



Nazareth College of Rochester

Our Way Forward: Return to Campus Fall 2020

August 12, 2020

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July 10, 2020

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Background

Effective March 18, 2020 Nazareth College initiated a transition of its on-campus instruction to remote learning, a closing of the residence halls, and a shutdown of on-site operations, save a core set of essential functions. Within a few weeks, the College transitioned and expanded its COVID-19 Task Force, whose membership represents all areas of the College, into a Fall 2020 Planning Committee. The Committee was charged with developing plans to reintegrate the on-campus learning and living experience with enhanced safety and social distancing measures in place.

Specifically, the planning addressed instructional delivery and faculty professional development; health protections (including screening, testing, tracing, isolation, and personal protective equipment); reducing density in shared spaces; student engagement and wellness; and a process for a safe and phased return to work for employees.

Committee members met regularly, stayed informed of the latest information and guidance, sought input from multiple campus and community constituents (faculty, staff, students, trustees, alumni, families), consulted with state and local industry experts and health department officials, networked with area colleges, and worked collaboratively to develop operational plans for the fall.

This report outlines the College's return to campus plan which conforms with, and often extends beyond, all mandatory requirements of the NY Forward Reopening guidance for Higher Education as well as for Higher Education Research, Office-Based Work, Food Services, Public Transportation, Retail Business Activities, Religious and Funeral Services, and will comply with forthcoming Collegiate Athletics and additional Gyms/Fitness Centers guidance. In addition to this outline, detailed protocols have been developed to guide daily operational implementation.

The College's plan will be adapted, as needed, based on additional guidance and direction from federal, state, regional and local leadership, scientific research findings, the CDC, ACHA, and other agencies as applicable.

Our commitments to the Nazareth community moving forward include:

1. CARE: To protect the health and safety of the entire community, to create a safe environment for our students, faculty and staff while continuing our core institutional mission.
2. COMMUNICATION: To keep our community informed and updated through consistent communications and to listen and respond to questions.
3. A READINESS FOR CHANGE: To be flexible enough to adapt to a fluid and unpredictable set of factors due to the current public health crisis.

Nazareth's Plan: Action Items Completed and Conformance with NYS Checklist

I. Reopening Campus

Plans for restarting campus operations including student, faculty, and staff return.

Restarting in Phases: Nazareth College will restart on-campus operations on a phased timeline that will follow all public health protocols for reducing density, social distancing and PPE usage. Move-in days will be adjusted to reduce the number of individuals on campus and in one location at a given time. Beginning in mid-July, employees will be permitted to return to campus, adhering to all health and safety protocols and capacity and social distancing measures, to open classrooms, laboratories and residence halls to prepare for the beginning of the semester.

Capacity, Reducing Density and Social Distancing

Phasing and quantity of students, faculty and staff to return to campus, considering factors such as ability to maintain social distance in public spaces and residence halls, testing capabilities, Personal Protective Equipment (PPE) availability, quarantine and isolation capacity, local medical capacity, and availability of safe transportation.

General

- ✓ Adjusted academic calendar to begin fall semester mid-August and conclude on-campus instruction and final exams prior to Thanksgiving break.
- ✓ Suspended all study abroad programs.
- ✓ Eliminated all college-sponsored domestic and international travel for students, faculty and staff, with exception of some limited local civic engagement activities, internships and conference athletics (if permitted by NYS).
- ✓ Per NYS, post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas.
- ✓ Per NYS, limit gatherings in small spaces (e.g., elevators, supply rooms, faculty offices) to either one person, or no more than 50% maximum capacity.
- ✓ Limiting crossover in entrances, hallways, and common spaces by adjusting personnel workflow and physical structure as needed.
- ✓ Designated separate entrances and exits for each building; unidirectional flow in stairwells and when entering/exiting buildings, floor and gathering spaces; signage installed to reinforce. Closed underground tunnels.
- ✓ Per NYS, the Vice President for Finance and Administration will serve as the Campus Safety Monitor whose responsibilities include continuous compliance with all aspects of the higher education institution's reopening plan.
- ✓ Per NYS, keeping up to date on guidance issues by the State - Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executive-orders on a periodic basis or whenever notified of the availability of new guidance.
- ✓ Per NYS, the College's student code of conduct includes actions occurring off College property if they affect the security of the College community and if they demonstrate disregard for the rights of others or the discipline or general welfare of the College. Students may be sanctioned by the College for any conduct prohibited by any federal, state, or local laws, ordinances, and/or regulations and conduct that endangers the health or safety of any person. Nazareth's [COVID-19 health and safety guidelines](#) and [Nazareth Community Pledge](#) are part of required training for all students, faculty, and staff

Instructional Spaces

- ✓ Conducted comprehensive inventory of all instructional and potential academic spaces on campus.
- ✓ Developed alternative modes of delivery including hybrid and remote models.

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- ✓ Adjusted class locations and modes of delivery to reduce density inside classrooms, in buildings and at passing times.
- ✓ Repurposed large non-academic spaces for academic use to reduce density.
- ✓ Will utilize outdoor spaces whenever feasible.
- ✓ Ensured a six foot or more physical distancing in all classrooms, computer labs and other instructional venues; re-arranged/removed furniture and installed physical barriers as needed.

Residential, Dining, and Co-Curricular Spaces

- ✓ New student orientation to be conducted using a blend of virtual and family cohort model elements.
- ✓ Appointment based, phased student move-in over several days; up to two family members may accompany student.
- ✓ Plan to reopen residence halls with modifications to occupancy; utilize 'household' or 'family unit' model; limited triples or quads for new students.
- ✓ Decrease density in dining halls and retail by 50%. Increase capacity by converting additional spaces into dining areas.
- ✓ Ensured a six-foot or more physical distancing between tables in all dining areas; re-arranged/removed furniture and installed physical barriers as needed.
- ✓ Implement mobile ordering, to go options, eliminate self-serve, revamp layout to allow for social distancing.
- ✓ Installed physical barriers between individuals on service lines in food preparation and cafeteria services areas as needed.
- ✓ Continue offering virtual fitness classes. Fitness center may be re-opened in accordance with forthcoming NYS guidance. Plans include limiting the number of Fitness Center participants, spreading out equipment, adhering to enhanced cleaning protocols.
- ✓ Developed policy to pre-approve, register, screen and limit visitors to campus. Visitors will generally be restricted from accessing residential buildings and other campus facilities unless part of an official tour or other pre-approved activity (i.e. pre-registered guests of students). Will screen and maintain visitor log with contact information.

Work Spaces

- ✓ Implemented phased staffing return, alternative work arrangements, adjusted/flexible schedules and remote work.
- ✓ Transferred administrative, student service and academic support work to remote and/or online setting where appropriate and feasible.
- ✓ Instituted plans to ensure occupancy of less than 50% as required in all office spaces and maintain 6 feet distancing practice when there is no physical barrier between individuals.
- ✓ Reconfigured workspaces to ensure six feet or more physical distancing, installed physical barriers as needed.
- ✓ Create online options for traditional walk-up window services.
- ✓ Use protected window strategy/installed barriers for students, faculty and staff needing assistance from administrative and service offices.
- ✓ Established policies to limit group gatherings and face to face interactions; encourage continued technology use (e.g., Zoom). Essential in-person gatherings (e.g. meetings) will conform to all gathering restrictions and be held in open, well-ventilated spaces with appropriate social distancing among participants.

Other Capacity-Related Considerations

- ✓ Assessed testing capabilities
- ✓ Acquired PPE and developed universal face covering policy
- ✓ Identified quarantine and isolation capacity
- ✓ Confirmed sufficient local medical capacity

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- ✓ Confirmed availability of safe transportation
- ✓ Per NYS, will limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.
- ✓ Per NYS, will maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so. The Director of Campus Operations will be responsible for maintaining the log.
- ✓ Per NYS, established designated areas for pick-ups and deliveries, limiting contact to the extent possible.

Personal Protective Equipment (PPE)

Develop plans for obtaining and providing acceptable face coverings to all employees of the institution.

Determine if the institution will be providing face coverings or other PPE to students. Develop requirements about what PPE is required where and when for employees, students, and other individuals on campus, in accordance with state and local public health laws, regulations, and policies.

- ✓ Conducted inventory of personal protective equipment (PPE) needs across health and counseling, health and human services clinics, athletic training, campus safety and others (note: facilities staff managed through contracted services provider; confirmed adequate PPE supplies inventory); procured PPE supplies for fall semester.
- ✓ Per NYS mandate, obtained and will provide face coverings (masks) at no-cost to the employee for all faculty, staff, and student employees; will also provide covering for all non-employee students and approved visitors. Will maintain an adequate supply of coverings for replacement.
- ✓ Instituted universal face covering policy for all students, faculty, staff and visitors to wear face coverings at all times when in the presence of others, except in their residence hall room or private office area.
- ✓ Required Return to Campus educational program for all faculty, staff and students includes PPE donning and doffing instruction and assessment for each individual depending on type of PPE. Signage and collateral materials to emphasize that all PPE must be worn properly and correctly by all individuals when and where such use is deemed necessary, proper hand and respiratory hygiene after gloves or facial coverings are removed and include necessary hand hygiene instruction and materials.

Testing

Plan for screening and diagnostic testing students and faculty for SARS-CoV-2 upon return, especially any individuals with recent international or long-distance travel, particularly from areas with widespread community transmission of the virus. Plans should indicate if individuals will be tested, who will be tested, the frequency of testing, the method of testing, notification of test results, and the process for those arriving to campus untested. Plans may determine whether to quarantine students upon arrival until they receive testing and a negative test result.

- ✓ Based on updated guidance from the Centers for Disease Control (CDC), American College Health Association (ACHA) and the Center for Infectious Disease Research and Policy (CIDRAP), and in coordination with local public health officials, the College will not require diagnostic testing of students and faculty upon return to campus.
- ✓ Based on the Tri-State COVID-19 Travel Advisory issued June 24, 2020 students who travel to campus from one of the identified states with high community spread will be required to self-quarantine for 14 days prior to in-person participation in any on campus activities (classes, dining, etc.). The College will comply with any updates or changes to this order as well as new directives that may be issued and will work with impacted students to develop a plan.
- ✓ Designated limited points of entry to campus and constructed welcome stations to control access and confirm results of daily health screening.

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- ✓ Per NYS, the College will utilize its internally developed screening app and implement a mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors – daily screening will also be required of all students living on or coming to campus -- asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Individuals must immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of work hours.
- ✓ Any individual who screens positive for COVID-19 exposure or symptoms will be immediately sent home, to their residence, or to the designated quarantine or isolation location with instructions or arrangement for health assessment and testing.
- ✓ Responsible Parties will immediately notify the state and local health departments about the case if test results are positive for COVID-19.
- ✓ Assessment responses will be reviewed every day (by Campus Operations for visitors, Health and Counseling for students and Human Resources for employees) and those offices will document their review and refer for testing as appropriate.

Residential Living

Include protocols for capacity limits, enhanced cleaning and disinfection, appropriate social distancing, use of acceptable face coverings in common areas, restrictions on non-essential gatherings and activities, limited access by students to other residential facilities (e.g. dormitories), restrictions of visitors, special housing considerations for students who are immunocompromised or who have an underlying health condition, separate living spaces for persons undergoing isolation or quarantine, and a modified set of rules for students to follow.

- ✓ Utilizing family unit/neighborhood model, residence halls available to students will be able to use all physical distancing best practices in all designated areas.
- ✓ Developed housing policies that underscore the health and safety of our students.
- ✓ Established appointment based, staggered move-in schedule for new and returning students.
- ✓ Residence hall space on campus or an alternate off campus location will be maintained for students who develop influenza like syndromes or COVID-19 related symptoms, require isolation and/or quarantine for medical reasons while they continue their studies, as possible, via remote means (see Containment section for more information).
- ✓ Policy developed to maintain physical distancing in all food service and campus dining facilities. Efforts to increase “take-out” services and spaced dining as well as responsibilities for surface cleansing and waste disposal will be addressed.
- ✓ Increased surface and facility cleaning in all common areas and residential facilities will be done with approved equipment and materials by students, resident advisors and/or the environmental services personnel who are specifically trained and protected.
- ✓ Designated PPE and appropriate training in proper use will be required of all residential life staff working in campus housing facilities.
- ✓ Daily health screening using the college-developed, web-based screening questionnaire. Any student screening positive or who develops symptoms will immediately self-isolate and contact Health & Counseling. The residential life staff can facilitate this contact when needed.

Operational Activity

Determine how classes, shared spaces, and activities may be adapted in various phases of return and operations (e.g., identify which classes will offer alternate approaches such as A/B schedules or remote instruction; appointment-only use of shared spaces, limiting number of individuals participating in in-person activities at any given time).

- ✓ Surveyed faculty preferred teaching methods for fall, balancing health and safety, pedagogy and the student experience, and reworked course schedule to offer a mix of in-person, hybrid and virtual classes.

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- ✓ Developed robust professional development to support remote instructional delivery.
- ✓ Academic spaces were reassigned, non-academic spaces were converted to academic spaces and class schedules adjusted to account for social distancing and capacity restrictions.
- ✓ Virtual participation strategies utilized for many instructional, co-curricular, extracurricular, administrative and employment related activities.
- ✓ Capacity limits (50%) posted; in-person gatherings will adhere to established protocols and be monitored.
- ✓ Outside venues, including tents, will be utilized for instruction and other activities.

Restart Operations

Implement plans to safely reopen buildings such as cleaning and disinfection, and restarting ventilation, water systems, and other key facility components, as applicable.

- ✓ EVS staff will implement campus cleaning and facilities restart regimen prior to staff, faculty and students returning to campus.
- ✓ Maximized makeup of fresh air in all facilities to exhaust room air and deliver clean air in concert with appropriate filtering (HEPA) or sterilization measures.
- ✓ Convert positive pressure to negative pressure HVAC systems, particularly in areas where aerosol is present. Increased air flow and open windows if/when negative pressure is not present. If fans are used in the facility, ensure fans blow clean air toward individuals' breathing zone.
- ✓ Increased air flow exchange rates in buildings bringing clean outside air into the building whenever possible.
- ✓ Implemented non-touch controls on door handles, faucets, elevators, carts, whenever feasible.

Extracurriculars

Institute policies regarding extracurricular programs and which activities will be allowed, considering social distancing and risk of COVID-19 transmission.

- ✓ Require student participation in an online educational seminar prior to the start of the fall semester, designed to inform students about the expected and required health behaviors.
- ✓ Formed student engagement steering committee that includes student representation, to share resources, align and cross-promote programming, and identify gaps.
- ✓ Redesigned new student orientation program in hybrid format with emphasis on shared responsibility for health and safety.
- ✓ Developed robust student leader training programs. Instituted student public health ambassador role.
- ✓ All college-sponsored events and activities will accommodate remote participation when activity is otherwise happening face-to-face.
- ✓ All student organization sponsored events and programs must be pre-approved at the Vice President/or designated senior officer level.
- ✓ Student organizations will conduct organizational business online, leveraging technology.
- ✓ Student organization fundraisers distributing food are not permitted (e.g. bake sales, selling franchise food items).
- ✓ Fundraisers should leverage electronic money exchange instead of collecting physical currency.
- ✓ Student organization gatherings must follow capacity limitations and adequate physical distancing for on campus meetings.
- ✓ Subject to NYS guidance, campus recreation and fitness centers may reopen in accordance with forthcoming NYS guidance.
- ✓ Fitness classes will continue to be held virtually.

Vulnerable Populations

Consider vulnerable populations on campus and individuals who may not feel comfortable returning, to allow them to safely participate in educational activities and accommodate their specific circumstances.

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- ✓ Implemented methodology to identify and support high risk “vulnerable” students, faculty and staff and maintain remote work and learning opportunities to enhance their safety during return to campus/fall and possibly beyond.
- ✓ Developed protocols to ensure students and faculty work closely with accessibility services staff or other appropriate offices to manage specific accommodations related to on campus or remote teaching and learning. Utilizing early alert system to coordinate communication and ensure student accommodations are being implemented.
- ✓ Faculty will receive training on best practices for ensuring accessibility in online and hybrid courses.
- ✓ Institute flexible employee campus sick leave policies.
- ✓ Absences from class because of COVID-19 illness, quarantine, or self-isolation will be excused, and the student will be permitted to make up the work without academic penalty.
- ✓ Modify student LOA policies and procedures; communicate financial aid implications.
- ✓ Provide the necessary academic, health and wellness, mental health and social and emotional supports to all members of the college community in an inclusive and culturally competent manner.

Hygiene, Cleaning and Disinfection

Establish campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, dining halls and other facilities. Promote hand and respiratory hygiene among all individuals on campus.

- ✓ Per NYS, will adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time and scope of cleaning, overseen by the Director of Facilities Planning & Administration.
- ✓ Per NYS, will provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- ✓ Per NYS, will conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas (see EVS COVID-19 Reopening Plan).
- ✓ Per NYS, posted signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- ✓ Developed standard operating procedures (SOPs) for enhanced cleaning and disinfection of common contact areas.
- ✓ Will frequently assess the stock of personal protective equipment (PPE), cleaning supplies, sanitizers, and disinfectants and maintain a sufficient reserve stock.
- ✓ Provided updated training for those providing environmental services (through contract service provider), public safety and other “first responders” servicing the campus.
- ✓ Identified common high-touch surfaces and developed a checklist to ensure frequent (5-10x) sanitization throughout each day.
- ✓ Identified common shared technology and equipment (i.e., computer labs). Developed procedures to sanitize between users.
- ✓ Developed procedures to sanitize workstations between users.
- ✓ Developed procedures requiring students and faculty to sanitize their personal space at the onset and conclusion of every class.
- ✓ Developed process and route for routine deep cleaning of common areas, either daily/nightly or, at minimum, weekly in a systematic fashion.
- ✓ Installed hand sanitizer dispensers at each building entrance and in high traffic transition areas.
- ✓ Created hallway and classroom sanitation stations to supplement EVS cleaning protocols.
- ✓ Installed no-touch handles, knobs, faucets, receptacles, when possible.

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II. Monitoring

Policies to track health conditions on campus.

Nazareth College has instituted a wide range of health and safety measures, consistent with [CDC guidelines for higher education institutions](#). The College will require all faculty, staff and students to conduct a screening protocol every day before arriving to campus or before leaving their residence hall. Visitors will also be screened and asked about fever, signs or symptoms of COVID-19 and recent possible exposure. Based on responses, they will either receive approval to engage in on-campus activities or be instructed not to attend work, class, or on-campus activities with directions regarding next steps. The College has developed agreed-upon guidance for testing, reporting, and tracing with the Monroe County Health Department. Face coverings will be required by all students, employees, and visitors when in the presence of others. The College will provide adequate supplies of hand soap, disinfectant solution and hand sanitizer and will implement enhanced cleaning and sanitation of high-touch surfaces, classrooms, offices, bathrooms and residence halls.

Screening

Develop plans for regular health screening of employees, students, and visitors.

- ✓ Per NYS, the College will utilize its internally developed screening app and implement a mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors – daily screening will also be required of all students living on or coming to campus -- asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Individuals must immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of work hours.
- ✓ Any individual who screens positive for COVID-19 exposure or symptoms will be immediately sent home, to their residence, or to the designated quarantine or isolation location with instructions or arrangement for health assessment and testing.
- ✓ Responsible Parties will immediately notify the state and local health departments about the case if test results are positive for COVID-19.
- ✓ Assessment responses will be reviewed every day (by Campus Operations for visitors, Health and Counseling for students and Human Resources for employees) and those offices will document their review and refer for testing as appropriate.

Testing

Responsibility - Identify who is responsible for purchasing and administering testing, as well as notification of test results; plans should offer contingencies for continual screening of symptoms and temperature checks without testing, if needed.

Frequency and Protocols - Determine testing frequency and process which may include plans to test for cause (e.g. symptomatic individuals, close or proximate contacts, international travel), plans to test for surveillance to proactively monitor for symptoms of influenza-like illness, as well as protocols around group testing.

- ✓ The Director of Health and Counseling Services is the designated responsible party for testing.
- ✓ Symptomatic students will be referred for testing or will be tested on campus with all necessary privacy and safety protocols in place. Symptomatic faculty and staff will be referred for testing. Follow-up is required prior to access to campus facilities other than campus quarantine/isolation residential facilities.
- ✓ If a student is suspected to have, or have been exposed to, COVID-19, quarantine measures will be initiated. Referrals to telehealth and traditional medical care will be made as needed.

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- ✓ The College will encourage all students, faculty and staff who reside or work on campus be immunized for influenza and has scheduled on campus flu clinics this fall.

Early Warning Signs

Define metrics that will serve as early warning signs that positive cases may be increasing beyond an acceptable level; define method(s) to monitor against such metrics.

- ✓ Monitor campus metrics including:
 - Adherence to daily screening protocol and reporting of symptoms or possible exposure.
 - Number/increase of students, faculty and staff observing quarantine protocol.
 - Level/frequency of testing across faculty, staff and students.
 - Number/increase in positive cases.
- ✓ Monitor regional metrics including hospital capacity, ICU capacity, number of cases, rate of community transmission and percent positives.
- ✓ Resources include [NYS Early Warning Dashboard](#) and [Monroe County Statistics](#)

Tracing

Consider plans for contact tracing in close coordination with state and local health departments using the protocols, training, and tools provided through the [New York State Contact Tracing Program](#) – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies.

- ✓ The College is working with the Monroe County Health Department and will support the agency, as needed, to implement robust processes to trace and contact relevant parties who may have been exposed to quickly mitigate potential spread of COVID-19. College staff have participated in the Johns Hopkins COVID-19 Contact Tracing program.
- ✓ Work with families and local authorities to take appropriate steps to prevent, diagnose and if necessary, quarantine/isolate or refer for treatment.

III. Containment

How to respond to positive or suspected cases as well as preventative policies and practices.

Nazareth College has developed a robust, multi-layered approach to educating and informing all campus constituents about the importance of good hand and respiratory hygiene practices, adherence to the universal mask policy, maintaining social distance and the importance of daily self-monitoring. The College maintains, and will regularly and vigorously reinforce, our shared responsibility for promoting the health and safety of all members of our community.

Isolation

Identify how to isolate symptomatic individuals, both residential and non-residential (as applicable). Plans must specifically identify where individuals will be residing (e.g. residence halls, hotels, home) throughout the duration of their isolation, as well as the support system that will be provided including food, medicine, psychosocial, academic and/or other support, as needed.

- ✓ Symptomatic individuals will be tested and will quarantine until cleared to come back to campus or resume on campus activities.
- ✓ Individuals who test positive will be required to isolate.
- ✓ Non-residential students and all faculty and staff are to isolate at home. College officials will maintain regular contact and provide academic, physical and emotional supports as needed.

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- ✓ Residential students may choose to go home or will isolate in the College's Guest House. Health and Counseling and Residential Life staff will maintain regular contact and provide academic, physical and emotional supports as needed.
- ✓ Developed a return to campus policy in coordination with local public health department for all exposed, recovering individuals, those returning from caring for an infected individual and those returning to the community from international and high-risk domestic locations.
- ✓ Per NYS, if an employee or student tests positive for COVID-19, Human Resources or Health and Counseling will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- ✓ All who test positive, and are symptomatic, must isolate for 10 days from symptom onset (or from test date, if no symptoms), and until they've had 24 hours with no fever without using fever-reducing medication, and their symptoms (if any) have improved, per [CDC isolation guidance](#).
- ✓ All who test positive, and are asymptomatic, must isolate for 10 days from a positive test (subject to change - will comply with current guidance) before returning to campus common areas (class, library, cafeteria, etc.). For those who have had close or proximate contact (within six feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the person was isolated — subject to updates based on current public health guidance) with a person with COVID-19, they must self-quarantine for 14 days, and self-monitor for symptoms.

Quarantine

Identify how exposed individuals (residential and non-residential) will be quarantined away from others, including the support system that will be provided including food, medicine, psychosocial, academic and/or other support, as needed.

- ✓ Per NYS COVID-19 Travel Advisory (6/24/20), community members coming to campus from identified states/areas must self-quarantine for 14 days.
- ✓ Exposed or symptomatic individuals awaiting test results will quarantine until cleared to come back to campus or resume on campus activities.
- ✓ Non-residential students and all faculty and staff are to quarantine at home. College officials will maintain regular contact and provide academic, physical and emotional supports as needed.
- ✓ Residential students may choose to go home or will quarantine in their residence hall (students living in suites or apartments) or in the off-campus hotel (students living in corridor style residence halls). Health and Counseling and Residential Life staff will maintain regular contact and provide academic, physical and emotional supports as needed.
- ✓ Developed a return to campus policy in coordination with local public health department for all exposed, recovering individuals, those returning from caring for an infected individual and those returning to the community from international and high-risk domestic locations.

Confirmed or Suspected Cases

Residential institutions need to include plans to monitor and provide medical care and other health services to students who test positive and are in isolation, need more advanced medical care, or who are awaiting test results.

(see above – Isolation and Quarantine sections)

Hygiene, Cleaning and Disinfection

Implement strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas.

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- ✓ In the event a student, faculty or staff tests positive for COVID-19 or is exposed to a positive individual, will implement SOP for cleaning and disinfecting of impacted areas (e.g., classrooms, labs, library, cafeteria, washrooms, study areas, etc.).

Communications

Develop plans to share protocols and safety measures taken by the institution.

- ✓ Per NYS, the College has an established communication plan for employees, visitors, and customers with a consistent means to provide updated information and will provide frequent updates from leadership to students, faculty and staff, alumni and community partners using multiple communication modalities (social media, e-mail, video, virtual town halls, open letters, FAQ's etc.).
- ✓ The College developed a comprehensive COVID-19 health promotion and communications effort that includes a dedicated web site, physical and digital signage, social media posts and badges, and regular campus notifications, all designed to encourage healthy behaviors while on campus and support proactive prevention and transmission of the virus.
- ✓ Signage is posted throughout campus directing risk-minimizing behavior for students, faculty and staff including:
 - Hand-washing and surface sanitizing procedures
 - Hand and respiratory hygiene practices
 - COVID-19 symptoms and how to stop the spread
 - Screening & testing access, process and requirements
 - Safe social distancing practices
- ✓ Safety ambassadors guide best practices and redirect students, faculty and staff who fail to comply. Students, faculty and staff who are unable or unwilling to comply with the implemented guidelines will be advised to refrain from all presence on campus. If they choose to violate policy, they will be referred to the appropriate office.
- ✓ All student, faculty and staff "Code of Conduct" policies and procedures as well as community/state level requirements will apply and should provide guidance in event of intentional noncompliance.

IV. Shutdown

Contingency plans for decreasing on-campus activities and operations and/or closing the campus.

Nazareth College will actively monitor early warning signs and work in close partnership with the Monroe County Health Department and local health partners to assess the need to adjust strategies, curtail or suspend on-campus instruction or work.

Operational Activity

Which operations will be decreased, scaled back, ramped down, or shutdown and which operations will be conducted remotely; include process to conduct orderly shutdown which may include phasing, milestones, and involvement of key personnel.

- ✓ Created and implemented a comprehensive plan for faculty professional development to be able to switch modalities and continue to deliver high quality and culturally-responsive educational experiences in the event of a need to pivot to fully-remote instruction.
- ✓ Plan to rapidly move to remote work for all but essential personnel: campus safety, residential staff (as needed), back office operations and facilities (minimal crew).
- ✓ Improved information technology infrastructure and reviewed licensing agreements to ensure robust, dependable hardware and software resources available for effective instructional and administrative use.
- ✓ Developed plans to operate with reduced instructional faculty and staff workforce if necessary.

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- ✓ Cross-trained employees to perform essential functions to maintain campus safety and a full set of instructional operations.

Move-out

Plans for how students would safely depart campus. Institutions should consider policies for students who may not be able to depart campus quickly (e.g. international students).

- ✓ Apply methodology and learnings from spring move-out including staged, but rapid, move out and process for students to apply to stay on campus for a short or longer time period (international, housing insecurity, unsafe living environment, etc.). May need to expand to include students in clinical placements. Faculty and staff may be willing to house international or displaced students.
- ✓ Continue same, or more stringent, social distancing measures and health and safety protocols, as warranted.
- ✓ Support basic needs for residential students including take out dining and facilities support.
- ✓ Adjust academic policies: pass/fail, later withdrawal deadlines, other.
- ✓ Provide supports for students who have struggled/will struggle with remote learning.

Communication

Develop comprehensive plans to communicate internally and externally throughout the process.

- ✓ Communications Protocol developed specifically for campus response to COVID-19
- ✓ Plan includes process for determining when proactive communications are needed by category, identifies appropriate channels based on audience and message, content owners and the best process for quickly shifting and updating information.
- ✓ Includes feedback mechanisms for internal and external stakeholders and opportunities to submit questions.
- ✓ Protocol endorsed by key stakeholders, communicated widely and followed closely.

Nazareth’s Plan: Meeting and Exceeding Requirements

Per the Reopening New York Higher Education Guidelines, below is a summary of Nazareth College’s activities to meet and exceed the mandatory elements and recommended best practices.

Physical Distancing

Mandatory	Recommended Best Practices	Above and Beyond
<p>Any time individuals come within 6 ft. of another person who does not reside in the same residence (i.e., roommate), acceptable face coverings must be worn. This provision should not be construed to require physical distancing among roommates or to require face coverings be worn while inside an individual’s residence. Nazareth: Face Covering Policy</p> <p>In consultation with the local health department, identify where students who are exposed to, or infected with, COVID-19 will be residing and how daily needs (e.g. food, medication) will be met if it becomes necessary to have a period of quarantine or isolation. Nazareth: Quarantine and Isolation Protocols</p> <p>Reference relevant industry-specific guidelines provided by the Department of Health – and available on the New York Forward website – for operations of dining halls, research, office workspaces, gyms, transportation, retail stores, and other activities, as applicable. Nazareth: Ongoing</p>	<p>Ensure that a distance of at least 6 ft. is maintained among individuals while on campus, inclusive of employees and students, to the extent possible and when seated in a classroom setting or meeting, unless safety or the core activity (e.g. moving equipment) requires a shorter distance or individuals are of the same residence. Nazareth: Reducing Density and Social Distancing Measures</p> <p>Modify or reconfigure spaces and/or restrict the use of classrooms and other places where students and employees congregate, so that individuals are at least 6 ft. apart in all directions (e.g. side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfection between use. Nazareth: Reducing Density and Social Distancing Measures</p> <p>Consider a mix of traditional in-person and remote classes depending on student needs (e.g. vulnerable populations), technological capabilities, and/or immediately following historically high-travel periods (e.g. limiting in-person classes during holiday travel periods), among other measures to reduce in-person congregation. Nazareth: Reducing Density and Social Distancing Measures</p> <p>When COVID-19 cases develop, consider restricting social contact and mobility across campus, particularly in affected areas. Nazareth: Reducing Density and Social Distancing Measures</p> <p>Reduce bi-directional foot traffic using tape or signs with arrows in hallways or spaces throughout campus. Mark 6 ft. distance circles around desks, workstations, and common areas where gathering is likely to occur (e.g. libraries, study centers, lawns). Nazareth: Reducing Density and Social Distancing Measures</p> <p>Determine which on-campus facilities (e.g. libraries, study lounges, recreational facilities) will be closed to the general public (i.e., not students and employees) or</p>	<p>Nazareth requires face coverings be worn when in the presence of others, including in the classroom, even when social distancing.</p> <p>Nazareth will assemble temporary outside structures (i.e., tents) for instructional and extra-curricular use.</p>

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	<p>offer limited, specific hours to members of the general public.</p> <p>Nazareth: Visitors Policy</p> <p>Limit visitors to “invited guests” only, who are expected to abide by all building/campus protocols, and require student/institutional IDs to enter on-campus buildings.</p> <p>Nazareth: Visitors Policy</p>	
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Protective Equipment

Mandatory	Recommended Best Practices	Above and Beyond
<p>Any time individuals come within 6 ft. of another person who does not reside in the same residence (e.g. roommate), acceptable face coverings must be worn.</p> <p>Nazareth: Face Covering Policy</p> <p>Advise employees, students, and visitors that they are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain, such as riding in elevators, entering/exiting classrooms or student centers, and traveling around the campus.</p> <p>Nazareth: Face Covering Policy</p> <p>Provide face coverings to employees who directly interact with students or members of the public while at work, at no cost to the employee.</p> <p>Nazareth: Face Covering Policy</p> <p>Train employees on how to adequately put on, take off, clean (as applicable), and discard PPE. See CDC guidance for additional information.</p> <p>Nazareth: PPE Guidelines and Protocols</p>	<p>Put in place plans to limit the sharing of objects, such as laptops, notebooks, touchscreens, and writing utensils, as well as the touching of shared surfaces, such as conference tables.</p> <p>Nazareth: Safety Protocols</p>	<p>Nazareth will provide face coverings for all students as well as for all faculty and staff employees.</p> <p>Nazareth will make face shields available for faculty.</p> <p>Nazareth partnered with regional colleges to jointly source and purchase personal protective equipment.</p>

Hygiene, Cleaning and Disinfection

Mandatory	Recommended Best Practices	Above and Beyond
<p>Adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain logs that include the date, time, and scope of cleaning and disinfection. Identify cleaning and disinfection frequency for each facility type and assign responsibility.</p> <p>Nazareth: EVS Facilities Guidelines</p> <p>Provide and maintain hand hygiene stations throughout the institution, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.</p> <p>Nazareth: Hygiene Guidelines and Protocols</p> <p>Conduct regular cleaning and disinfection</p>	<p>Make hand sanitizer available throughout common areas and use touch-free dispensers where possible.</p> <p>Nazareth: Environmental Health & Safety Measures</p> <p>Place receptacles around the institution for disposal of soiled items, including PPE.</p> <p>Nazareth: Environmental Health & Safety Measures</p> <p>Provide disposable wipes to employees so that commonly used surfaces (e.g. keyboards, desks, remote controls) can be wiped down before/after use.</p> <p>Nazareth: Environmental Health & Safety Measures</p> <p>Install touch-free amenities (e.g. water fountains, trash receptacles, paper towel dispensers), where feasible.</p> <p>Nazareth: Environmental Health & Safety</p>	<p>Nazareth invested in and installed touchless technology throughout campus.</p> <p>Nazareth created and stocked self-service sanitation stations throughout campus living, learning and work spaces.</p> <p>Students and faculty will sanitize their personal space at the onset and conclusion of every class.</p>

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<p>of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces. Refer to Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.</p> <p>Nazareth: EVS Facilities Guidelines</p> <p>Ensure regular cleaning and disinfection of restrooms.</p> <p>Nazareth: EVS Facilities Guidelines</p> <p>Provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces. Refer to CDC guidelines.</p> <p>Nazareth: EVS Facilities Guidelines</p>	<p>Measures</p> <p>Best practices to implement in residential, shared (communal) bathrooms include but are not limited to:</p> <ul style="list-style-type: none"> • Use paper towel dispensers in lieu of air dryers. • Limit storage of personal items within communal bathrooms. <p>Nazareth: Environmental Health & Safety Measures</p>	
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Communication

Mandatory	Recommended Best Practices	Above and Beyond
<p>Affirm you have reviewed and understand the state-issued industry guidelines and submit reopening plans prior to reopening.</p> <p>Conspicuously post completed reopening plans for employees and students to access.</p> <p>Nazareth: Our Way Forward: Return to Campus Fall 2020</p>	<p>Engage with campus community members (e.g. employees, students, interested organizations) when developing reopening plans.</p> <p>Nazareth: Fall 2020 Planning Committee, Working Groups, Town Hall Meetings, COVID Web Site, FAQs and Input Form</p> <p>Develop a communications plan for students, parents or legal guardians, employees, and visitors that includes reopening-related instructions, training, and signage, and a consistent means to provide them with information.</p> <p>Nazareth: Town Hall Meetings, Return to Campus Web Site, FAQs and Input Form</p> <p>Encourage all students, faculty, staff and visitors to adhere to CDC/DOH guidance regarding the use of PPE, specifically face coverings, when distance of 6 ft. can't be maintained, through verbal communication and signage.</p> <p>Nazareth: Safety Protocols</p> <p>Designate points of contact or coordinators to be the main contact upon the identification of positive cases and who are responsible for subsequent communication.</p> <p>Nazareth: Quarantine and Isolation Protocols</p> <p>Coordinators should be responsible for answering questions from students and employees regarding the COVID-19 public health emergency and plans implemented by the institution.</p> <p>Nazareth: Quarantine and Isolation Protocols</p> <p>If possible, coordinators should also work</p>	<p>Nazareth created Student Health Ambassador positions and a program to educate and promote healthy behaviors.</p> <p>Nazareth developed Return to Campus health and safety-related education program for faculty, staff and students.</p>

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	<p>closely with local health departments and other higher education institutions to monitor public health conditions and jointly develop monitoring strategies.</p> <p>Nazareth: Ongoing</p>	
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Screening

Mandatory	Recommended Best Practices	Above and Beyond
<p>Implement mandatory health screening practices (e.g. questionnaire, temperature check) for employees, students, and, where practicable, scheduled visitors (e.g. on-campus tour groups) asking about, at minimum:</p> <p>(1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID-19 case in past 14 days.</p> <p>Assessment responses must be reviewed every day and such review must be documented.</p> <p>Nazareth: Daily Screening Policy</p> <p>Employees reporting to work on-campus must be screened on a daily basis.</p> <p>Nazareth: Daily Screening Policy</p> <p>Students must be screened periodically as determined by the higher education institution but are not required to be screened on a daily basis.</p> <p>Nazareth: Daily Screening Policy</p> <p>An individual who screens positive for COVID-19 exposure or symptoms must be immediately sent home, to their residence, or to the designated quarantine or isolation location with instructions or arrangement for health assessment and testing.</p> <p>Nazareth: Daily Screening Policy</p> <p>Immediately notify the state and local health departments of confirmed positive cases.</p> <p>Nazareth: Quarantine and Isolation Protocols</p> <p>In the case of an individual testing positive, develop plans with local health departments to trace all contacts of the individual, in accordance with the New York State Contact Tracing Program. Confidentiality must be maintained as required by federal and state law and regulations.</p> <p>Nazareth: Quarantine and Isolation Protocols</p>	<p>Individuals who become symptomatic but have a negative COVID-19 test results should continue to stay home or in isolation while sick and consult their health care provider about the need for additional testing and when to resume normal activities.</p> <p>Nazareth: Daily Screening Policy and Testing Protocols; CDC and ACHA guidelines</p> <p>Perform screening remotely (e.g. by telephone or electronic survey) to the extent possible.</p> <p>Nazareth: Daily Screening Policy and Testing Protocols</p> <p>Develop testing systems on campus or self-testing systems, as able.</p> <p>Nazareth: Daily Screening Policy and Testing Protocols</p> <p>Implement health screening practices for unscheduled visitors (e.g. members of the public allowed to use campus facilities).</p> <p>Nazareth: Daily Screening Policy and Testing Protocols; Visitors Policy</p> <p>Partner with local health departments to train staff and students to undertake contact tracing efforts for on-campus populations, where feasible.</p> <p>Nazareth: Supporting Monroe County in Tracing</p> <p>Refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for individuals seeking to return to work or class after a suspected or confirmed case of COVID-19 or after individuals have had close or proximate contact with a person with COVID-19</p> <p>Nazareth: Return to Work Policies</p>	<p>Nazareth developed an in-house, mobile daily screening app to assist all community members and visitors in monitoring their virus-related health status.</p>