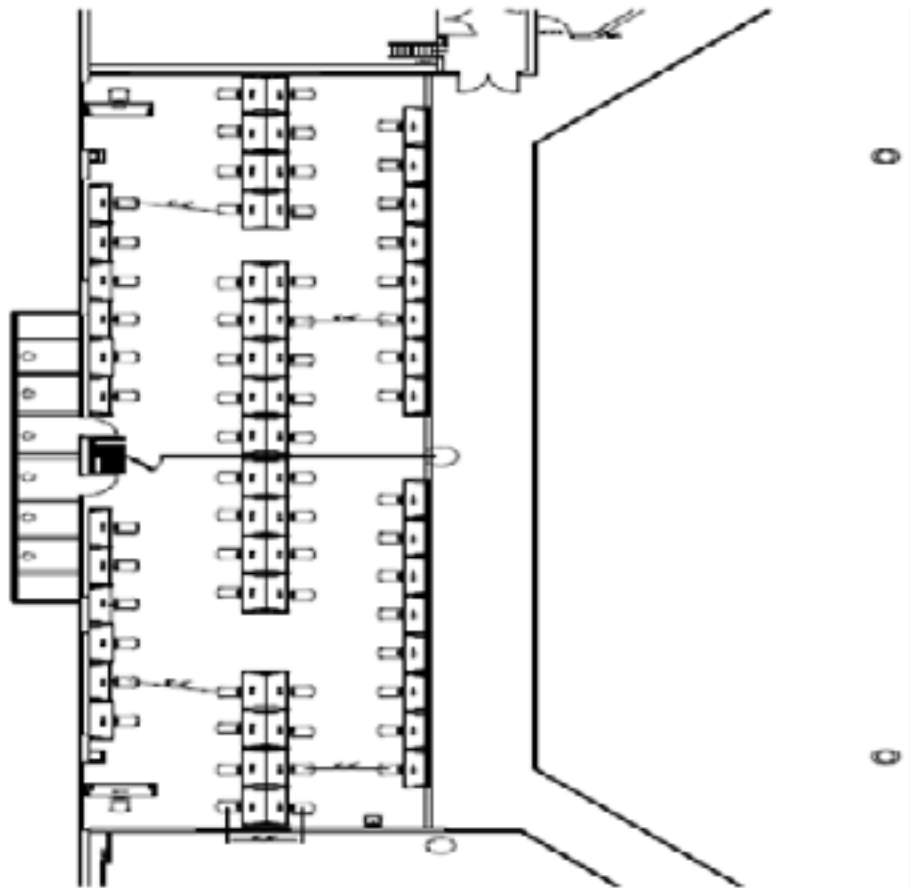
As of July 20, 2020, room is set for 33 seats. May be able to add one more for 34 seats.



New room layouts are tentative, not finalized

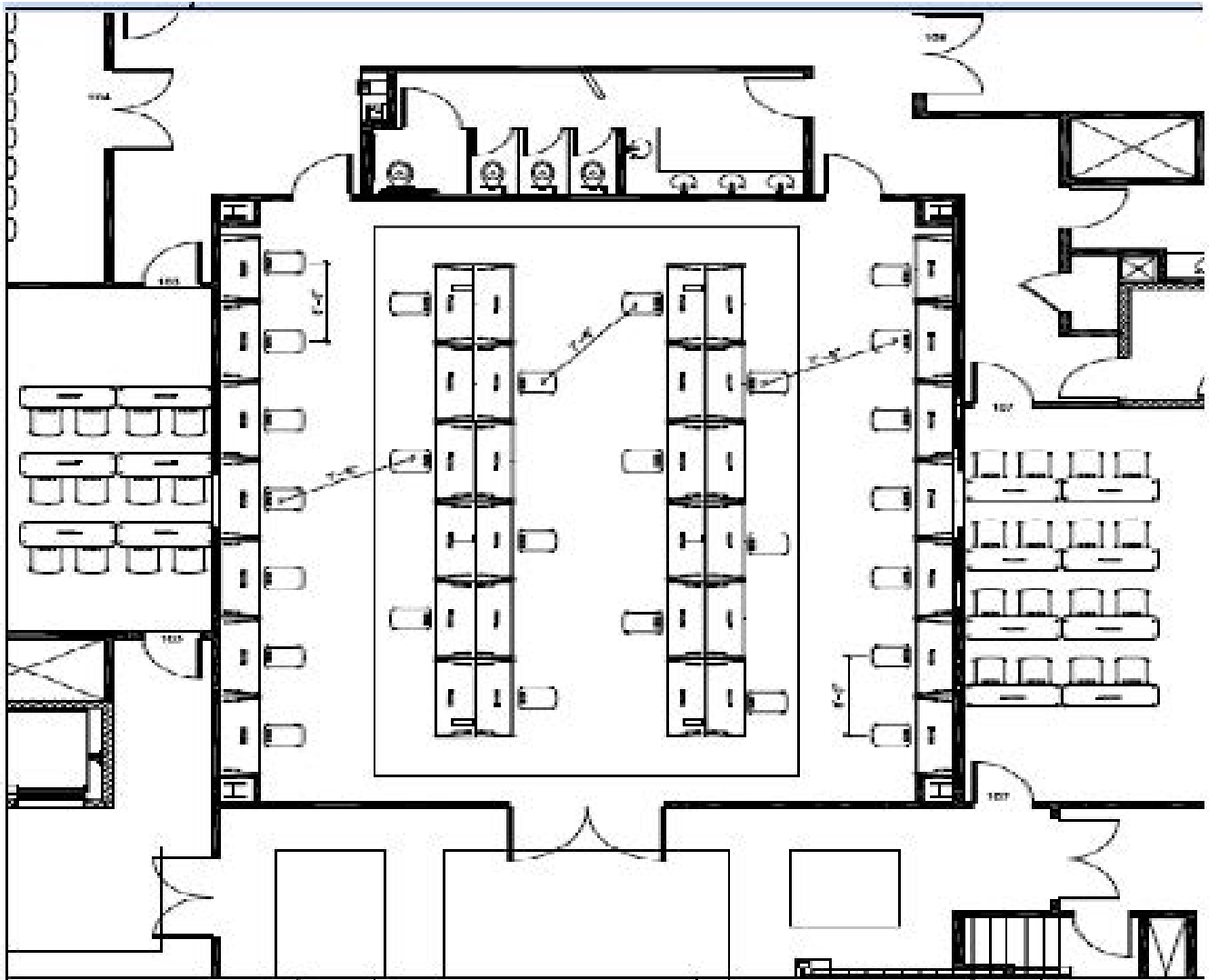


Great Hall Auditorium



OceanFirst Varsity Club Rooms





DiMattio Gallery

**Summary of 108 Classrooms with capacity of 10 or more students (includes rooms on the Main Campus and at the Graduate Center) Initial as of July 9, 2020 – REVISED July 20, 2020**

<b>SEAT COUNT</b>	<b># OF ROOMS</b>
35	5
33	1
32	1
30	4
27	1
26	2
25	4
24	1
23	3
21	3
20	14
19	3
18	3
17	1
16	9
15	5
14	9
13	7
12	17
11	9
10	6
Total Rooms 10+ Students	108



**List of Classroom Capacities by Largest to Smallest includes Building and Room Number  
As of July 20, 2020**

<b>BUILDING</b>	<b>CLASSROOM #</b>	<b>SOCIALLY DISTANCED SEATS</b>
Pozycki Hall	PZ 115	35
Woods Theatre	Woods Theatre WT 1	35
Student Center	Anacon B	35
Pollak Theatre	Pollak Theatre	35
Great Hall	Versailles	35
Bey Hall	Bey Hall 201 (Turrell Boardroom)	33
OceanFirst Center	Varsity Club 301+302	32
Bey Hall	Bey Hall AUD	30
OceanFirst Center	Varsity Club 303+304	30
Graduate Center	MP 224	30
Boylan Gym	Boylan South Court	30
Edison Hall	E201 Atrium	27
Rechnitz Hall	DiMattio Gallery	26
Great Hall	Great Hall Auditorium Front	26
Great Hall	Great Hall Auditorium Back	25
Art Buildings	A 606	25
Plangere Hall	JP 134	25
Graduate Center	MP 225	25
Plangere Hall	JP 234 12 PC if tablets for 12 seats in center then 24	24
Art Buildings	A 606	23
Great Hall	GH 310	23
Graduate Center	MP 139	23
Pozycki Hall	PZ 204	21
Pozycki Hall	PZ 205	21
Pozycki Hall	PZ 206	21
Magill Commons	Club Dining Room	20
Bey Hall	BH 128	20
Bey Hall	BH 129	20
Bey Hall	BH 130	20



Bey Hall	BH 132	20
Bey Hall	BH 133	20
McAllan Hall	MH 222	20
Plangere Hall	JP 236	20
Graduate Center	MP 140	20
Graduate Center	MP 141	20
Graduate Center	MP 143	20
Graduate Center	MP 146	20
Graduate Center	MP 198	20
Plangere Hall	JP 138	19
Bey Hall	BH 126	19 or 18
Bey Hall	BH 134	19 or 18
Magill Commons	Club 107/108	18
Rechnitz Hall	RH 107	18
Willow Hall	Willow Hall Classroom RH1	18
Howard Hall	HH 309	17
Edison Hall	E 243C	16
Edison Hall	E 243D	16
Edison Hall	E 240C	16
Bey Hall	BH 101 16 PC, plus 4 tablets then 20	16
Howard Hall	HH 135	16
Howard Hall	HH 139	16
Birch Hall	BIRC 119	16
Rechnitz Hall	RH 116	16
Library	L 033	16
Library	L 101	15
Edison Hall	E 241A	15
McAllan Hall	MH 328	15
Graduate Center	MP 144	15
Graduate Center	MP145	15
Student Center	Student Govt. Room*	15
Edison Hall	E 240A	14
Edison Hall	E 241B	14
Howard Hall	HH 308	14
McAllan Hall	MH 226	14
Plangere Hall	JP 135	14





Plangere Hall	JP 235	14
Great Hall Annex	GHA 010	14
Woods Theatre	WT 4	14
Student Center	Afflitto Conference Room	14
McAllan Hall	MH 227	13 or 14
Edison Hall	E 240B	13
Edison Hall	E 275	13
Howard Hall	HH 206	13
Howard Hall	HH 211	13
Student Center	Outlook*	13
Great Hall	GH 311	13
Graduate Center	MP 226	13
Bey Hall	BH 222	12
Bey Hall	BH 223	12
Bey Hall	BH 225	12
Bey Hall	BH 227	12
Bey Hall	BH 228	12
Bey Hall	BH 229	12
Bey Hall	BH 230	12
Bey Hall	BH 231	12
Howard Hall	HH 207	12
Howard Hall	HH 212	12
Howard Hall	HH 307	12
Library	L 206	12
Pozycki	PZ 207	12
Rechnitz Hall	RH 212	12
Rechnitz Hall	RH 216	12
Great Hall	GH 309	12
Woods Theatre	WT 2	12
Edison Hall	E 243A	11
Howard Hall	HH 109	11
Howard Hall	HH 305	11
Howard Hall	HH306	11
McAllan Hall	MH 120	11
McAllan Hall	MH 125	11
McAllan Hall	MH 329	11
Rechnitz Hall	RH 307	11
Graduate Center	MP 138	11
Edison Hall	E 243B	10



Howard Hall	HH 208	10
Howard Hall	HH 209	10
Rechnitz Hall	RH 305	10
Magill Commons	Club Lounge	10
Library	L 102	10
Howard Hall	HH 111	9
Rechnitz Hall	RH 219	9
Student Center	202A	9
Howard Hall	HH 342	8
Great Hall	GH 130 (sunroom)	8
Birch Hall	BIRC 118	7 or 8
Howard Hall	HH 205	7
Howard Hall	HH 316	7
Plangere Hall	JP 206	7
Graduate Center	MP 136	7
Edison Hall	E 365	6
Howard Hall	HH 310	6
McAllan Hall	MH 115	6
McAllan Hall	MH 215	6
McAllan Hall	MH 315	6
Rechnitz Hall	RH 115	6
Plangere Hall	JP 115	6
Student Center	CSS Tutoring & Writing	6
Edison Hall	E 119	5
Bey Hall	BH 215	5
McAllan Hall	MH 124	5
Plangere Hall	JP 222	5
Howard Hall	HH 216	4
McAllan Hall	MH 302	4
Great Hall Annex	WA 400	4
McAllan Hall	MP 126	4
Howard Hall	HH 132	3 or 4
Birch Hall	BIRC 115	3
Plangere Hall	JP 203	3
Pozycki Hall	PZ 214	3

\*Student Government Room and the Outlook Room were measured in case the rooms became available for general use due to the organizations doing their business virtually.





*WE ARE ALL IN THIS TOGETHER*

*MONMOUTH STUDENTS COVID-19 ORIENTATION*



# *We Are All in This Together*

**It is critical that students play a supporting role in adhering to the Covid-19 policies in place when classes resume this fall.**

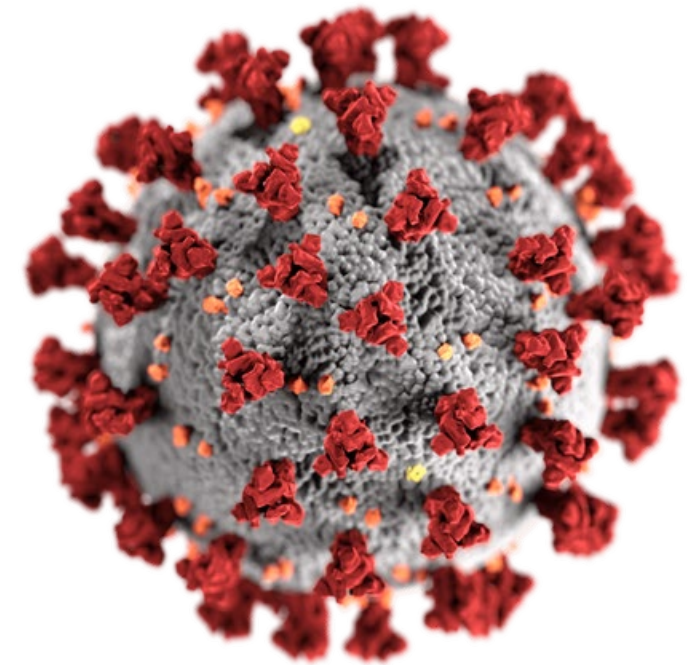
- It's understandable that students want to get back to the way things were before Covid-19. **We all do.** In order for that happen, **everyone**, will need to do their part to minimize risks and to slow the spread of the virus.
- We know that it may be difficult not having meetings, events, social gatherings the same way we did before the pandemic.
- It is important to remember that the pandemic has altered the way will work, learn and socialize with one another until a proven treatment or vaccine is discovered.
- Every student will need to play his, her, their role in limiting the spread of the virus when they are on campus, in their residence hall, living in an off campus rental or commuting from a home address.



**If everyone remembers that we are all in this together, then we will be a  
in better position to solve it together!**

# *Understanding Covid-19*

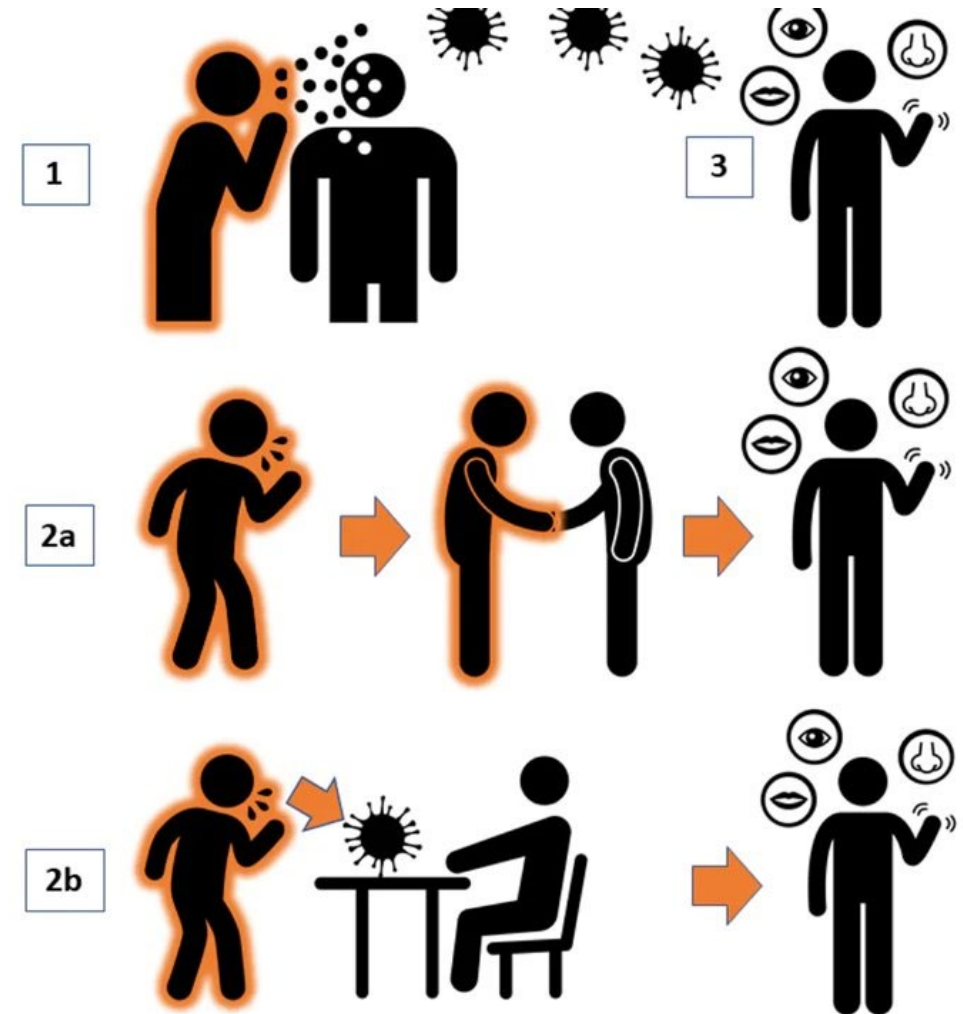
- There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses.
- Covid-19 is a new disease caused by a novel (or new) coronavirus that has not previously been seen in humans.
- The virus that causes COVID-19 has spread throughout the world.
- Coronavirus (COVID-19) is an illness caused by a virus that is spread from person to person.





# *How is COVID-19 Spread?*

- Covid-19 is thought to mainly spread through person-person contact:
  - People who are in close contact (within 6 feet) of one another.
  - Through respiratory droplets when an infected person,
    - coughs, sneezes, or talks. These droplets can land in the mouths and noses of people who are nearby and possibly be inhaled into the lungs.
- Some people without symptoms (asymptomatic) may be able to spread the virus without even realizing it.



# How to Protect Yourself & Others

The best ways to protect yourself against the Covid-19 virus include:

- Maintain good social distance (6 feet apart from others)
- Wash your hands often with soap and water for 20 seconds or more.
- Use a hand sanitizer with at least 60% alcohol when soap and water are not available.
- Routinely clean and disinfect frequently touched surfaces in your room, apartment or rental.
- **Always cover your mouth and nose with a mask or cloth face covering when around other people.**
- Keep your immune system boosted by getting plenty of rest, eating a nutritious balanced diet, and staying hydrated.
- Remember to avoid touching your eyes, nose and mouth with unwashed hands.



# *Wearing Face Coverings 101*

- The Centers for Disease Control (CDC) have repeatedly reminded citizens that the best way to prevent the spread of Covid-19 infection is through the active use of masks or face coverings.
- Put face covering on once you leave your home/room;
  - Wash your hands before putting on your face covering
  - Put it over your nose and mouth and secure it under your chin
  - Try to fit it snugly against the sides of your face
  - Make sure you can breathe easily
- Removing face covering once you are home;
  - Untie the strings behind your head or stretch the ear loops
  - Handle only by the ear loops or ties
  - Fold outside corners together
  - Be careful not to touch your eyes, nose, and mouth when removing and wash hand immediately after removing.

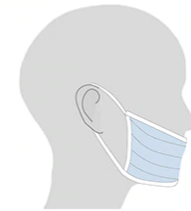
Coronavirus

## How To Properly Wear A Face Mask

Last updated: April 24

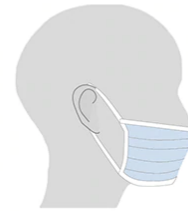


Always wash hands before and after wearing your mask and clean reusable masks after use. Avoid touching the mask at all times and only use the bands or ties to put on and remove.



**DON'T**

wear your mask  
below your nose



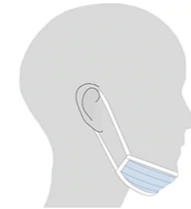
**DON'T**

wear your mask  
low on your nose



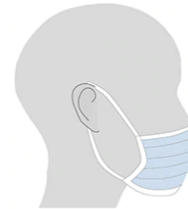
**DON'T**

leave your chin  
exposed



**DON'T**

wear your mask  
under your chin or  
temporarily remove  
it in public



**DON'T**

let your mask hang  
loosely with gaps  
around your face



**DO**

wear your mask up  
to the top of your nose  
and under your chin;  
snug and without gaps

Source: San Francisco Department of Public Health



# *Self-Monitoring of Symptoms*

- You will be required to self-monitor for symptoms of COVID-19 on a daily basis.
- Students, staff and faculty will utilize the **Symptom Tracker** tool found in the Health Portal.
- The Symptom Tracker will allow you to assess yourself for signs and symptoms of COVID-19 and then provide specific directives.
  - Symptom monitoring requires daily temperature taking, so have access to a thermometer.
- Notifications of clearance or directives to seek medical assistance will be provided and can be accessed via cell phone.
  - You may be asked to present this in order to gain entry to buildings or classrooms.



# *Regularly Washing Your Hands*

## Wash YOUR HANDS!



Hands  
that look  
clean can still  
have icky  
germs!



**1 Wet**



**2 Get  
Soap**



**3 Scrub**



**4 Rinse**



**5 Dry**



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# *Getting Tested*

- **When should you consider getting tested?**
  - If you answer positively to some of the symptoms in Symptom Tracker, you will be directed to speak with a healthcare provider about being tested.
  - If you have had direct contact with a lab-confirmed positive COVID-19 person.
  - Students in clinical majors as directed by their respective host facilities.
- Health Services will be conducting COVID-19 testing *by appointment* for symptomatic persons, direct contacts of known individuals with COVID-19 and students in clinical majors.
  - Test results in Health Services will take 1-3 days.
  - For COVID-19 testing outside of Health Services hours, students may utilize one of the many testing sites in and around our local community. To find a testing site near you consult: <https://covid19.nj.gov/pages/testing>.
- You will need to self-quarantine until you receive the test results.
  - Notify your professors about being in quarantine.
- If you **do not** have symptoms and **have not** had direct contact with a known COVID-19 positive person, your health insurance carrier may not cover the cost of COVID-19 testing which averages \$100/test.

*Students, staff and faculty can learn more about Covid-19 test options through the Monmouth University Health Services website: <https://www.monmouth.edu/health-services/>*

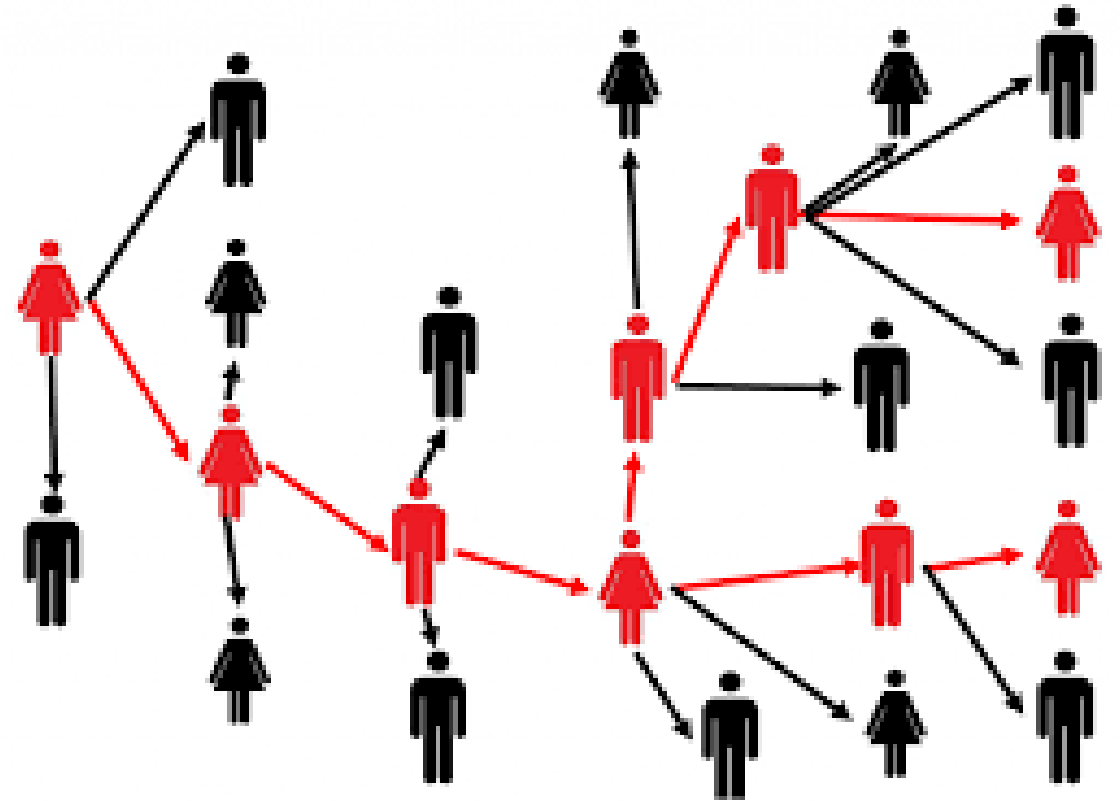
# *What to do if you test positive for COVID-19?*

- **Stay home and contact your healthcare provider!**
- Notify your professor that you are being placed in isolation for 14 days.
- If you live within 100 miles of campus, you should strongly consider going home for the duration of your isolation which is 14 days.
- If you are unable to go home, isolation accommodations will be made for you by contacting your Area Coordinator or the Office of Residential Life.
  - There will be a dedicated team of people working with you to provide safe housing, meals, healthcare and academic support.
- You should continue to monitor your symptoms on a daily basis.
  - Take your temperature twice a day
  - Take fever-reducing medication as needed
  - Drink lots of fluids and maintain nutrition even if you do not feel like eating.
  - Notify Health Services or your healthcare provider if there is a change in your symptoms.
  - Notify MUPD (732-571-4444) or if home, 911 if you suddenly develop difficulty breathing or feeling like you are about to collapse when standing.



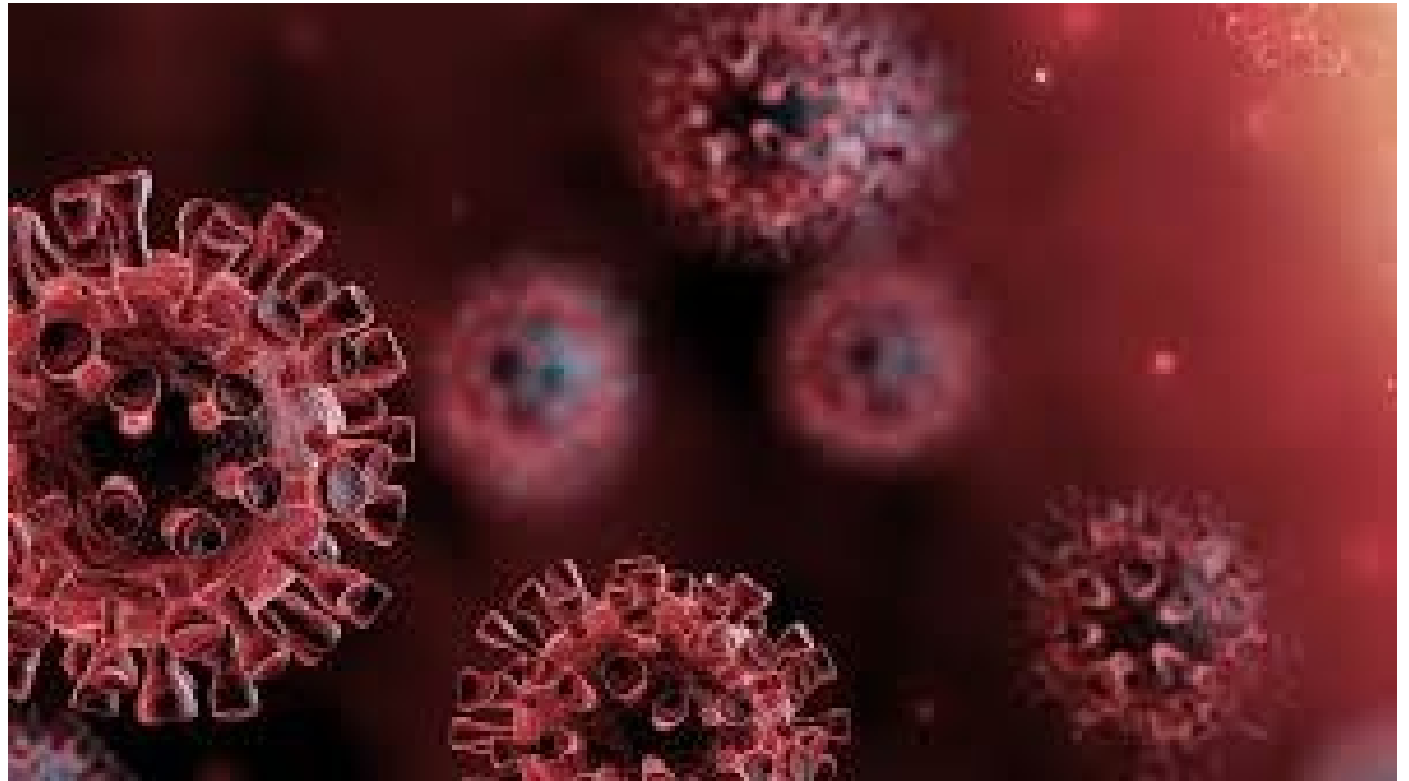
# Contact Tracing

- Assist with Contact Tracing efforts!
- What is a direct contact?
  - Someone you have had close, unmasked interaction with (within 6 feet for 10 minutes or longer).
  - This may be your roommate, housemates, teammates.
  - Someone you had physical contact with.
- Monmouth University Contact Tracers will be notifying via phone, email and/or text message campus-based persons identified as direct contacts.
  - Direct contacts should be COVID-19 tested.
- County public health officials will be conducting contact tracing on all direct contacts outside of the university.
  - Monmouth University is working in collaboration with Monmouth Regional Health Commission Number One on the contact tracing efforts.



# *Medical Clearance to Return if Tested Positive for Covid-19*

- Medical clearance requires:
  - Person to be fever-free for 72 hours without the use of fever reducing medication AND greatly reduced or resolution of symptoms AND at least 10 days have passed from date tested.
- Health Services to provide written medical clearance for students seeking to return to campus after testing positive.
  - If the student has been under the care of another healthcare provider, they will need to present documentation to Health Services for clearance.





# *What to Expect On Campus*

The following measures will be in place at Monmouth University until a proven treatment or vaccine is discovered to protect people from contracting the Covid-19 virus.

- Facilities Management will be conducting extra cleaning of frequently used surfaces, classrooms and bathrooms.
- Hand sanitizing stations and disinfectant wipes will be made available throughout campus and in classrooms.
- We request that everyone participate in wiping down surfaces after personal use as part of the overall community health and safety effort.
- In addition to it's own plans, the University will follow guidance from the CDC and the State of New Jersey in carrying out how many people may enter/exit buildings at a given time to include classrooms, dining operations, campus meetings/events, etc.
- All students, staff, faculty and guests **are required** to wear a mask or face covering when they enter any building or facility located on campus. There are no exceptions to this rule.
- Individuals who refuse/resist to wear a face mask/covering will be denied entry to all buildings and/or asked to leave the facility immediately. There are no exceptions to this rule.



# *Who To Contact If You Have Questions*

Monmouth University will be operating with limited staff and faculty on campus this fall.

Students will be able to contact Monmouth University offices and departments to address any of the academic, career, financial aid, health, involvement or other questions where they need assistance.

We also encourage students to review their campus email on a regular basis for any Covid-19 updates President Leahy will share with the community.