

# Stockton University Institutional Plan for Fall 2020 Restart

July | 2020

University Restart Operations Committee  
Stockton University  
101 Vera King Farris Drive  
Galloway, NJ 08025

**Stockton University Institutional Plan for Fall 2020 Restart – Revised Submission  
Addendum #5  
December 14<sup>th</sup>, 2020**

The following revisions have been made to Stockton’s original Institutional Plan, initially submitted to the Office of the Secretary of Higher Education on July 6, 2020.

**Revised language to reflect updates to Stockton’s quarantine/isolation procedures.**

Stockton’s revised restart plan from December 14<sup>th</sup>, 2020 includes modified language (marked as “**Revised 12-14-2020**”) to confirm the University adheres to the most up-to-date quarantine and isolation protocols as set forth by the State and federal entities.

- Executive Summary
  - Stages of Reopening, p. 11
- General Safeguarding
  - Staying Safe/Staying Healthy – For Employees, p. 15
- Screening, Testing, and Contact Tracing, p. 26
- Study Abroad and International Travel, p. 58
- Athletics
  - General Education and Enforcement Specific to Athletics, P. 63
  - Quarantine/Isolation Protocols, p. 64
  - Management of Positive COVID-19 cases, p. 70

*Dr. Susan Davenport*

Signature of President or Appropriate Designee

*12-14-20*

Date

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**Institutional Plan for Fall 2020 Restart – Revised Submission**  
**Addendum #4**  
**October 9<sup>th</sup>, 2020**

The following revisions and additions have been made to Stockton’s original Institutional Plan, initially submitted to the Office of the Secretary of Higher Education on July 6, 2020.

**Revised language to reflect updates to Stockton’s guidelines**

Stockton’s revised restart plan includes modified language (marked as “**Revised 10-9-2020**”) regarding several categories and topics, including:

- Executive Summary, p. 9
- Stages of Reopening, p. 10-12
- General Safeguarding, p. 12-23
- Screening, Testing, and Contact Tracing, p. 24-26
- Instruction, p. 27-32
- On-Campus Residential Housing, p. 33-37
- Computer Labs and Libraries p. 38-42
- Research, p. 43-45
- On-Campus Dining, p. 57-59
- Study Abroad, p. 60
- Athletics, p. 61-73

*Dr. Susan Davenport*

Signature of President or Appropriate Designee

*10-9-20*

Date

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## **Institutional Plan for Fall 2020 Restart – Revised Submission**

### **Addendum #3**

**August 20<sup>th</sup>, 2020**

The following revisions and additions have been made to Stockton’s original Institutional Plan, initially submitted to the Office of the Secretary of Higher Education on July 6, 2020.

### **Revised language to reflect updates to the State’s restart standards and guidelines**

Stockton’s revised restart plan includes modified language regarding several categories and topics, including:

- Stages of Reopening, p. 5
- University Restart Operations Committee Mission and Planning Process, p. 6
- General Safeguarding: health and safety guidelines, p. 7
  - Physical Distancing, p. 7-8
  - Staying Safe / Staying Healthy – For Employees, p. 9
  - Staying Safe / Staying Healthy – For Guests and Visitors, p. 10
  - Consistent Communication, p. 15
  - Remote Work and Learning, p. 17
- Screening, Testing, and Contact Tracing, p. 18-20

### **Instruction, p. 21-26**

Under New Jersey Executive Order 175, issued August 13, 2020, institutions of higher education are allowed to resume offering in-person instruction. Beginning with the fall 2020 semester, Stockton’s instructional program will include remote, hybrid, and in-person instruction. All learning activities will comply with the general safeguards described in the University’s Restart Plan.

- New section added: Student Learning Experience, p. 25-26

### **On-Campus Residential Housing, p. 27-28, 30**

Stockton has provided reduced campus housing since mid-March to those students with housing insecurity, international students unable to travel, or other unique living circumstances. These conditions continue under Stage 2 of the State’s reopening plan. In addition, all common areas, except for communal kitchens needed for students not on meal plans, have been closed and a strict “no visitor” rule instituted.

### **Student Services, p. 40-41**

Employees are providing, in-person and tele-counseling guidance and service to students, and, as needed, faculty and staff. These services may include, but are not limited to: academic advising, tutoring, financial aid assistance, course registration, Veteran Affairs, Learning Access Program, Career Center, and more.

Small group meetings such as those for group counseling or advising will be conducted virtually. Student service offices will implement virtual check-ins by procedures for appointments to minimize person to person contact and eliminate high touch areas. Appointment times will be staggered to the extent possible to limit in-person interaction and support social distancing.

If necessary, staff in student service departments may operate with staggered schedules to reduce the volume of individuals in an office to support physical distancing.

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**On-Campus Dining, p. 51-52**

Pursuant to Executive Order No. 175, higher education institutions are permitted to have indoor dining, provided physical distancing and PPE requirements are met. As such, Stockton has implemented a plan that provides expanded dining options, including carefully designed indoor dining with limited occupancy, continued “grab & go” options, and outdoor dining availability.

**Athletics, p. 55, 59, 61**

Updates and revisions to the University’s: plan for resumption of athletic programs on campus; operational plans regarding fitness and athletic facilities; and fall sports start dates.

*Dr. Susan Davenport*

Signature of President or Appropriate Designee

*8-20-20*

Date

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## **Institutional Plan for Fall 2020 Restart – Revised Submission**

### **Addendum #2**

**August 13<sup>th</sup>, 2020**

The following revisions and additions have been made to Stockton’s original Institutional Plan, initially submitted to the Office of the Secretary of Higher Education on July 6, 2020.

### **Revised language regarding in-person and remote work protocols**

Stockton’s restart plan includes modified language pertaining to remote work and physical distancing processes, including staggered work shifts and COVID-related guidance.

- General Safeguarding: health and safety guidelines
  - Physical Distancing, p. 7
  - Staying Safe / Staying Healthy – For Employees, p. 9
  - Requiring Individuals to Always Engage in Physical Distancing Practices, p. 13
  - Change Management, p. 16
  - Remote Work and Learning, p. 17
- Student Services, p. 36, 37, and 39

### **Computer labs and libraries**

Additional details and clarification have been inserted related to operating computer labs and libraries, including: confirmation of protocols in place to ensure capacity limits, physical distancing, infection control, sufficient sanitation materials, enhanced cleaning procedures, and dedicated resources and times for utilization by high-risk individuals. Refer to pages 29-33 for details.

### **Additional details related to transition from Stage 2 to Stage 3**

Additional details and modified processes regarding instruction, residential housing, computer labs and libraries, research, student services, transportation, dining, study abroad and international travel, and athletics will be included in a subsequent version of Stockton’s restart plan upon receipt of further guidance from state officials.

*Dr. Susan Davenport*

Signature of President or Appropriate Designee

*8-13-20*

Date

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**Institutional Plan for Fall 2020 Restart – Revised Submission**  
**Addendum #1**  
**July 22<sup>nd</sup>, 2020**

In accordance with the Feedback for Submission of Institutional Plans for Restart, dated July 17, 2020, the following revisions and additions have been made to Stockton’s original Institutional Plan, submitted to the Office of the Secretary of Higher Education on July 6, 2020.

**Executive Summary**

Additional detail has been provided to the Restart Plan, including information on current status of the University during Stage 2 and the transition to Stage 3, as appropriate. Refer to pages 4-6.

***Stockton University's plan based on the approved stages of Restart***

*In accordance with the requirements of Executive Order No. 155 and the OSHE Restart Guidelines, Stockton University confirms compliance with the following standards and strategies for operations in accordance with the stages set forth in the state of New Jersey’s restart and recover plan, based on public health trends.*

**Computer labs and libraries**

For additional details related to operating computer labs and libraries, including social distancing measures and cleaning protocols, refer to pages 29-31.

**Student Services**

For additional details related to student services, refer to pages 34-37.

**Additional details related to transition from Stage 2 to Stage 3**

Each subsection of Stockton’s Institutional Plan for Fall 2020 Restart, including instruction, residential housing, computer labs and libraries, research, student services, transportation, dining study abroad, and international travel, athletics have been edited to include details related to Stockton’s current status in Stage 2 and plans to move to Stage 3, as appropriate.

Instruction, refer to pages 20-22

Residential housing, refer to pages 24-25

Computer labs and libraries, refer to pages 29-31

Research refer, to pages 32-33

Student services, refer to pages 34-37

Transportation, refer to page 41

Dining, refer to page 44

Study abroad and international travel, refer to page 46

Athletics, refer to page 47

***Dr. Susan Davenport***

**Signature of President or Appropriate Designee**

***7-22-20***

**Date**

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## Submission of Institutional Plan for Restart Cover Sheet

**Institution Name:** Stockton University  
**Date Submitted:** July 6, 2020  
**Key Contact(s):**  
Name: Dr. Susan Davenport  
Title: Executive Vice President and Chief of Staff  
Email: susan.davenport@stockton.edu  
Phone: 609-652-4521

### Website for Restart Plan Posting:

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*Note: Institutions do not need to wait for OSHA 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

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*(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.

*Dr. Susan Davenport*

Signature of President or Appropriate Designee

*7-6-20*

Date



# Table of Contents

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<b>Executive Summary</b> .....	10
<b>General Safeguarding</b> .....	13
<b>Screening, Testing and Contact Tracing</b> .....	25
<b>Instruction</b> .....	28
<b>On-Campus Residential Housing</b> .....	34
<b>Computer Labs and Libraries</b> .....	39
<b>Research</b> .....	43
<b>Student Services</b> .....	46
<b>Transportation</b> .....	52
<b>On-Campus Dining</b> .....	56
<b>Study Abroad and International Travel</b> .....	58
<b>Athletics</b> .....	59
<b>Additional Information</b> .....	73
<b>Appendix 1: Building Plan Worksheet</b> .....	74
<b>Appendix 2: COVID Modified Occupancy</b> .....	77

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# Executive Summary

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## Introduction

Stockton University's mission is to develop engaged and effective citizens with a commitment to life-long learning and the capacity to adapt to change in a multi-cultural, interdependent world. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education.

A well-organized restart of Stockton's operations for the Fall 2020 semester is critically important to the entire University community of students, faculty, and staff, as it will help ensure an efficient resumption of academic, residential, student support, and business functions.

Moreover, the safe and successful restart is a shared responsibility that is consistent with Stockton's values. The COVID-19 outbreak has provoked cognitive bias and discriminatory behaviors against people of certain ethnic backgrounds as well as anyone perceived to have been in contact with the virus. The virus, however, is not a respecter of race, ethnicity, national origin, gender, sexual orientation, age, or physical ability. During this time of great uncertainty based on the COVID-19 pandemic, all Stockton community members will respect every human being and not promote, participate in, or allow bias to impede the access and opportunity of others.

## Restart Plan

Stockton began researching options for a fall 2020 reopening during the spring and early summer, as the South Jersey Region began stabilizing from the COVID-19 pandemic and the State lifted stay-at-home restrictions. This comprehensive restart effort requires a set of health and safety guidelines to safely bring students, faculty, and staff back to both main campus and instructional sites and centers.

Campus will necessarily look very different in the coming semester. To regulate the number of people on campus at any given time, course modalities have been reconfigured, as have proposed residential housing patterns. The return to campus will necessarily vary by constituency, and in some cases, a segment of the University community may continue to work and learn remotely dependent on, among others, operational need, academic program requirements, and stage of reopening.

## Stages of Reopening

*Revised 8-20-2020*

*Revised 10-9-2020*

*Revised 12-14-2020*

In accordance with the requirements of Executive Order No, 155, Executive Order No 175, and the OSHE Restart Guidelines, Stockton University will comply with the following standards and strategies for operations depending on New Jersey's current stage of reopening:

- Maximum Restriction - Most individuals staying home, and activity limited to essential tasks.
- Stage 1: Restrictions are relaxed on low-risk activities if appropriately safeguarded.
- Stage 2 – Restrictions are relaxed on additional activities that can be easily safeguarded.
- Stage 3 – Restrictions are relaxed on most activities with significant safeguarding.

The University is currently operating in the State-approved Stage 2. In preparation for the Fall semester, employees have returned to campus. Employees have been trained in, and are required to follow, established health and safety protocols, including: wearing mandatory face coverings when inside (unless approved for a medical exemption) and adhering to 6-foot physical distancing guidelines at all times.

To further support a safe environment, Stockton has maintained heightened cleaning procedures. Moreover, during the summer, activity was reduced to a minimum:

- All summer courses were converted to online instruction.
- Residential housing was limited to international students unable to travel home, students facing home insecurity, and other special circumstances.
- Academic support facilities (including science labs, computer labs, and the library) were closed.
- Internships were cancelled or converted to online opportunities.
- Shuttle and bus service ended.
- Study abroad and athletics were suspended.

Most dining services are also closed until the semester begins on September 1st; those that remained in service to essential staff on campus are limited to “grab and go” options with restricted outdoor dining availability. Limited in-person dining will begin on September 1<sup>st</sup> as allowed under Executive Order 175.

In accordance with State restart standards and guidelines, the University will maintain all necessary academic, student-support, administrative, operational, and, most importantly, health and safety functions to fulfill its core mission.

Specifically, the University will continue to provide:

- A complete and comprehensive schedule of courses offered in a variety of modalities, allowing students to continue to progress on time to degree attainment.
- Residential living and dining services to students who have been approved to live on campus.
- A full slate of academic support, advising, counseling, tutoring, and wellness services through a variety of remote delivery options and by appointment in-person.
- Real-time support and guidance to students and their families regarding essential functions relating to course registration, degree and graduation requirements, and financial aid and payment plans.
- Online extracurricular activities which provide much-needed social and communal involvement to complement students' academic experiences.
- Consistent, timely, and thorough status updates to the University community through multiple electronic delivery systems, including email and all forms of popular social media (Facebook, Twitter, Instagram, Snapchat, etc.).

In order to maintain these essential functions, Stockton will continue following the health and hygiene procedures necessary to permit on-campus personnel to fulfill their responsibilities safely, including: masks, face coverings, and personal protective equipment (PPEs), physical distancing protocols, and heightened cleaning and sanitization processes.

In addition, the University has implemented additional protocols and safety measures, such as plexiglass barriers in reception areas and offices, extensive behavioral signage and floor decals to direct and moderate traffic flow, the closing or restriction of common areas and public spaces, screening, testing and tracing protocols, and, as needed, isolation and quarantine procedures which adhere to all current University, State, and federal (e.g. U.S. Centers for Disease Control [CDC] ) protocols and guidelines.

At the same time, and as this document will demonstrate, Stockton is fully prepared to transition to Stage 3 operating principles upon notification from the State. Stockton's administrative leadership, working with the University Restart Operations Committee, has spent months preparing and refining a well-designed plan which supports the phased reopening of its campus operations.

## University Restart Operations Committee Mission and Planning Process

***Revised 8-20-2020***

Stockton's University Restart Operations Committee (UROC) brought together nearly 70 members from across the institution to research, analyze, prepare, and recommend a set of operating principles to guide the institution's approach to the fall 2020 semester in compliance with all necessary local, state, and federal health, safety, and education guidelines.

This includes direction from the State of New Jersey Governor's Office, the New Jersey Office of the Secretary of Higher Education (OSHE), and the U.S. Centers for Disease Control and Prevention (CDC), along with practices being followed by other institutions of higher education, government agencies, and private companies.

The UROC includes an overarching umbrella committee and four subcommittees: Academic Affairs; Facilities, Athletics, and Events; Health, Safety, and Communications; and Student Affairs. The makeup of these committees can be found here:

<https://stockton.edu/committees/university-restart-operations-committee.html>

What appears below is the result of months of ongoing research, discussion, and planning. As the trajectory of COVID-19 continues to evolve, **any part of this document may be subject to change as new information or updated guidance becomes available.**

## General Safeguarding

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*Revised 8-20-2020*

### *How will the institution implement general safeguarding measures during each stage?*

Stockton's Restart Plan complies with instructional directives from New Jersey's restart and recovery plan ("The Road Back"), including the development and implementation of policies and procedures detailed in Executive Orders 155 and 175 and accompanying standards. Stockton's Restart Plan is designed to guide the University in its planning and implementation efforts in a variety of potential restart environments, based on state and national conditions. More specifically, Stockton's Plan is meant to address elements of the state's Stages 1, 2, and 3 restrictions and parameters.

### Safeguarding Measures

Stockton has conducted a full facility risk assessment, including a variety of pre-return checks, tasks, and assignments. As part of this pre-return activity, a COVID-19-specific plan has been developed for each building, classroom, workspace, common area and auxiliary space which outlines strategies and tactics to combat and/or minimize the likelihood of virus spread on campus. The use of a *Building Reopening Plan Worksheet (See Appendix 1)*, which includes campus health and safety guidelines, identifies the risk factors for each space.

### Health and Safety Guidelines

From a health and safety perspective, Stockton's Restart Plan centers on six core ideas and practices, each described in more detail below: Physical Distancing; Personal

Protective Equipment; Behavioral Signage; Proper Hygiene; Cleaning Protocols; and Communication and Training.

### Physical Distancing

**Revised 8-13-2020**

**Revised 10-9-2020**

- Remain at least 6 feet apart whenever possible.
- Additional examples of physical distancing include:
  - Work modification (coordinated with managers and Divisional Executives, dependent on operational need).
  - Implementation of a remote clock-in/clock-out link for onsite timeclocks.
  - Building configuration changes, including physical barriers and reduced capacities.
  - Continued utilization of virtual meetings (to reduce or eliminate in-person meetings in conference rooms)
  - Reduced communal spaces (water fountains, breakrooms, etc.)

### Proper Personal Protective Equipment

- Face coverings must be properly worn by all members of the campus community, except while eating or working in private office with no visitors.
- Employees/guests are expected to provide their own face covering. A limited supply of disposable and washable coverings will be available, if needed.
- If sharing a vehicle, all occupants should wear a face covering.

Guidance on the proper wear and care of surgical masks and/or cloth face coverings is based on recommendations from public health sources at the county, state, and federal levels.

### Behavioral Signage

**Revised 10-9-2020**

- Health and safety signage has been installed throughout campus and adherence will be compulsory. Some examples include:
  - Posted occupancy limits for certain locations including restrooms and conference rooms – determined through Stockton’s risk assessment protocol.
  - Directional arrows to standardize and control traffic flow through campus spaces.
  - CDC guidance documents found here:  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

## Proper hand and respiratory hygiene

- Wash hands properly (soap and water for at least 20 seconds).
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Utilize the hands-free hand sanitization stations located throughout campus.
- Cover coughs and sneezes with a tissue or into your elbow.
- Utilize paper towels and hands-free trashcans throughout campus.

## Assist with proper cleaning practices

- In addition to the nightly deep cleaning protocol and increased daily cleaning protocols followed by Stockton's custodial staff, employees are expected to:
  - Utilize the EPA registered wipes.
  - Wipe down high-use areas such as:
    - Doorknobs/handles
    - Desks and phones
    - Shared tools/equipment
    - Light switches
    - Kitchen areas (refrigerator, coffee machines, microwave, sink, countertops, appliance handles, etc.)
    - Sink handles

## Consistent Communication & Training

### **Revised 10-9-2020**

Stockton University has developed an online health pledge that all students, faculty, and staff are expected to complete daily, even when not coming to campus. The pledge is emailed daily to an individual's Stockton email address and assists the University in monitoring the health of our community. Visitors to campus are directed to complete a similar pledge found on the University's web site.

In addition, to the greatest extent possible, Stockton employees should, on a regular basis:

- Review guidance/educational materials here: <https://stockton.edu/emergency-management/coronavirus.html>
- Hold small-group socially distanced or virtual discussions with other personnel to review updates or guidance materials.
- Communicate with your supervisor/administration any questions you may have.

## Staying Safe / Staying Healthy - For Employees

**Revised 8-13-2020**

**Revised 8-20-2020**

**Revised 10-9-2020**

**Revised 12-14-2020**

- Complete the Stockton daily health pledge every day, including weekends.
- Know the signs and symptoms of COVID-19 exposure found here: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>  
Follow recommendations from your healthcare provider.
- If you are sick, stay home, limit contact with family members, complete the daily health pledge, follow the appropriate attendance protocol for your work unit, notify the Office of Human Resources, and notify the appropriate supervisor that you will not be at work.
- If you become ill while at work and suspect your symptoms are consistent with COVID-19, you should immediately contact Stockton's Office of Human Resources.
- If your immediate family member has been diagnosed with the COVID-19, and you were exposed to that individual and/or you are experiencing COVID-19 symptoms, you will be directed to follow Stockton's quarantine procedures, which include adherence to all current State and federal (e.g. CDC) protocols and guidelines.
- If you test positive for COVID-19, you will be directed to follow Stockton's isolation procedures, which include adherence to all current State and federal (e.g. CDC) protocols and guidelines. In addition, you will be required to submit medical clearance documentation from your health care provider before returning to work. Take care of yourself and practice self-isolation as needed.

### Staying Safe / Staying Healthy - For Students

**Revised 10-9-2020**

- Complete the Stockton daily health pledge every day, including weekends.
- Know the signs and symptoms of exposure found here: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>
- Follow recommendations from your healthcare provider.
- If you are sick, stay home or in your University's residential facility, limit contact with other students, and contact Stockton's Wellness Center.
- If you become ill while at the University and suspect your symptoms are consistent with COVID-19, you should immediately contact the Wellness Center.
- If you or your immediate family member or your residential facility roommates have been diagnosed with the COVID-19 virus, you may be required to submit medical clearance documentation from your health care provider before returning to campus. Contact the Wellness Center for additional detail and actions needed.
- Take care of yourself and practice self-isolation as needed.

### Staying Safe / Staying Healthy - For Guests & Visitors

**Revised 8-20-2020**

**Revised 10-9-2020**

Stockton is allowing certain in-person activities for visitors, such as workforce development training, naturalization classes, speech and hearing clinic appointments, and campus museum programming, this last in accordance with state mandates



regarding the safe operation of museums. The University is also conducting limited homework completion programs in Atlantic City and Pleasantville using Stockton staff and student fellows (although most homework completion options have been shifted online).

All visitors to campus for any activity are required to understand and follow these protocols:

- Complete Stockton's visitor health pledge before visiting and campus location.
- Know the signs and symptoms of exposure found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Follow recommendations from your healthcare provider.
- If you are sick, stay home, limit contact with family members, and do not come to any of the University campuses or centers.
- If you become ill while at the University campus or centers and suspect your symptoms are consistent with COVID-19, you should immediately contact Stockton's Campus Public Safety office.
- If you have been diagnosed with the COVID-19 virus, you may be required to submit medical clearance documentation from your health care provider before coming to campus.
- Take care of yourself and practice self-isolation as needed.

***How will the institution implement general safeguarding measures during each stage? These safeguards include but are not limited to:***

## Cleaning and Sanitization

Stockton has implemented heightened cleaning measures to ensure the health and wellbeing of our campus community members. We are disinfecting common areas more frequently and are providing complimentary sanitization products in our spaces. Stockton's Facilities & Operations Division will coordinate the work of the University's Custodial Services to determine daily cleaning needs once the campus reopens. This information will be recorded on the University's Building Reopening Plan Worksheet (see Appendix 1).

### Cleaning, Disinfecting, and Supplies

As part of preparing each building for reopening, Stockton's Facilities & Operations Division will:

- Review site inventory of cleaning chemicals, materials, and consumables to ensure inventory levels are aligned with forecasted building occupancy; ensure a safety data sheet is available for all chemicals; and requirements for safe use are followed.
- Ensure cleaning equipment and tools are in working condition.

- Ensure cleaning staff review and complete refresher training on general cleaning and site-specific protocols; provide training to cleaners on proper disinfecting guidelines.
- Determine areas that require thorough cleaning due to heavy usage, such as event centers, gyms/locker rooms, conference rooms, and restrooms.
- Prior to initiating cleaning tasks, ensure all staff practice hand hygiene, washing hands thoroughly prior to putting on PPE.
- Treat all surfaces using disinfectants from government-approved or authorized lists ensuring all chemical dwell-time protocols are followed.
- When choosing cleaning chemicals, utilize products from approved lists from governing authorities, reference disinfectant labels, data, and specifications with claims against emerging viral pathogens.
- For shared/agile/flexible workplaces:
  - Create/post guidelines for desk and equipment sharing, disinfecting, use.
  - Develop new practices for kitchen and meal preparation areas, such as:
    - Encouraging occupants to bring food and beverage items from home and manage them individually.
    - Minimize touchpoints by removing coffee pots, microwaves, etc.
  - Provide prepackaged items in containers.
  - Increase frequency of cleaning appliances such as refrigerators and microwaves.
  - Consider installing physical barriers, such as clear plastic sneeze guards.

## Requiring Face Coverings

### Masks and Face Coverings

The University requires all students, employees, and visitors to wear face coverings while in public or in shared spaces on campus unless doing so would damage their health. Please note the following general guidance regarding use of face coverings, surgical masks, and N95 respirators:

- A cloth face covering is typically a reusable item made from cloth fabric. It serves to protect others from exposure to illnesses the wearer may be carrying. This is the appropriate protection for most employees and should be laundered in a washing machine daily after use.
- A disposable surgical mask is a disposable face covering approved for health care environments. These are generally reserved for health care workers and emergency responders but may be used by other individuals as a temporary measure when cloth face coverings are not available.
- A N95 respirator is a device evaluated, tested, and approved to reduce the wearer's exposure to fine particles, and is the respiratory protection of choice for units dealing with COVID-19 patients. A N95 respirator is tight fitting and must be fit-tested. N95 respirators are not appropriate or necessary for most employees and should be reserved for health care workers and emergency responders in contact with individuals who are ill and are also needed by facilities maintenance personnel while performing specific tasks that generate fine dust.

## Personal Protective Equipment (PPE) and Hygiene

Personal Protective Equipment (PPE) and good hygiene (specifically hand washing) are additional critical elements in reopening plans. These are shared responsibilities that reduce the likelihood of becoming sick while also reducing the chances of infecting others.

### Distribution of Masks and Face Coverings

Stockton's Facilities & Operations Division will coordinate PPE procurement and distribution for all departments and all campus:

- Employee masks are distributed by Work Order, as requested.
- Students may obtain masks by contacting their residence hall director (if living on campus), employer (if a student employee), or the Wellness Center.
- Visitors will be able to obtain disposable masks at the Campus Center Information desk, John F. Scarpa Academic Center Information/Security desk at the Atlantic City Campus, or in most division office suites throughout both campuses.

All students and employees who are issued reusable cloth masks are responsible for washing them daily.

## Maintaining Good Personal Hygiene

Frequent hand washing is an equally important element of preventing disease transmission. Hands should be washed for at least 20 seconds with soap and warm water multiple times a day, and signage reinforcing this behavior has already been installed throughout campus public spaces and bathrooms. Additionally, the has significantly increased the number of touchless hand sanitizer dispensers throughout our campuses.

## Maintaining Adequate Supplies (Personal Protective Equipment and Cleaning Supplies)

Stockton's Administration & Finance Division (which includes the Office of Procurement Services) and the Facilities & Operations Division (which includes Plant Operations, Health and Safety, and Central Stores) will jointly share responsibility for inventory procurement and management as it pertains to specialized activity related to COVID-19, such as: PPE, prevention equipment, sanitization supplies, cleaners, etc.

Inventory List, as of July 6, 2020

Type	PRODUCT
PPE	Face Shields
PPE	Full Body Coveralls – Disposable
PPE	Gowns – Disposable
PPE	Latex Gloves – Disposable

PPE	Masks and Face Coverings
PPE	Safety Glasses
PPE	1/2 Face Respirators (M/L)
PPE	P-100 Cartridges for 1/2 Face Resp.
PPE	N-95 (3M Small)
PPE	N-95 (3M M/L)
PPE	Face Respirator Fit Test
Prevention	Disinfectant Cleansers
Prevention	Disinfectant Wipes
Prevention	Personal Hand Sanitizers
Prevention	Hand Sanitizer for Dispensers
Prevention	Sanitizer Dispensers
Prevention	Sanitizer Dispenser Stands
Prevention	Batteries for Sanitizer Dispensers
Prevention	Siphon Pumps for Disinfectant
Prevention	Bottles for Hand Sanitizer
Prevention	Keyboard & Mouse Covers
Prevention	MERV 13 Air Filters for Campus HVAC Systems
Prevention	Plexiglas for Campus
Prevention	Tents - Social Distance Dining
Prevention	3rd Party Custodial - supplies as needed
Prevention	Custodial Supplies (see specific inventory need)
Prevention	Signage and Pedestals
Prevention	Prep Chris Gaupp for AtlantiCare

## Requiring Individuals to Always Engage in Physical Distancing Practices

**Revised 8-13-2020**

**Revised 10-9-2020**

Sharing of timely, accurate, and pertinent information is essential to engaging the Stockton University community in measures to prevent the spread of COVID-19 within our campus facilities.

Physical distancing has been a cornerstone of the community's return to our campus and centers. In the coming weeks and months, Stockton has reimagined the place we work, learn, and live as a "6-Foot Campus." Such physical separation is critical to reducing transmission of COVID-19 and other contagious diseases in our community. Solutions vary from building to building and depend on capacity restrictions (if any), operational need, and activity type. Understanding this dynamic allows for a calculation of the total number of people expected to be accommodated in any given area and a subsequent assessment of the demand for workspaces.

***IMPORTANT: Public safety codes, building codes, applicable laws, and security requirements must not be compromised to achieve physical distancing.***

## Determining Modified Capacity

The capacity of rooms, spaces, and areas in our buildings is normally calculated based on the State Fire Code according to category of use. However, our 6-Foot Campus, in most cases, requires a much lower COVID-19 Modified Occupancy for each room or area in order to maintain physical distancing.

## Accomplishing Six Feet of Separation

Physical distancing in shared spaces – classrooms, laboratories, open offices, lounge areas, etc. – is especially challenging and requires cooperation on everyone’s part. The goal is always to maintain at least 6-feet of physical separation, which has been accomplished by removing or rearranging furnishings, modifying work practices, and/or eliminating unnecessary foot traffic. Such measures are incorporated in the specific reopening plan developed for each campus building. Special attention was made to ensure there is adequate separation when using instructional equipment in classrooms and other spaces.

## Circulation Spaces

The direction of foot-traffic in main circulation paths in corridors, stairways, and entryways has been designated with signage. One-way circulation routes throughout the campus will be maintained. When used, one-way circulation is counterclockwise by default. Increments of locally acceptable physical distance on floors where queues or lines could form will be marked.

## Training Students, Faculty, and Staff Regarding COVID-19 Sanitization and Physical Distancing Practices and Protocols

New cleaning standards and capacity protocols have been reinforced with strategically-placed signage and wayfinding—friendly reminders to community members and guests that the well-being of our campus community depends on all of us to do our part.

## Arrival to Campus Experience

The workplace arrival area is one of the places used to reinforce messages, new policies, and protocols, which include:

### Behavioral Signage and Markings

- Temporary, COVID-19 signage and markings have been added to each building. These will serve to inform and remind community members and visitors of required measures to help prevent the spread of the novel coronavirus.
- Staff are reminded how to stay safe and keep others safe in the workplace by maintaining physical distancing, following new meeting guidelines, hand-washing reminders, the use of virtual collaboration tools rather than meeting rooms, etc.

- **IMPORTANT:** Building occupants should not apply tape, markings, or signage on their own; all such work must be coordinated through Stockton's Facilities & Operations Division.
- The need for signage was determined as part of the reopening planning process for each campus building. Signs were printed and installed by Facilities & Operations.

#### Cultural Reminders such as:

- The vision and priorities of the organization during this time of change and stress.
- Taking care of our students, employees, and visitors is the highest priority.
- Shared responsibility for the health of all employees.

#### Emergency Response

- Reminders have been provided about how to manage an emergency in the workplace with relevant details, defining who to notify, where to go, how to get help, and how to respond afterwards.
- NOTE: Stockton's Office of Campus Public Safety has worked with offices and departments to address concerns regarding building evacuation in the event of a fire alarm activation.

#### Workplace Hygiene

- Encourage good personal hygiene and infection control practices when employees are in the workplace, including:

##### Respiratory Etiquette

- Encourage covering coughs and sneezes.
- Turn away from others when coughing or sneezing.

##### Hand Hygiene

- Promote frequent and thorough hand washing.
- Make sanitizers available in multiple locations near common touchpoints.

### Consistent Communication

#### **Revised 8-20-2020**

Timely, accurate, and pertinent communication is essential to engaging our community in combating the spread of COVID-19 on our campuses and continuing the academic and service mission of our institution.

Creating a sense of safety and security is a key component of a successful return to campus. This goal will be jointly owned by Stockton's administration, students, faculty, and staff; all share some responsibility with communications.

Stakeholders are working together to understand new policies that impact the way people arrive at, move through, work/ learn/conduct research, and utilize the spaces and amenities in and around the building.

Consider the following:

- Discuss the level of communication that will be needed for employees.
- Agree and outline the responsibilities each party will take in communicating safety measures and protocols that have been implemented to date—and that will continue to govern the day-to-day use of the campus—to create a sense of security and safety for everyone.
- Discuss communication protocols and plans should risk increase suddenly.

## Preparing the Community

As we planned for the best way to bring large numbers of students, faculty, and staff back to our campus and centers, we sought to make the transition as smooth and successful as possible. Effective communication between decision-makers and those who use our buildings was an essential element of this process.

While workplace design, policies, and safety protocols are critical pieces of the puzzle, they do not touch on perhaps the most important aspect of return to work—the readiness of our community physically, emotionally, and psychologically.

## Community Outreach

Through Stockton’s website, information to the general community, including students, faculty, staff, and other stakeholders will be available as we prepare to reopen the campus and centers. Targeted messaging kept community members informed about topics such as:

- When they will return to campus and how they will be told.
- What is being done to prepare the campus and keep everyone healthy.
- What is expected of them in terms of physical distancing, hygiene, PPE use, etc.
- What will be done to keep the campus safe (hygiene, wellness monitoring, etc.).
- What will happen when we have a positive COVID-19 case in campus community.

The outreach plan also emphasized:

- Everyone’s shared responsibilities to make the 6-Foot Campus work for everyone.
- Be diligent about mask use, hand washing, etc. (including regular washing of reusable cloth masks, if applicable).
- Daily check-in with self-monitoring wellness app before coming to any portion of the campus or leaving a University residential location.
- The importance of not coming to campus if sick.

## Change Management

*Revised 8-13-2020*

Campus looked and felt very different as our students, faculty, and staff returned. Ensuring that everyone understood these changes was critical. Some community members may have expected nothing to change, while others assumed everything would be different. Preparing the community and reminding them that these changes are designed to help keep them safe eases anxiety. To help our community adjust to the new reality of our 6-Foot Campus, campus leaders at all levels:

- Engaged with students, faculty, and staff to understand their attitudes and perspectives. This communication helped inform the creation of strategies that enable their success.
- Provided timely and useful information to the community about what is happening.
- Provided virtual support to help students and employees continue their use to virtual collaboration tools, whether on campus or remotely.
- Offered proactive virtual training to help community members learn new patterns of behavior and understand the “new normal” for their campus.
- Provided students and employees with reinforced training after returning to campus; repetition will help community members acknowledge and retain important messages and information. The campus also considered signage, inside and outside, that reinforce key messages in high traffic areas such as main entrances, restroom facilities and so forth.

### When Six Feet is Not Possible

There are instances where it is impossible to achieve a full 6-feet of separation, such as in hallways and stairways. Where feasible, modifications can provide one-way travel. In other instances, we must all do the best we can to use our common sense and minimize contact in locations. This is why other measures such as PPE and good hygiene are so critically important.

### Standardizing Circulation

To minimize confusion, modifications and instructions will be standardized as much as possible. For example:

- Stay right in hallways and when ascending or descending stairs.
- Elevators will be single occupancy unless exceptionally large (i.e. freight elevators).
- When utilized, one-way foot traffic in hallways or corridors will follow a counterclockwise circulation (like a traffic circle) unless otherwise indicated by a building layout.



## Remote Work and Learning

*Revised 8-13-2020*

*Revised 8-20-2020*

*Revised 10-9-2020*

By adhering to applicable social distancing, hygiene, and PPE practices in the office or classroom, Stockton can reduce the number of potential exposures should someone become ill. With the start of the Fall semester, all departments are expected to be sufficiently staffed to support students and operations. Work modifications are considered on a case-by-case basis and determined by the Office of Human Resources in consultation with the Divisional Executive. Departments should also adjust meeting, conference, and social gathering plans to minimize face-to-face contact, when feasible.

## Emergency Evacuation

Building evacuation during a fire alarm or other emergency is a concern to many community members because it is difficult to maintain physical distancing while evacuating. Stockton's Campus Public Safety Office is working with departments to plan safe egress from their work areas. Until further notice, Public Safety will not schedule fire egress drills except where explicitly required by the Fire Code (i.e. residence halls).

## Screening, Testing and Contact Tracing

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*Revised 8-20-2020*

### *What screening measures will be in place?*

Stockton's plans regarding screening, testing, and tracing have continued to evolve as public health directives and recommendations have become clear.

The University's partnership with AtlantiCare has provided much-needed guidance and recommendations regarding operational plans. The University's plans regarding screening, testing, and tracing will focus on the institution's three health and safety rules:

- Wearing masks always in public settings
- Physical distancing
- Personal safety and hygiene protocols
- Testing opportunities will be available at the University's two primary campus locations: Galloway and Atlantic City.

## ***How will you communicate these screening protocols to stakeholders?***

***Revised 8-20-2020***

Stockton will employ its extensive web of communication tools to provide regular and consistent updates to the University community. This includes news articles on the Stockton homepage; postings on the fall 2020 web page; emails sent to all students, employees, and alumni; and alerts posted via all forms of social media: Facebook, Instagram, Twitter, etc.

Stockton University has formed a Public Health Advisory (PHA) working group including members of the AtlantiCare Health System and key members of Stockton Leadership, including the President's Cabinet, Health Science faculty and staff, and Public Safety representatives.

The PHA working group will establish protocols and procedures for Stockton University Community testing and tracing. AtlantiCare is the contracted entity to supply all professional resources and services related to testing and tracing for Stockton University.

Students, faculty, and staff are required to monitor their own health daily and attest each day that they have no signs or symptoms of COVID-19. Employees must not come to campus if sick and must immediately notify their supervisor that they will not report to work and notify the Office of Human Resources of their illness. Students likewise must not come to campus if ill and should report their illness to Stockton's Wellness Center.

When any member of the Stockton community becomes ill with COVID-19, Stockton's Campus Public Safety Office will work with the Atlantic County Division of Public Health to identify those with whom the individual has been in close contact and assess the significance of the exposure.

***NOTE: The University will report all positive COVID-19 cases in the campus community to the Atlantic County Division of Public Health as required.***

## ***What will be the testing protocol?***

***Revised 8-20-2020***

***Revised 10-9-2020***

***Revised 12-14-2020***

All community members will be required to self-monitor for symptoms of COVID-19. Everyone will be required to answer a daily self-screening agreement prior to logging in to the portal each day.

Symptomatic members of the community will be directed to follow current Stockton health and safety procedures, including adherence to all current State and federal (e.g. CDC) protocols and guidelines. Stockton maintains up-to-date COVID-19 related health and safety procedures, including COVID-19 testing, on its web site.

### ***How will the institution house or transport exposed or ill residential students and plan for timely reporting, while maintaining confidentiality?***

In the event that a residential student has known or suspected exposure to COVID-19, Residence Life staff, in conjunction with the Vice President of Student Affairs, the Dean of Students, and the director of the Wellness Center, will implement a comprehensive isolation protocol for that student.

Students will be required, in accordance with public health recommendations, to either isolate in their place of primary residence off campus or in Stockton's Chris Gaupp housing facility, which will be designated as the location for on-campus isolation housing. The plan includes, but is not limited to, isolation housing (off campus and on campus), dining accommodations, contact tracing, regular monitoring of student's health (physically, mentally, and socially), etc.

### ***How will the institution log students, faculty, staff, and visitors to help facilitate contact tracing?***

#### ***Revised 10-9-2020***

All departments must carefully consider the need for in-person meetings and only invite visitors with legitimate business purposes to the campus when those business purposes cannot be completed remotely (examples of these activities appear on p. 14 above). All authorized visitors view posted instructions when entering the parking lot facilities on campus to complete a mobile-friendly, online visitor form which will include date and time, name, affiliation, cell phone number, email address, name of person/department hosting visitor, and reason for visit.

Visitors are instructed to complete the visitor form before exiting their vehicles and a receipt is emailed to the authorized visitor to be used as a visitor pass during their time on campus. Submission records are retained in a central, digital repository and are accessible to appropriate University personnel as needed. If the authorized visitor does not have the means to complete the form from their vehicle, they will be instructed to proceed to a central visitor check-in location to complete the digital form before continuing to their campus destination.

Individual departments also have access to the online visitor form, which can be completed at stations or mobile iPads immediately upon entering some facilities, in the event an authorized visitor bypasses the check-in instructions provided above.

There will be no visitors allowed in the residence halls except in cases of emergencies. These visitors will be required to complete online visitor form.

All faculty will be required to monitor in-person attendance each day for each of their classes.

- For additional information about the State contract tracing initiative, visit: <https://nj.gov/governor/news/news/562020/approved/20200512a.shtml>
- For additional information about the PPE supplier registry, visit: <https://covid19.nj.gov/forms/supplier>

## Instruction

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*Revised 8-20-2020*  
*Revised 10-9-2020*

Under New Jersey Executive Order 175, issued August 13, 2020, institutions of higher education can resume offering in-person instruction. Beginning with the fall 2020 semester, Stockton's instructional program included remote, hybrid, and in-person instruction. All learning activities comply with the general safeguards described in the University's Restart Plan.

***For in-person courses, how will you ensure the institution is complying with the social distancing and other general safeguarding measures for classrooms?***

*Revised 8-20-2020*  
*Revised 10-9-2020*

Fall 2020 courses are being taught in a variety of teaching modalities. These include in-person classes on campus, hybrid classes that combine in-person and online lessons, and completely online classes.

All courses offered with a campus-based component (hybrid, flex, or face-to-face) use modified instructional spaces that include staggered seating and buffer zones to ensure that students, faculty, and staff can continue to operate and learn in the workplace, classrooms, and other spaces while still maintaining a healthy physical distance from colleagues and other community members.

All modality options are supported by Blackboard, the University's learning management system (LMS). Stockton has employed Blackboard to support its hybrid and online course delivery for many years, and most faculty teaching face-to-face courses or hybrid courses also use it to complement their teaching. Faculty have access to extensive LMS training, and students are also provided with an orientation to the system.

The ubiquity of Blackboard makes it possible to shift from one modality to another should the public health situation, state mandates, or other related circumstances change at any time. In addition, many faculty and staff are already adept at using Zoom and other synchronous meeting tools. Since March, 2020, when all coursework moved to online delivery for the remainder of the spring semester, the University has significantly increased its support for these technologies, and the faculty and staff have embraced the many training opportunities provided by the University through the Center for Learning Design and ITS.

## Classrooms

*Revised 8-20-2020*

*Revised 10-9-2020*

Those classes offered on campus this fall, in part or in full, do so in classrooms with significantly reduced capacity to accomplish 6 feet of physical distancing required to conform with requisite health and safety protocols. This includes:

- Removal/redistribution or seating to facilitate physical distancing and restricted occupancy as determined (fixed seating that cannot be removed will be blocked off/restricted with tape).
- Clearly marked seats not to be occupied to ensure compliance with physical distancing restrictions.
- Installation of hand sanitizer stations in hallways outside classrooms.
- Installation of disinfecting wipe dispensers at front of classrooms.
- Requirement by faculty to wipe down lectern, etc. at start and end of every class.
- Requirement by students to wipe down their seating area at the start and end of every class.

## Classrooms, Lecture Halls, Auditoriums

COVID-19 Modified Occupancy for classrooms, lecture halls, and auditoriums is based on the number of seats that can realistically be used while keeping learners 6 feet apart, plus the instructor.

Classrooms with fixed seating are operating at roughly 20 to 30% of normal capacity; classrooms with moveable seating are operating at roughly 30 to 40% of normal capacity.

For lecture halls with fixed, auditorium-style seating:

The typical configuration is that every other row must be kept empty and, in the occupied rows, only two out of every three seats may be used. An alternative is to use every row but stagger the seats to achieve 6 feet of space diagonally. In either case, the resulting number of useable seats plus the instructor is the Modified Occupancy and “unusable” seats has been so marked.

For classrooms and lecture halls with moveable seating and/or tables:

Excess seating has been removed or restricted leaving only enough seats remaining to achieve the required physical distancing. The resulting number of seats plus the instructor is the Modified Occupancy.

***How will you accommodate faculty and students who are immunocompromised, or at high-risk for COVID-19, or have received a positive diagnosis of COVID-19, and are thus unable to attend classes in-person?***

***Revised 8-20-2020***

***Revised 10-9-2020***

Stockton is offering eight instructional modalities this fall:

- **Face-to-Face (F2F)** - All content delivered in person on campus.
- **Online Synchronous (ONS)** - All content is delivered online on specific days and times.
- **Online Asynchronous (ONA)** - All content is delivered online with no real-time interaction and no required meeting times
- **Online Blended (ONB)** - Combination of online synchronous and online asynchronous course delivery.
- **Hybrid Full (HYF)** - Combination of some full class, on-campus sessions and online content delivered asynchronously or synchronously (this is closest to a traditional hybrid course).
- **Hybrid Partial (HYP)** - Combination of physically distant, in-person class sessions and asynchronous online (Course meets with a portion of a class on one day in-person, and another portion of the class on a different day in-person, with the remainder of instruction delivered online).
- **Flex Synchronous (FXS)** - Combination of in-person classes and synchronous online delivery, with all or some students having a face-to-face component that meets as determined by the faculty member (the course does not meet face-to-face all together on campus).
- **Flex Asynchronous (FXA)** - Combination of in-person and asynchronous online delivery, with all or some students having a face-to-face component that meets as determined by the faculty member (the course does not meet face-to-face all together on campus).

This variety of teaching methods supports students who want to learn remotely, as well as those who need or want a campus-based experience. Faculty selected the teaching method that they thought best fit each course's proposed program of study.

Approximately 65% of all courses are being taught fully online. Another 25% are scheduled in a hybrid or hyflex option, and the remaining 10% are being offered face-to-face.

Stockton updated its fall schedule in mid-July and has spent the intervening weeks working with faculty and students to ensure that students are enrolled in courses, so far as possible, with delivery modalities that meet their needs, faculty pedagogical preferences, and academic disciplinary standards.

### ***How will you encourage social distancing through signage and layout of classrooms?***

***Revised 8-20-2020***

***Revised 10-9-2020***

Stockton uses a variety of locations to deliver its courses each semester. These include traditional lecture halls and classrooms of differing sizes with differing degrees of technology, laboratories with specialized equipment or machinery, computer labs with specialized software and hardware, and studio and performance spaces equipped in different ways. In a normal fall semester, the University delivers a total of approximately 2,000 on-campus courses on six days and evenings of the week. To accommodate to social distancing requirements for on-campus instruction, the following protocols pertain in fall 2020:

#### **Instructional Spaces**

- Signs have been posted outlining campus COVID-19 protocols outside all instructional spaces.
- Furniture and fixtures have been rearranged to allow for a minimum of 6 feet of physical distance between all instructional equipment and seats in designated classrooms and other instructional spaces.
- Desk arrangements have been modified (checkerboard pattern) to ensure 6 feet of physical distance between desks in all classrooms.
- Demarcations have been marked on the floor in designated classrooms and other instructional spaces.
- A designated number of meeting rooms, classrooms, and computer labs have been converted into physically-distanced study areas and/or places for students to take online or hybrid courses on campus as needed.

#### **Office Spaces**

- Signs have been posted outlining campus COVID-19 procedures and protocols at the entrance of all office suites.
- Desk arrangements have been measured and modified to ensure 6 feet of physical distance between employees in all offices.
- Desks that will not be used have been marked as such or removed alternate as needed to maintain 6 feet of physical distance.

Room capacities have been posted for workspaces, and plexiglass partitions installed to ensure additional demarcation between employees in an office and visitors.

## Meeting and Shared Spaces

- Large gathering spaces have been decommissioned and re-purposed as instructional space as needed and to the extent possible.
- Seating has been reduced in meeting rooms to limit capacity.
- Prohibit shared use of small rooms by groups and convert to single occupant use only.

### *How will you ensure high-touch areas and shared surfaces in classrooms are cleaned and sanitized after every use?*

## Reduce Commonly-Touched Surfaces

*Revised 8-20-2020*

*Revised 10-9-2020*

Stockton has implemented several tactics to reduce risk in classroom settings. Every effort has been made to reduce the number of commonly-touched surfaces and thereby both minimize the spread of pathogens and facilitate regular sanitation. This included removing shared phones, remote controls, dry erase markers, and other objects from shared meeting and work areas.

Moreover, facilities, fixtures, and equipment undergo “enhanced cleaning” as part of our campus reopening. This includes, as defined by the CDC:

- **Cleaning:** the removal of foreign material (e.g., soil, and organic material) from objects.
- **Disinfection:** the thermal or chemical destruction of pathogenic and other types of microorganisms.

This more extensive disinfection of a room or area following known exposure to hazardous or infectious material is typically referred to as **decontamination**.

## Develop a Culture of Shared Responsibility

*Revised 8-20-2020*

The responsibility for a safe environment needs to be embraced by all campus members. Consequently, Stockton’s University Relations and Marketing Team has spearheaded a campaign of shared responsibility to enlist staff members as active participants in the sanitation in their own work area and when using shared resources (e.g. meeting rooms, commonly-touched surfaces, etc.), and students and faculty to the do the same in instructional and residential spaces.



Disinfecting wipes (or disinfecting spray and paper towels) will be provided in these areas so occupants can do their part to prevent surface transmission of pathogens. This includes:

- Providing disposable wipes so that common touchpoints (e.g., doorknobs, light switches, desks, desktop peripherals, remote controls, and more) can be disinfected by employees before each use.
- Discouraging the use or borrowing of other people's phones, desks, offices, or equipment.
- Maintaining a clean workplace to assist in minimizing risk to everyone in the community. This involves regular housekeeping in:
  - Open-work environments
  - Kitchen areas
  - Vending machines
  - Bathrooms
  - Meeting rooms

## Student Learning Experience

### *New Section: 8-20-2020*

Just under 9,800 students are expected in fall 2020, the majority of whom will be registered full time. Stockton has elected to maintain the same academic calendar as was originally scheduled, with classes beginning on September 8, 2020 and concluding on December 18, 2020. The Spring 2021 term is currently under construction.

Student support services, tutoring services, and other academic support activities will include a range of face-to-face and technologically mediated formats to allow for both on-campus and remote services.

Students will need a desktop or laptop computer and internet access to participate in courses that provide some or all instruction remotely. The university has instituted a laptop and mi-fi loaner program, along with more specialized ITS equipment as warranted, to ensure that students have the virtual access necessary to succeed this term.

Online orientation and training events were held throughout the summer to prepare students for the various instructional and advising modalities and the related uses of technology, and—with more than 60% of the fall schedule fully online--students who are unable to attend campus for health reasons have been offered a range of remote-learning opportunities. These options include:

- Enrollment in a fully remote course load.
- Where possible, substitution of an alternative remote course for a course that is only offered on-campus.
- Deferment of a specific course requirement until a later semester.
- Assistance in transitioning to a major or program that can be completed entirely through remote instruction.

Courses with on-campus instructional components were prioritized for those students who have majors requiring on-campus study (i.e. lab, clinical, and hands-on learning components). Stockton also scheduled a proportion of its FRST courses, First-Year Seminars, gateway/introductory and seminar/capstone courses.

Fully online and hybrid versions were also made available, so students could select the method that is best for them, but the University wanted to preserve a certain number of campus experiences as this is how some students--particularly those without regular access to technology or consistent learning spaces--learn best.

## **On-Campus Residential Housing**

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*Revised 8-20-2020*

Stockton has provided reduced campus housing since mid-March to those students with housing insecurity, international students unable to travel, or other unique living circumstances. These conditions continue under Stage 2 of the State's reopening plan. In addition, all common areas, except for communal kitchens needed for students not on meal plans have been closed and a strict "no visitor" rule instituted.

In developing plans for the approval of Stage 3, Stockton has established guidelines and implementation procedures which relax restrictions on most residential housing yet maintain all necessary safeguarding principles, outlined below.

***How will you reduce capacity in on-campus housing facilities to the extent practicable in accordance with Executive Order 155? Please list your overall occupancy rate and your reduced occupancy rate.***

If the State continues to operate in Stage 2, Stockton will offer housing to a reduced number of students. The following groups would be given priority for on-campus housing:

- Students who are housing insecure – this includes students for whom the University serves as their primary residence, who have abusive home life situations, and who have unreliable technology at home that could prevent access to an education).
- Students who are enrolled in in-person classes to be held on campus who do not have a car and for whom public transportation would be a hardship.
- International students who are enrolled in in-person classes to be held on campus in order to be in compliance with the Student and Exchange Visitor Program (SEVP).
- Athletes (in-season and if sport is active for the semester).
- Students who live outside of a 45-mile radius to the campus who are enrolled in at least one in-person class to be held on campus.
- Students enrolled in required clinical rotations, fieldwork including student teaching assignments or internships.

Research has shown that students who live on campus while attending liberal arts institutions have significantly higher GPAs than comparable students living in off campus facilities (Turley & Wodtke, 2010). This is because doing so offers a shared experience that fosters networks and relationships and support students during their campus careers. Such traditional experiences will necessarily need to be modified to address COVID-19 limitations, but Stockton is committed to providing a safe and structured environment for those students seeking a more traditional college experience.

## Residential Facilities

Stockton is reducing campus residential occupancy through a number of tactics, including increasing the number of single units available and reducing current triple occupancy rooms to double bed units. The results of these modifications to the campus Residential Inventory are chronicled below:

Residential Life	Zone	Original Occupancy	Modified Occupancy	Bedroom Type	Notes
Housing 2	First-Year Housing	547 beds	515 beds	Singles & Doubles	Communal Bathrooms
Housing 3	First-Year Housing	375 beds	300 beds	Singles & Doubles	Communal Bathrooms
Housing 1	North Campus	1265 beds	1012 beds	Doubles	Private Bathrooms
Housing 4	North Campus	250 beds	218 beds	Singles & Doubles	Private Bathrooms
Housing 5	North Campus	388 beds	388beds	Singles	Private Bathrooms
Gaupp	Galloway	126 beds	0 beds	Singles	44 beds available for Quarantine/Isolation Facility. Private Bathrooms
AC Housing	Atlantic City	535 beds	505 beds	Singles & Doubles	Private Bathrooms
Grad Housing	Galloway	33 beds	33 beds	Singles	Private Bathrooms
	<b>Totals</b>	<b>3519 beds</b>	<b>2971 beds</b>		

All facilities are operating at less than 100% capacity, as required by State guidelines, and the overall reduction is approximately 15% of existing University housing.

## Temporary Third-Party Residential Facilities

Modifications outlined above may result in a bed shortage of between 300 to 500 beds, based on current campus housing applications. To address this deficiency, Stockton prepared a Request for Quotation to contract with community-based property owners for student housing. Those submitting proposals must demonstrate that they meet campus standards of the health and safety guidelines of the Restart Plan, as well as University standards for residential living including, but not limited to, security, parking, private bathrooms, microwave/refrigerator unit, storage, desks, wardrobe, etc.

The University also plans to include Residential Advisors (RAs), shuttle services, and food service at any third-party location, to replicate the on-campus living experience as much as possible.

### ***What criteria will your campus use to identify students for whom residential housing is necessary for an equitable education?***

Students with housing insecurity will be given priority access to campus housing. Students living more than 45 miles from campus will be given second priority, and first-year students will be given third priority.

While we do anticipate that demand will exceed supply, Stockton has successfully partnered with community-based residential business vendors in the past to provide safe and convenient alternative housing options when on-campus residential inventory reached capacity, and we are confident we will be able to provide comparable residential opportunities to all students who seek accommodation for the fall 2020 semester and, if required, the spring 2021 term.

### ***How will the institution ensure infection prevention measures are followed in shared or common areas (such as residence hall kitchens, game rooms, bathrooms, etc.)?***

All students, whether residential, off-campus, or commuter, will be required to complete COVID-19 safety training to reinforce health and hygiene protocols. This process will help ensure students remain as safe as possible when they return to campus, from both a living as well as academic perspective.

Moreover, Stockton will strictly monitor use of all common areas, lounge areas and gaming areas during the COVID-19 period.

All residential laundry facilities will require appointment-based scheduling, to limit occupancy and allow for appropriate 6-foot physical distancing. Such facilities will also be deep cleaned each evening, including weekends, and include signage to promote self-cleaning prior to and after the use of equipment.

Bathroom usage will be similarly limited. Most campus residential facilities include ensuite bathrooms. Those buildings with communal bathrooms (Housing 2 & 3 only), will

enforce COVID-19 Modified Occupancy rates to restrict the number of people who can simultaneously use bathroom facilities while remaining at least six feet apart (limiting usage by 50-60%). Stalls, urinals, and sinks that cannot be used will be specifically marked as such.

All shared and common areas of the Residential Living Facilities will likewise be addressed through protocols established for cleaning, disinfecting, and decontaminating campus buildings described above and developed by Stockton's Division of Facilities & Operations in accordance with guidelines from the U.S. Centers for Disease Control (CDC), along with practices followed by other institutes of higher education, government agencies, and private companies.

### ***What steps will the institution take to minimize outside visitors to residence halls?***

***Revised 8-20-2020***

***Revised 10-9-2020***

Stockton is implementing several actions to reduce campus visitation. The University will significantly reduce the number of external events and large-scale activities during the fall 2020 semester. The spring 2021 term is still under review.

Stockton will also implement a "No Visitor" policy for Residential Facilities during the period of COVID-19 to limit the number of people on campus whenever possible. Residential Advisors (RAs) and Complex Directors (CDs) will be trained to monitor and enforce these regulations, and violations will be subject to the University Student Code of Conduct process.

The University will require students to complete a daily health pledge to indicate whether they have had any exposure to or exhibit symptoms of COVID-19. As an additional measure, the Office of Residential Life and Information and Technology Services will monitor the number of residential students on campus in the residence halls through wi-fi usage.

Residential students will be notified that they are required to complete COVID-19 training and will receive continuous education about the university Restart Plan and expectations for their compliance with state and University directives that include the mandate to wear a mask, practice social distancing, and wash their hands.

All students, including those living in the residence halls, off-campus and who members of student clubs, organizations, athletic teams, fraternities and sororities will receive continuous education regarding health and safety directives that include social distancing, wearing of masks, violations of the guest policy and directives prohibiting group gatherings of any type and parties.

The Dean of Students' Office, Office of Residential Life and the Office of Care and Community Standards will educate students regarding potential disciplinary consequences of violating directives outlined in the Stockton Restart Plan.

***Describe routine cleaning measures to be implemented in on-campus housing, including communal bathrooms.***

All shared and common areas of the Residential Living Facilities will be addressed through protocols for cleaning, disinfecting, and decontaminating campus buildings as described above.

Common areas and lounges will be redesigned to reduce seating and accommodate physical distancing; if sufficient space is not available, they will be eliminated entirely. Custodial activity will be heightened on high touch areas and all communal bathroom areas. Communal bathrooms, which are only present in Housing 2 & 3, will be increased from once daily cleaning to twice daily, plus supplemental cleaning if necessary, on an on-call basis.

***What protocols are in place for residents who need to isolate and quarantine? Please list the amount of housing (single rooms/private bathrooms) available to house these individuals.***

If a student tests positive for COVID-19, they will be encouraged to quarantine off campus. If this is not possible, Stockton has designated the Chris Gaupp Residential Facility as its on-campus isolation/quarantine location for fall 2020.

The Chris Gaupp Residential Facility is a 25,000 square foot, two-story facility that contains 44 individual rooms, each with a private bathroom and kitchenette. All units are individually controlled by their own electric HVAC ventilation unit. Rooms are designed to function as triple-bed units, but can be converted to single student use, and food service is available for touchless room service delivery through a third-party restaurant within the building.

As with all other campus facilities, protocols for cleaning, disinfecting, and decontaminating of potential infected areas have been developed by Stockton's Facilities & Operations Division in accordance with guidelines from the U.S. Centers for Disease Control (CDC), along with practices followed by other institutes of higher education, government agencies, and private companies.

# Computer Labs and Libraries

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*Revised 8-13-2020*

*Revised 10-9-2020*

As per state guidance, Stockton's physical library opened in Stage 2 at the reduced capacity of 25%. The University's computer labs are following protocols in accordance with NJ Administrative Order No. 2020-17. The opening of both facilities is critical to ensure faculty and students can access the academic, research, and technological resources they need to participate in their University classes and complete required coursework.

Both the library and campus computer labs have protocols in place to ensure physical distancing limitations, infection control practices, population density controls, adequate sanitization materials, an enhanced cleaning schedule, and dedicated computer labs with specified times for utilization by high-risk individuals. Stockton's VDI platform, which allows for the utilization of the University's computer lab software from off-campus locations, will also remain fully operational during Stage 2 to provide remote access to the software and utilities found within the computer labs to all faculty, staff, and students.

As Stockton prepares for the possible statewide transition to Stage 3, employees in both areas are finalizing additional plans to expand the services outlined in Stage 2. The University will continue to incorporate online support structures as well as in-person staffing guidelines that will maintain health and safety protocols relating to face coverings, heightened cleaning/sanitizing, and distancing requirements, including the possible relocation or re-spacing of furniture and equipment as appropriate.

## ***What is your plan for operation of computer labs and libraries?***

*Revised 8-13-2020*

*Revised 10-9-2020*

In Stage 2, Stockton will operate the Richard E. Bjork Library at no more than 25% capacity; as the standard occupancy for this location is 564 people, this means that the library will be limited to no more than 141 people—including staff—at any given time.

At the start of the fall term, the library will operate on a reduced weekly schedule, as follows: Monday through Thursday: 8:00 am to 10:00 pm; Friday: 8:00 am to 8:00 pm; Saturday: 10:00 am to 8:00 pm; and Sunday: 12 pm to 8:00 pm. The library bases these reductions on an anticipated decline in gate counts during Phase 2 occupancy, which necessarily reduces the number of students living on campus as well as the students and faculty engaged in campus-based instruction. The library will modify its hours during the term according to use.

Librarians are offering instruction sessions on research methods and information literacy remotely in the fall, usually through Zoom. Subject specialists remain in contact with their assigned programs, urging instructors to schedule instruction sessions and students to make research consultation appointments.

Librarians will continue to encourage students to contact specialists through the library's live chat service, LibChat, or its general e-mail account, through which they may pose questions of any kind.

When the state proceeds to Stage 3, more in-person services will be made available but will still require pre-registration and scheduling to reduce the number of people on campus and enable the library to monitor population density.

In Stage 2, Computer labs will be opened within the parameters allowed under Administrative Order No. 2020-17. The University will adhere to the guidelines as detailed in the Administrative Order to provide a safe and sanitized computer lab environment for Stockton community members to utilize as needed. In addition to the physical controls and sanitization of the labs, additional technical controls will be utilized to help ensure the constraints within Stage 2 and the Administrative Order are always being met. Users can use sanitized phones located in every computer lab along with remote technical support if they experience technical issues in the computer labs without the need to infringe on physical distancing requirements.

During Stage 3, Stockton University will remain mindful as to how best to maintain safe environment protocols while expanding the institution's educational components, including computer laboratories, library facilities, and support service functions such as academic advising, counseling, tutoring, career services, etc.

### ***How will the institution implement social distancing measures and cleaning protocols in these facilities?***

***Revised 8-13-2020***

***Revised 10-9-2020***

In Stage 2, the University has committed to cleaning all high-touch surfaces in the library twice per day, using a combination of custodial and library staff. In addition, disinfectant wipes will be readily available in all areas, including at all computer workstations, terminals used for searching the library catalog, and all the seating areas described above. Appropriate signage will instruct users to disinfect surfaces before and after each use.

Users are also be encouraged to use online points as access, as most of the library's holdings--journals, media materials, and many books--are available digitally and can be accessed remotely. Library seating has been adapted to support physical distancing, and staff will offer "curbside" service that allows faculty and students to order materials for scheduled next-day pickup.



Computer lab and library capacity will be significantly reduced to accomplish **six** feet of physical distancing and heightened cleansing. This will include:

- Removal/redistribution of seating to facilitate physical distancing and restrict occupancy as determined (fixed seating that cannot be removed will be blocked off/restricted with tape). Computer stations will also be a minimum of six feet apart as part of the configuration.
- Clearly marked seats not to be occupied to ensure compliance with physical distancing restrictions. Any computers in the lab not meeting the distancing guidelines will not have power and will be disabled through technical controls.
- Installation of hand sanitizer station in hallways outside computer labs and throughout the library.
- Installation of disinfecting wipe dispenser at front of computer labs for use by patrons.
- Requirements for patrons to wipe down lectern and associated peripherals in computer labs at the start and end of any use. Lecterns and their associated technologies will be a minimum of six feet from any computer station in the computer lab.
- Requirements for patrons to wipe down their seating area and computer peripherals at the start and end of every use.
- A supply of disposable keyboard covers for optional use in the computer labs.
- Library administration areas, along with select locations around campus, have a supply of disposable masks and disposable gloves for use and distribution to students and staff if needed.
- Small, specialized computer labs with specific hours for access solely to high-risk individuals, as defined by the Centers for Disease Control and Prevention.
- Signage posted at the entrance of each computer lab alerting patrons that all individuals in the computer lab must wear a face covering at all times, except where doing so would inhibit the individual's health.
- USB ports on the computers in the labs remain physically and technically accessible to patrons to allow for them to bring and utilize their own keyboard, mouse, and other peripherals with the computer station as desired.
- Customized computer desktop backgrounds and screensavers are utilized to remind patrons of the restrictions, guidelines, and proper use of the computer labs as required.

Because Stockton does not have the capacity to constantly monitor every location for long periods of time, it is incumbent upon everyone in the Stockton community to make smart decisions during the COVID-19 pandemic. Stockton will support these efforts with an ongoing communication and messaging campaign.

### ***How will the institution follow state occupancy restrictions in these facilities and reduce occupancy?***

***Revised 8-13-2020***

***Revised 10-9-2020***

In Stage 2, library access is strictly monitored by staff stationed at a plexi-glass-enclosed desk near its only public entrance with a reception area. The library has also made some hours available through prior appointment through online software. Appropriate signage and circles at the entry directs entering users to queue to the left of the entrance door.

### **Seating Areas:**

Stockton's library has four types of seating: tables, study carrels, soft seating (sofas, armchairs), and group study rooms. Library staff has surveyed all seating and has established 6-ft seating distances. Staff have removed extraneous chairs from tables and carrels and have spread apart soft seats. Sofas are limited to one person, using caution tape or signage. Occupancy for group study rooms has been set at one or two people per room depending on size. Staff have removed extra chairs from these rooms and have marked tables to indicate seating positions.

### **Stacks:**

All stacks aisles are limited to two-person occupancy. Appropriate signage informs users not to enter any given aisle if there are already two people in it, but to wait until one person leaves.

### **Lobbies/Service Desks:**

Hand-cleaning stations are in the lobby and around the building. Social distance limits will be marked on floors in front of all service desks with distance strips and circles. Service desks will have plexi-glass partitions between staff members and users.

### **Stairs/Elevators:**

Staircases will have signage that inform users to keep right and to maintain physical distance. Elevators, through appropriate signage, will be limited to one person at a time.

Computer labs will follow the Stage 2 standards for occupancy along with any additional guidance as outlined in Administrative Order No. 2020-17. A scheduling system is available to reserve a computer lab for in-person instruction that will incorporate scheduling limitations based on lab occupancy and provide guidelines on proper use to the individual reserving the space. Open use computer labs are restricted through removal/disabling of computers in the lab and monitored through technical measures to ensure occupancy compliance.

***How will the institution clean and disinfect high-touch areas in these facilities, such as computer terminals?***

***Revised 8-13-2020***

***Revised 10-9-2020***

Like the operations planned for instructional space throughout the campus, the library, including computer labs, have resources available within the facilities for self-cleaning prior to and after use by the campus community.

Additionally, library staff are trained and provided resources for supplemental cleaning of high touch areas of the facility. Each evening, including weekends, the library will receive heightened deep cleaning.

For computer labs, in addition to frequent cleaning during the day, and deep cleaning at night, disposable keyboard covers, and cleaning supplies are available for the campus community for use in all computer lab locations. Computer equipment and peripherals are replaced for sanitation reasons as needed in all computer labs.

### ***Will the institution utilize curbside pickup for libraries? If so, how will the plan for curbside pickup be implemented?***

***Revised 8-13-2020***

***Revised 10-9-2020***

The library has developed a curbside pickup plan following the restrictions outlined in NJ AO2020-14 for both faculty and students. Those requesting materials can do so through the online catalog. A library staff member will retrieve requested materials from the stacks and notify the faculty member through software that arranges a scheduled pickup time, usually on the next working day.

Library staff, who are gloved and masked while handling materials, will deliver materials to the pickup desk outside of the library entrance. Library users will return materials by depositing them in the outdoor book-drop. The library then will quarantine returned materials for 3 days before re-shelving.

## **Research**

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***Revised 10-9-2020***

As Stockton prepares for the possible statewide transition to Stage 3, employees are finalizing reopening plans that will incorporate continued online support structures as well as in-person staffing guidelines that will maintain health and safety protocols relating to face coverings, heightened cleaning/sanitizing, and distancing requirements, including the possible relocation or re-spacing of furniture and equipment.

### ***What is the institution's plan for the operation of research & research labs?***

On March 19, Stockton suspended all campus instruction, including research activities and clinical or fieldwork placements, in response to the State's mandate; this continued

while the state was in Stage 1. This decision, while necessary given the rapid spread of COVID-19 was also highly disruptive of ongoing research, especially in the natural sciences, health sciences, and social and behavioral sciences.

As eager as faculty are to return to their initiatives, the repopulation of research settings and laboratories has been done in a phased approach, coordinated by the academic deans.

Stockton's current Stage 2 operations allow for limited research activities and classroom instruction which adhere to required distancing and cleaning requirements and comply with Executive Order No, 155, Executive Order No 175 and OSHE Restart Guidelines.

To prevent spread of the COVID-19 virus, researchers are required to wear PPE, practice social distancing in the laboratory, and use frequent disinfection procedures as outlined below. Human subject research that is conducted remotely does not require any additional safety precautions related to minimizing the spread of COVID-19. Examples include use of online interviews, surveys, virtually conducted focus groups, and other online methods.

No visiting research subjects are allowed on campus. Research meetings and presentations are conducted and delivered via Zoom rather than in person on campus.

Likewise, Stockton is coordinating resumption of clinical and field-based internships, many of which are required for degree completion and governed by external accrediting agencies, while protecting the health and well-being of all University faculty, students, staff, host sites, and the community. We have amended placement agreements for all off-campus placements to require collaborators to outline their health and safety protocols and to instruct students on those protocols.

To ensure compliance with the standards above, the relevant Dean and Provost must approve all proposed research activities.

### ***How will researchers on campus be informed about this plan?***

Revised research protocols will be disseminated to faculty via their Deans, as well as through the University's restart website (<https://stockton.edu/return/>).

As with all aspects of reopening, the resumption of research activities at Stockton will be guided by:

- Compliance with relevant Federal, State, and local laws and Executive Orders. Attention to the specific health conditions and risk factors of all individuals.
- Desire to return all researchers to full capacity as soon as possible in a safe and sustainable manner.
- Strategic use of scarce resources in staffing and operations to maximize impact for research and attract external funding.
- Ability to respond effectively to new developments in the COVID-19 pandemic.

## ***How will researchers be encouraged to reduce personal contact and engage in social distancing?***

Stockton maintains a small number of faculty research laboratories and laboratory classrooms, as well as a sustainability lab, greenhouse, and other specialized facilities. During a standard academic year, these are generally limited to a select number of faculty members in the sciences, along with designated undergraduate students working on independent research projects. These spaces have already been measured as part of our campus audit of all instructional spaces, and can operate at 40-50% pre-COVID-19 capacity

Moreover, all faculty and students engaged in research will be required to:

- Perform self-health checks prior to coming to campus, and, if they exhibit symptoms of COVID-19, they must not come to campus.
- Follow the University's face covering and hand hygiene policy and wear snug cloth face coverings. Loose cloth face coverings can pose a safety hazard in a laboratory setting.
- Maintain at least a 6-foot radius from other people in the lab (including not only adjacent workstations on the same bench, but also those behind and across from a given workstation).
- Avoid sharing equipment and materials to the greatest extent possible. Surfaces of materials/equipment that must be shared must be cleaned before and after use by each researcher.
- Conduct proper disinfection of common research areas and frequently touched surfaces such as computer keyboards, computer displays, light switches, doorknobs, refrigerator/freezer handles, equipment panels/switches, bench tops, biosafety cabinet and fume hood sashes, bio-waste container lids, commonly used hand tools (such as pipettors) and shared PPE (such as laser goggles).
- Conduct lab meetings virtually as much as possible.

## ***What will be the cleaning protocol for research labs and research materials?***

The following guidelines will serve as foundational elements to laboratory safety efforts:

- Install hand sanitizer station in hallways outside labs.
- Install disinfecting wipe dispensers in labs.
- Rearrange equipment (where possible) to encourage physical distancing.
- Consider the need to stagger worker schedules to minimize the number of people working in the lab at any one time.
- Require faculty and students to wipe down their work area and equipment at the start and end of every lab.

# Student Services

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*Revised 8-13-2020*

*Revised 8-20-2020*

Student Services, provided by Stockton University's Division of Student Affairs, is comprised of offices that collaborate with University and community partners to help students successfully navigate their initial enrollment and financing of their education; academic and social transition to Stockton; connection in residential learning communities; holistic health and wellness; and leadership, professional and career development.

Stockton's current Stage 2 operations for its student services consist of a gradual reopening of on-campus facilities. Employees are returning to campus based on operational need. Employees are providing, in-person and tele-counseling guidance and service to students, and, as needed, faculty and staff. These services may include, but are not limited to: academic advising, tutoring, financial aid assistance, course registration, Veteran Affairs, Learning Access Program, Career Center, and more.

As Stockton prepares for the possible statewide transition to Stage 3, employees in all student services areas are finalizing reopening plans that will continue to provide online support structures as well as in-person staffing guidelines that will maintain health and safety protocols relating to face coverings, heightened cleaning/sanitizing, and, distancing requirements, including the possible relocation or re-spacing of furniture and equipment.

## ***What is the institution's plan for student services?***

During Stage 2, Student Services will implement hybrid services, which aim to deliver the same experience for students regardless of whether they access those services in person or remotely. The use of technology reduces in-person demand for services and maintains reduced on-campus density. Students may access student services via in-person hours by appointment, phone, email, Zoom sessions, and other means.

Services are provided on campus, and all individuals who participate must wear masks, maintain social distance, and follow all other safety rules instituted by the University. Students are required to sign a daily pledge after participating in mandatory COVID-19 training that affirms their commitment to follow campus safety protocols and expectations and do their part to protect the campus community

In Stage 3, Student Services will continue to make available the full spectrum of student support services, including health services, mental health, counseling, career services, records and registration, student accounts, financial aid, tutoring, Title IX, and support from the Dean of Students Office, including the Learning Access Program. Students may access these services and supports remotely and, by appointment, in person. Conference rooms or other larger individual office spaces that allow for stronger social distancing will be used when possible.

All academic advising and office hour appointments will occur, by appointment, in person as well as remotely.

Opportunities to build student connections with staff and to ensure the health and safety of those interactions are identified and implemented. For example, staff from Academic Advising, Career Services, EOF, LAP, and other high-impact Student Services areas, who regularly meet with students, may initially meet in person in an outdoor location or in a large meeting room that provides adequate space to allow for social distancing.

When meeting outside becomes less feasible or when large spaces are unavailable, these meetings are held remotely. Student club and group meetings and activities use large spaces on campus, especially outside space, to facilitate social distancing. All individuals who participate must wear masks indoors as well as outdoors if social distancing is not possible, maintain social distance whenever possible, and follow all University guidelines.

### ***How will student service departments reduce in-person interactions and implement safeguarding measures, particularly in waiting areas?***

#### ***Revised 8-20-2020***

Promoting the overall health and well-being of Stockton's students is an institutional priority, particularly during this period of rapid change and high stress. To reduce in-person interactions when possible, telehealth options via Zoom and similar online platforms will be available for both direct services and counseling. In-person clinical appointments will still be an option when necessary. Already developed outreach on well-being will be extended in the fall to include specific emotional issues related to coping with the pandemic in a higher education setting.

Those offices that continue to operate on campus will see students on an appointment basis, whenever possible; drop in students will be able to sign up for sessions online and receive e-notification when a staff member or counselor is available to reduce in-person waiting periods. Seating areas in all offices will likewise be modified to include a limited number of physically-distanced spaces to discourage congregation.

Small group meetings such as those for group counseling or advising will be conducted virtually. Student service offices will implement virtual check-ins by procedures for appointments to minimize person to person contact and eliminate high touch areas. Appointment times will be staggered to the extent possible to limit in-person interaction and support social distancing.

If necessary, staff in student service departments may operate with staggered schedules to reduce the volume of individuals in an office to support physical distancing.

## ***How will students, staff and faculty who are immunocompromised, or otherwise in an at-risk category, or those with a positive diagnosis, be able to access student services remotely?***

### Counseling and Psychological Services

Counseling Services will be delivered through telehealth and in person with social distancing. It is our plan not to disrupt the remote structure that served and still serves our students very well even as we maintain a presence on campus. The remote model will be incorporated permanently into our service model even after the COVID-19 pandemic.

Students who have technological access challenges that impact their ability to receive remote services will receive assistance from Information Technology Services to secure necessary access (e.g. laptop; wi-fi, etc.)

### Operational Plan

Stockton will maintain a presence on campus based on available space at the student services locations and in accordance to physical distancing protocols. Consistent with best practices from the Association of University and College Counseling Center Directors (AUCCCD) and the New Jersey College Counseling Association (NJCCA), Stockton will provide tele-counseling services except in the cases of an on-campus crisis or critical situation.

In these cases, when a face-to-face intervention is required, Stockton will facilitate such activities while practicing all necessary health and safety protocols, including maintaining 6-feet of physical distancing and the use of PPEs. Adequate space will be available for counselors and student clients.

Stockton's operational plan calls for the following to be on-campus at any moment: at least two counselors, one LAP staff, one helping staff at the Counseling Center, and one helping staff in the Wellness Center, located in the main campus' West Quad building (WQ). The arrangement will be rotational weekly or daily, whichever presents less danger and risk of infection to students and staff.

### Community Wellness & Health Education (West Quad #108)

The University, in partnership with its contracted health services provider, has included telehealth services in its portfolio of health services available for students on the Galloway and Atlantic City campuses. Students may also visit the physical locations for Student Health Services with the following safety and health provisions:

#### Waiting room:

- Mark seating to indicate 6 feet of separation (possible with an "x" on seats that should remain empty).
- Utilize seating in the West Quad lobby areas, marking it as above.
- Increase signage and sanitizing.



- Add sanitizer stations.

#### Office Suite:

- If necessary, staff schedules will be staggered to promote physical distancing.
- All interior office doors should remain closed to maintain distancing from students/coworkers entering and exiting the spaces.
- Increased signage and sanitizer stations.

#### Front Office/Business Office space

- Plexiglass dividers between the workstations (Office Supervisor/Immunization Clerk/Receptionist/Student Assistant) or work modification (dependent on operational need), to promote social distancing measures.
- Increase signage and sanitizer stations.

#### Personal Protective Equipment (PPE)

- PPE will be provided for all WQ-108 employees – including N95 masks if recommended by CDC guidelines.
- The sliding glass window between the office space and the waiting room will remain closed.

### Learning Access Program Reopening Plan

Stockton's Learning Access Program (LAP), the University's disability support services office, has outlined its needs regarding a fall 2020 restart.

Remote Access: The University will provide tele-counseling services and in-person services with safety and health provisions for students requesting accommodations from the Learning Access Program (LAP). The remote service delivery and physical modifications for in-person service delivery are as follows:

#### Personal Protection and Cleaning

Cleaning/Sanitizing needs for all areas include:

- Cleaning supplies, including possible use of antimicrobial surface spray/coating.
- Non-upholstered chairs.
- Keyboard covers.
- Plexiglass partitions.
- Personal Protective Equipment for all staff: clear-paneled masks, gloves, automatic/no-touch hand sanitizer stations in testing room, lobby, and hallway.

## Testing Room

The LAP will establish *time-and-one-half* and *double-time* modules so that students will not enter the testing room to begin a test in a space that has not yet been sanitized. After each testing module, the room will require cleaning. Cleaning protocols will be established regarding:

- Sanitizing the testing room after use, including equipment and chairs.
- Re-stocking the testing room with sanitizing supplies.
- Scheduled time period to allow for cleaning/sanitizing between use.

## Private Testing Rooms

LAP utilizes rooms across campus for private testing as needed. These spaces will require cleaning both before and after use. In addition, spaces will allow for six feet of physical distancing space between student and proctor. Cleaning protocols will be established regarding:

- Sanitizing the private testing spaces after use, including equipment and chairs.
- Re-stocking the private testing spaces with sanitizing supplies.
- Scheduled time period to allow for cleaning/sanitizing of the private testing spaces between use.

Because scribes will not be in close enough proximity to show the student the written answers throughout the exam, the scribes will need to share the written exam with the student electronically upon completion for final review. A protocol will be established regarding access to the podium.

## Lobby/Reception Area

The LAA's lobby/reception area is shared with Counseling Services. The staff members for LAP and Counseling are seated near one another. The room will be rearranged to adhere to physical distancing protocols.

In addition, an analysis will be completed to determine if plexiglass partitions will need to be installed at the reception desks.

The lobby seating area will be reconfigured to accommodate physical distancing protocols and will also be sanitized according to University health and safety guidelines. All personnel in the lobby/reception area should wear clear-paneled masks. Clear paneled masks allow hearing impaired students to read lips for assistance with hearing.

## Study Room (E154)

E154 is a study room located in the library that is used by LAP students that need assistive technology such as speech to text software. Only one person could fit in this space at a time.

- Swipe access is provided to LAP students that have a need for a private study space; however, LAP does not monitor when a student swipes into this space. Cleaning protocols will be established regarding:
  - Sanitizing the study room after use, including equipment and chairs.
  - Re-stocking the study room with sanitizing supplies.
  - Determining a monitoring schedule.

### LAP Offices

The LAP staff member offices will be measured to determine if they fulfill the University's physical distancing protocols. In addition, an analysis will be completed to determine if plexiglass partitions will need to be installed. Cleaning protocols will be established regarding:

- Sanitizing the office rooms after use, including equipment and chairs.
- Re-stocking the office area with sanitizing supplies.
- Scheduled time period to allow for cleaning/sanitizing between appointments.

### Student Testing

#### Face to Face Testing

The LAP Testing Room currently holds up to fifteen students, including the proctor. This requires two students to share each testing table. If required to provide six feet of physical distancing between each student, the Testing Room's maximum capacity will be five people, including the proctor.

Set testing modules will be established to allow for cleaning and sanitizing between testings. Students with certain medical conditions cannot be present when chemicals are being utilized to sanitize the space.

If required to provide four or more hours per testing module, only two modules will be scheduled each day. Faculty will be notified of possible adjustments to testing schedules and times. Cleaning protocols will be established regarding:

- Sanitizing the office rooms after use, including equipment and chairs.
- Re-stocking the office area with sanitizing supplies.
- Scheduled time period to allow for cleaning/sanitizing between appointments.

#### Online Classes

For online classes, remote proctoring will be required, particularly for students who need a reader/scribe. A reader/scribe will be available via Zoom to proctor exams for these students.

In addition, if faculty are unable to administer exams via Blackboard, there may be a need for LAP to provide remote test proctoring.

## Note-taking

Note-taking services will continue for online and face to face classes.

## Interpreting

For online courses, interpreters will be trained to use Zoom and coordinate with the other member of their interpreting team. Students receiving interpreting services via Zoom will be trained to pin and switch between interpreters during lessons. Interpreters will also be trained to use Blackboard. Face-to-face interpreting services will continue and interpreters will be provided with a clear paneled mask.

## Accessible Books

For online courses, accessible book requests will be needed well in advance of the semester so that publishers can be contacted to obtain accessible copies of textbooks. For face to face classes, the process for obtaining accessible books will remain the same as in previous semesters.

## LAP Faculty/Staff Support

### Online

Faculty and staff members seeking assistance from LAP, can email or call the LAP office to set up a Zoom appointment.

### Face to Face

New faculty training that typically occurs in the LAP office will be relocated to a larger space or completed remotely. Personal protection equipment and cleanliness protocols addressed above will apply to this area.

## Transportation

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Stockton's current transportation operations for its University community consist of a suspension of all shuttle and bus services throughout the Galloway campus, between campuses and throughout the local community.

During Stage 2 for the fall semester, the University will offer limited transportation options dependent upon the number of face-to-face courses and students living on campus that need these services.

The University is finalizing reopening plans supporting the restarting of transportation service in accordance to State occupancy restrictions. These plans will also maintain all health and safety protocols relating to face coverings, heightened cleaning/sanitizing, and distancing requirements.

Transportation is provided through the Office of Parking and Transportation and provides all members of the Stockton community information and services of campus parking, parking regulations, parking permits, shuttle schedules and public transit options.

Stockton University maintains two shuttle services for the campus community. On-campus shuttle service provides access from parking lots to core campus locations, while off-campus shuttle service operated by a third-party company (Stout's Transportation) provides access to and from the Stockton Galloway Campus to the Atlantic City Campus.

The University also maintains a fleet management program on service and police vehicles, plus a small supply of private-size vehicles for use by faculty and staff for general transportation for University-approved activities.

## Commuting, Transportation, Vehicles

Promote safe and healthy ways to commute to and from the workplace.

Suggestions for public transport include:

- Avoiding overcrowded public transportation.
- Wearing face masks and other PPE.
- Maintaining safe distance from other passengers.
- Using hand sanitizer when entering and exiting the vehicle.
- Wiping surfaces with disinfecting wipes prior to touching them.

### ***What is the institution's plan for transportation on campus?***

The University will implement a consistent plan for health and safety as it relates to shuttle services for the Stockton Community.

The plan includes the following:

- Reducing the number of riders and instituting a "checkerboard" seating pattern to support 6 feet of physical distancing among riders.
- Hand sanitizer at entry and exit from the shuttle.
- Wearing face masks and other PPE.
- Maintaining safe distance from other passengers.
- Periodically wiping surfaces with disinfecting wipes by the vehicle's driver.
- Deep cleaning every evening.

Stockton University maintains a fleet of 13 shuttle buses to transport students around its Galloway campus. The University has a third-party operator, Stout's Transportation, that provides shuttle services between the Galloway campus and Atlantic City campus.

## Stockton Shuttle Modified Capacity and Bus Seating Protocols

### *Revised 7-23-2020*

- All shuttle buses are to operate at a capacity in accordance with State guidelines. In the event shuttle capacity is reduced to fifty percent of passenger capacity, the University's plan will be as follows:
  - Only one student may sit in a row.
  - Seating order:
    - Row one, behind driver, window seat; row one across the aisle non-driver side; aisle seat.
    - Row two drivers' side; aisle seat; row two non-driver side, window seat.
- This pattern starts with the first row of the shuttle bus and ends and with the last row at the rear of the bus.
- Seats that are not to be used will be marked with an X.
- Fifty percent seating capacity results in the ability to transport 212 students every 15 to 17 minutes.

## Stockton Shuttle Routes

### *Revised 7-23-2020*

- Thirteen buses will run each morning and early afternoon to meet the demand. Seven buses will run at night to service the students' needs.
- Drivers are assigned to specific routes and will drive continuously except for the hourly disinfectant routine and one-half hour lunch/dinner break.

## Shuttle Drivers Responsibilities

### *Revised 7-23-2020*

- Opens emergency vents after pre-trip inspection.
- Wears face covering while on duty.
- Ensures signage is in place to remind students to wear their face covering and to board without touching the handrails or other passengers.
- Ensures wipes and hand sanitizer are on board.
- Stops any student, faculty or staff member from boarding that is not wearing a mask.
- Stops boarding at a modified capacity in accordance with State guidelines.
- Acts quickly if told a student on board may be infectious by stopping the bus and contacting Stockton Police Department for assistance.

A deep cleaning procedure in accordance with EPA, OSHA and CDC will be applied to each vehicle daily, when in use.

## ***What is the protocol for transporting sick students who may reside on campus to essential appointments?***

A 15-person Stockton University van has been taken off-line for transporting sick students to essential appointments. The vehicle has been modified to meet physical distancing protocols. The vehicle will also be outfitted with a translucent plexiglass shield that surrounds the driver seat location. The driver and the student will always be required to wear face covering during transport. Members of the University's Residential Life staff have been identified to be responsible for driving sick students to essential appointments.

A deep cleaning procedure in accordance with EPA, OSHA and CDC will be applied to each vehicle daily, when in use.

## ***What additional mitigation strategies will the institution take for shared transportation?***

***Revised 7-23-2020***

Transportation will adhere to the statewide guidance on public transit and will abide by general safeguarding measures detailed in Executive Order No. 155; face covering, physical distancing, and cleaning protocols. The following procedures will be instituted:

- Hourly Cleaning - Each shuttle bus will stop every hour and the drivers will disinfect key areas such as handrails, the sides of the aisle seats, and the top of the seats.
- A deep cleaning procedure in accordance with EPA, OSHA and CDC will be applied to each vehicle daily, when in use.
- Daily Cleaning - Each shuttle bus will be thoroughly disinfected twice by the drivers; once at the end of day shift, and a second time at the end of night shift.
- Weekly Cleaning - Each shuttle bus will be thoroughly disinfected by Stockton Plant Department personnel with a disinfectant fluid and a NAMCO Portable Micro Generator Deodorizing Fogger. The weekly routine begins Friday afternoon through Friday late night after the last drivers have finished their routes.
- Signage will be placed inside the shuttles to remind students to wear their face coverings and to try to board without touching the handrails and to be careful not to touch other students.
- Signs will be created and posted at the shuttle stops stating no boarding allowed if you have any COVID-19 symptoms.
- For ventilation purposes, the emergency vents on the roof of the buses will be opened.
- Since shuttle capacity has been reduced, the University will reduce parking restrictions and permit more students to drive to campus.

# On-Campus Dining

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*Revised 8-20-2020*

Pursuant to Executive Order No. 175, higher education institutions are permitted to have indoor dining, provided physical distancing and PPE requirements are met. As such, Stockton has implemented a plan that provides expanded dining options, including carefully designed indoor dining with limited occupancy, continued “grab & go” options, and outdoor dining availability.

Dining services offered by Stockton University’s campuses and centers is managed by Stockton Affiliated Services, Inc., a non-profit auxiliary organization for Stockton University.

Dining services are provided by Chartwells as the contracted food service provider for Stockton University. Chartwells is a division of Compass Group USA, and globally Compass Group PLC, which manages several brands such as: Wolfgang Puck and Au Bon Pain.

***What is your plan for food service and dining operations, including compliance with health and safety standards, as well as applicable Executive Orders?***

## Food Service Areas

Food service areas include dining services/concessions as well as self-serve kitchen areas and breakrooms. The following protocols and modifications will be established:

- Install plexiglass dividers between service provider and users.
- Offer pre-packaged and take out foods.
- Reduce self-service access to foods.
- Clearly signpost queuing/line-up areas.
- Remove/redistribute/restrict seating to facilitate physical distancing and restrict occupancy as determined (fixed seating that cannot be removed should be blocked off with tape).
- Install hand sanitizing stations.
- Clean common touch surfaces frequently and wipe down tables after every use.

The COVID-19 Modified Occupancy for food service areas (cafeterias, coffee shops, etc.) should usually be broken down into food preparation, food sales/service, and seating areas.

### Modified Occupancy for food preparation areas

The modified occupancy for the food preparation areas is the number of people who can work in the area at the same time while maintaining at least 6 feet of physical distancing.



Because food preparation often involves a lot of movement, planners knowledgeable about kitchen functions will ultimately need to determine what is reasonable and safe.

Each food service preparation area has a diverse set of restrictions. The final calculation for the food preparation areas will comply with the risk assessment as determined by the Facilities & Operations professionals.

#### Modified Occupancy for food sales/service areas

**Revised 8-20-2020**

(i.e. where consumers order/select/pick up their meals)

The modified occupancy for food sales/service areas is the number of employees plus the total number of counter workstations where customers can pick up and pay for their food, plus the number of people who can reasonably wait in line while remaining at least 6 feet apart. Each food sales and service area has a diverse set of restrictions. The final calculation for the food sales/service areas will comply with the risk assessment as determined by the Facilities & Operations professionals.

#### Modified Occupancy for seating areas

**Revised 8-20-2020**

Occupancy is expected to be 20% to 30% of normal capacity and tables will be placed at least 6 feet apart. Each dining and seating area has a diverse set of restrictions. The final calculation for the dining and seating areas will comply with the risk assessment as determined by the Facilities & Operations professionals.

#### ***If you have on-campus student housing, how will those in isolation/quarantine access dining services?***

**Revised 10-9-2020**

Students in isolation/quarantine are provided with menus listing all meal options offered at our dining hall. The students may order food through the Office of Residential Life by submitting an email indicating their meal selections for the day. Food deliveries are made at 9 AM, 12 PM, and 5 PM to all students in isolation/quarantine housing, regardless of location.

#### ***How will dining employees be trained on appropriate sanitization and social distancing practices and protocols?***

ServSafe COVID-19 safety training will be required for managers and food handlers.

Ongoing training will be covered at pre-shift meetings and will provide the most up-to-date procedures. Close coordination with local health departments will be secured regarding best practices.

Working through its purchasing company, FoodBuy, Chartwells will ensure that vendors will follow similar safety protocols for their drivers and other associates. Delivery drivers will be discouraged from entering buildings and will be required to wear masks. Plan associate training to cover all COVID-19 policy changes including:

- Mask, hand wash and glove requirements.
- Tobacco & cell use policies.
- Cell phone use policy.
- Cough and sneeze etiquette.
- Guest interactions.
- Cleaning policies and procedure changes.
- Social distancing expectations of associates.
- Symptoms/temperature checks process.

***How will institutions limit the number of individuals in a single facility, both indoors and outdoors, in accordance with the state occupancy guidelines?***

The University has prepared risk assessments and evaluations of the existing indoor dining area and proposed exterior dining options for the dining services for the campus community. Evaluations using the physical distancing guidelines and current/projected adjustment by the State for indoor and outdoor dining standards for occupancy are the basis for evaluating the occupancy compliance required. Monitoring and enforcement will be conducted by the dining vendor personnel.

## **Study Abroad and International Travel**

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***Revised 10-9-2020***

Under the state's Stage 2 conditions, Stockton has suspended all study abroad and international travel opportunities for students, faculty, and staff through January 2021. Faculty-led study tours are still scheduled for spring break and summer 2021, if the State transitions to Stage 3 and if such opportunities are supported by CDC travel recommendations.

***What is the institution's plan for study abroad programs, domestic and international travel?***

***Revised 12-14-2020***

For both Stage 2 and Stage 3, Stockton University has cancelled both study abroad and international faculty-led study tours for the fall 2020 semester. While study tours are still

scheduled for spring 2021 (three in March and five in May), such arrangements are tentative and will be determined based on state and federal guidance.

Stockton is still hosting international students. The University currently has 26 international students enrolled in Fall 2020 (25 on campus and 1 in Pakistan). Two international students were unable to come to campus in fall 2020. One has deferred to spring 2021 and the second to fall 2021. Students traveling from abroad, or from areas of the United States with high COVID-19 rates will be required to follow all relevant Stockton health and safety procedures, including adherence to all current State and federal (e.g. CDC) protocols and guidelines.

The University suspended international travel for students, faculty and staff, a decision made in March 2020, until further notice. All non-essential professional or personal travel—domestic or international—is discouraged, especially to areas of heightened COVID-19 activity. Students, faculty, and staff traveling to such locations (as defined by the CDC) for professional or personal reasons will be required to follow all relevant Stockton health and safety procedures, including adherence to all current State and federal (e.g. CDC) protocols and guidelines.

All campus community members are encouraged to [visit the CDC's webpage for the latest guidance on travel](#).

### ***How will the institution communicate with students and employees regarding changing travel restrictions?***

Stockton will provide regular updates to the entire University community regarding changing travel conditions and restrictions using all established and appropriate communication channels: University-wide email, University-managed web sites, and all appropriate social media platforms: Facebook, Twitter, Instagram, etc.

## **Athletics**

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Stockton University's Athletics program is an integral and distinctive face of the University that projects excellence in all it does while promoting community, school spirit, and pride.

Under the State's current conditions, Stockton's athletics program remains suspended. As the University prepares for the possible statewide transition to Stage 3, the Athletics Department is finalizing reopening plans that will incorporate all necessary health and safety protocols.

## Mission

The Office of Athletics provides an inclusive, diversified, and egalitarian program of athletic and recreational activities that enhances the educational experience of the participants while promoting physical well-being, interpersonal relationships, sportsmanship, organizational skills, teamwork, and leadership.

### ***What is the institution's plan for resumption of athletic programs on campus?***

***Revised 8-20-2020***

Stockton University's Athletics plan will adhere closely to the "NCAA Core "Resocialization of Collegiate Sport: Developing Standards for Practice and Competition." This plan incorporates a slow and deliberate three-phase process over 4-5 weeks to a return to full participation. It incorporates the importance of physical distancing, increased sanitation, signage, PPE, communication, and health screenings/surveillance. This slow and deliberate startup will allow Athletics to critically evaluate its plan and make necessary adjustments before teams are at the level of full participation/full contact.

Stockton will have no intercollegiate sports competitions prior to Jan. 1

## Fitness and Athletic Facilities

***Revised 8-20-2020***

***Revised 10-9-2020***

Fitness facilities are difficult to decontaminate frequently as users circulate from one station to another. For this reason, facilities will remain closed until the state restrictions are lifted. When re-opened, the University will:

- Clearly signpost queuing/line-up areas.
- Require use of face masks in fitness facilities.
- Rearrange equipment (where necessary and possible) to encourage physical distancing (use colored tape and signage to block off equipment that cannot be used without violating physical distancing).
- Prohibit all activities that require close contact such as "spotting."
- Require users to wipe down all equipment, weights, machines, etc. after each use.

The COVID-19 Modified Occupancy for fitness/athletic facilities are broken down into exercise areas, locker rooms, and shower areas.

### For exercise areas:

The Modified Occupancy is the number of people who can use equipment in the given area while maintaining at least 6 feet of physical distancing. Any equipment less than 6

feet apart must be removed, restricted, or marked off. Any activities requiring close contact, such as spotting weights, should be prohibited.

For locker rooms:

**Revised 10-9-2020**

The Modified Occupancy is based on either one locker for every six linear feet, or the number of people who can be seated on locker room benches while at least six feet apart, whichever is less. Locker rooms will not be available for use.

For shower areas:

The Modified Occupancy is the number of people who can fit in the shower area at one time while remaining 6 feet apart. Showers will be closed.

*General guideline: Exercise areas 20-30%; Locker rooms 10-20%; Showers 20-30%.*

***What is the institution's protocol for mandating frequent screening and testing for coaching staff and student-athletes?***

**Revised 10-9-2020**

COVID-19 history/screenings were added to the Athletics pre-participation physicals for all athletes.

Athletes and athletics staff will complete the University COVID screen for their return to campus.

Athletes and coaches will undergo an additional daily self-screening for COVID-19 symptoms developed by the Medical Team and a temperature check once practices begin. Athletes reporting to the athletic training facility for rehab or evaluation will undergo an additional symptom screening and temperature check.

If and when competition resumes, Stockton athletes, coaches, and drivers traveling to away games will undergo an additional symptom screening and temperature check before departure. Game officials will complete a self-screening before they arrive at Stockton. Upon arrival, they will be given a temperature check by Stockton staff.

Anyone who displays COVID-19 symptoms should consult with the athletic training staff before participating in athletic activities or coming to campus.

If and when competition resumes, visiting teams will be required to be screened and to undergo a temperature check by their school's personnel before departing. Only these screened individuals will be permitted to participate.

If and when competition resumes, at home games, all Stockton staff working the event must complete a self-screening earlier that day and have a temperature check completed before warm-ups begin.

Student-athletes will be tested as warranted, based on exposure incidents and symptoms as determined by the Team Physician and Health Department, while working within University testing procedures.

In addition, all NCAA athletes, coaches, and athletic training staff will be tested prior to the start of their practices (Baseline Testing). Teams that are medium risk or above will then be Surveillance tested every other week during their fall semester, as recommended by the NCAA.

## Pre-Participation Physicals

- All athletes are required to get their physicals at home with their own physicians this summer. Forms are available online and will be uploaded by the student athletes to a secure site after completion for review by Stockton.
- Stockton Health Services can offer a limited number of athletic physicals for athletes in unique circumstances during the summer.
- An additional COVID-19 screening page was added to the physical forms. Those that have tested positive for COVID-19 or are in the high-risk categories for severe complications are to discuss this with their physicians during their physicals. Stockton will manage these athletes on a case by case basis.

## ***What are the written protocols for student-athlete and staff orientation/trainings regarding the transmission of COVID-19 and the handling of high-touch items?***

Athletics is following the CDC and NJ Health Department guidelines regarding the transmission of COVID-19. These guidelines are the foundation for orientation/training and encompass both personal prevention practices and environmental prevention practices.

## Bathrooms / Locker Rooms

Most bathrooms and locker rooms will have limited occupancy and consideration should be given to the following:

- At queuing areas, post sign and distance floor markers.
- Install touch-free paper towel dispensers.
- Post signs with instructions for 20-second hand washing.
- Mark off-limits sinks, urinals, etc. as needed to maintain physical distancing.
- Block off lockers as needed to maintain physical distancing; Markings on floor and/or benches to enforce distancing.
- Provide trash receptacles outside of all bathrooms.

## General Education and Enforcement Specific to Athletics

**Revised 10-9-2020**

**Revised 12-14-2020**

- Cloth Masks or face coverings are required in all Stockton locations. Please follow CDC guidelines for care and cleaning of cloth masks.
- Physical Distancing (at least 6 feet between individuals) should always be maintained when possible indoors and outdoors.
- Follow frequent hand washing guidelines set by the CDC. When soap and water are not available or convenient, hand sanitizer should be used.
- Cover all coughs and sneezes. Avoid touching your mouth, nose, and face.
- In person meetings should be minimized whenever possible. The use of email, phone calls, text messages and Zoom Meetings should be maximized whenever possible.
- Stockton follows all current State and federal definitions regarding exposure incidents.

### ***How will the institution limit equipment-sharing?***

Stockton Athletics has ensured an adequate supply of personal sport equipment (batting helmets, goalie pads, chest protectors, etc.) so that each athlete has their own equipment and will not need to share items with teammates.

For sports that require sharing of playing items (balls, for example), these will be sanitized on a regular basis to minimize risks of contamination. All sports will make strategic efforts to decrease the sharing of balls wherever possible in practice activities/plans.

Each student-athlete will bring their own water and water bottle(s) and the procedures stress the non-sharing of other personal items (towels, food, drink, masks).

### ***How will the institution ensure team meetings are socially distanced with general safeguarding protocols?***

All indoor athletic spaces have maximum occupancies set, based on physical distancing requirements. These facilities will have signage posted at each location to help ensure social distancing is maintained.

Additionally, Athletics has required coaches to maintain social distancing and to wear face coverings when meeting outdoors. Our procedures emphasize the minimizing of face-to-face meetings for all of athletics with an increased emphasis on phone calls, email, texts and Zoom meetings.

If and when competition resumes, Athletics will not permit Stockton teams or away teams the use of locker rooms for practices or games to eliminate the difficulty of distancing in these small spaces at Stockton.

***What is the institution's quarantine/isolation protocol for student-athletes who have tested positive for COVID-19, come into contact with those who have tested positive, or who have developed symptoms?***

***Revised 8-20-2020***

***Revised 10-9-2020***

***Revised 12-14-2020***

Student-athletes who are known or suspected positive will be directed to follow all relevant Stockton health and safety procedures, including adherence to all current State and federal (e.g. CDC) protocols and guidelines. Relevant decisions will be made by the Team Physician in conjunction with the county health department when warranted, while working within University guidelines. If the student-athlete lives on campus, they will utilize the quarantine/isolation location and procedures established by the University.

Quarantined or isolated student athletes will be checked remotely on a daily basis by the Team Physician and/or the Athletic Training Staff.

The Team Physician will make the return to play decisions related to a student-athlete returning to sports after a COVID-19 illness.

***How will the institution limit nonessential visitors, staff, volunteers, vendors, and media?***

The use of Athletics facilities will be restricted to students, faculty, and staff. Athletics will not permit guest usage of our facilities. If and when competitions resume, only staff that are assigned are permitted to work the event. Athletics is encouraging our vendors to continue to make deliveries through campus Receiving to eliminate main campus visits.

Media are generally not an issue at our DIII level but must be pre-registered with the University's Sports Information Director if coming on campus.

If and when competitions resume, if spectators are permitted, they will be limited to the capacity that allows for physical distancing. Bleacher seating will be marked, most likely in a checker-board pattern to ensure 6 feet between patrons and similarly, standing areas along the fences will be marked to space patrons at 6 feet.



## ***How will student-athletes and athletic staff be educated on policies and protocols prior to arrival on campus?***

Student-athletes and Athletics staff will be required to complete the University's online COVID-19 training. In addition, these groups will complete additional online COVID training pertaining to Athletics-specific procedures and information if warranted. This training will be required to be completed before sport participation begins at Stockton.

## ***What are the institution's protocols for traveling for games or hosting teams in competition?***

### ***Revised 8-20-2020***

Stockton will not compete in any contests prior to Jan. 1. If and when competitions resume, we anticipate our opponents will be primarily NJAC teams and most out-of-conference games will remain in the tri-state area. Each team will have its own charter bus(es) or Stockton Shuttle(s) for traveling to away games. We will adhere to the occupancies as determined by each entity to incorporate social distancing. As previously mentioned, a symptom screening and temperature check are required before departure.

Regarding hosting other teams, we anticipate most will be New Jersey teams and any others will be mainly from the tri-state area. The host school must complete a symptom screening and temperature check for all those traveling before the team departs their school. Only those that are screened, and pass will be permitted to participate in the game. Teams will go directly to the game field and locker rooms will not be available.

## **Game Operations**

- Home and away teams will report directly to the game site.
- Limited number of individuals on each bench/sideline.
- Social distancing will be maintained, and masks will be worn by athletes not participating and on the sideline during the game.
- All coaches and staff working the event will be required to wear masks/face coverings.
- The head coach must maintain accurate attendance records for each game for the Stockton athletes.
- Hand sanitizers will be located at critical areas.
- Locker rooms will not be available for practices or games to Stockton teams, visiting teams or officials.
- Athletics will provide team laundry service for game uniforms only. CDC guidelines for laundry services will be followed.
- Spectators when they are permitted will be limited to the capacity that allows for social distancing and state guidelines. Bleacher seating will be marked, most likely in a checkerboard pattern to ensure 6 feet between patrons and similarly, standing areas along the fences will be marked to space patrons at 6 feet.

***How will the institution work with local, state, and conference partners to ensure the safety of student-athletes, employees, and other athletic stakeholders? If you submitted a plan to your conference, please share as an attachment.***

Athletics will continue to monitor updates and guidelines from the local/state authorities, the CDC and the NCAA and incorporate these into operations as needed to ensure the safety of student-athletes and staff. We are currently working with our NJAC conference partners to create as many uniform guidelines as possible among all conference teams.

## Facilities

### ***Revised 10-9-2020***

Common areas (gyms, locker rooms) will be closed initially. Maximum occupancy numbers have been established for all athletic rooms/offices. These will be posted at each location and followed at all times.

The fitness centers will re-open in October in Galloway and Atlantic City and enhanced cleaning procedures are in place along with reduced occupancy numbers. Locker rooms will not be available, and showers will be closed.

Fitness Center users in Galloway will be required to make appointments through an online reservation system and walk-ins will not be permitted. Walk-ins will be permitted in Atlantic City; however, there will be limitations due to modified occupancy.

Masking and social distancing are required while exercising. Fitness Center users will be required to complete the University Health Screening and undergo temperature checks prior to use.

## **Stockton University's Athletics Return to Sport Plan**

The novel COVID-19 virus presents a high risk of transmission in athletic settings due to frequent physical contact, potential for aerosolization during exercise, fomites (shared towels, water bottles, athletic equipment, balls, etc.), and the potential physical effects of over-training and dehydration on disease resistance.

## General Precautions

### ***Revised 10-9-2020***

- Cloth Masks or face coverings are required in all Stockton locations. Please follow CDC guidelines for care and cleaning of cloth masks.

- Masks are not required during exercise by athletes. But they may wear them if they choose. We are encouraging players to wear their masks as much as possible while exercising.
- Masks are required while exercising indoors in our fitness centers, as required by the state's updated re-opening plan.
- Physical Distancing (at least 6 feet between individuals) should always be maintained when possible indoors and outdoors.
- Follow frequent hand-washing guidelines set by the CDC. When soap and water are not available or convenient, hand sanitizer should be used.
- Cover all coughs and sneezes. Avoid touching your mouth, nose, and face.
- New signs and informational posters are being placed throughout Athletics. Please follow directions given on these signs - they are specifically intended to promote safety and physical distancing.
- Avoid personal contact with others. There should be no hugging, hand shaking, high fives, etc., when greeting others or during practices or games.
- Personal items (towels, food, drink) and athletic equipment should not be shared.
- In-person meetings should be minimized whenever possible. The use of email, phone calls, text messages and Zoom meetings should be maximized whenever possible.
- An exposure incident is defined by the NJ Health Department as being closer than 6 feet for 10 minutes or more to a person who has tested positive or has COVID-19 symptoms.

## Fall Sports Start Date

*Revised 8-20-2020*

*Revised 10-9-2020*

- Fall and Winter sports competitions have been cancelled through December 31<sup>st</sup>, 2020. The University plans to permit teams to practice in some form during the fall.
- The earliest start dates practices for:
  - fall sports is September 21<sup>st</sup>.
  - spring Non-Traditional sports is October 5<sup>th</sup>.
  - for winter sports is October 19<sup>th</sup>.
- Club sports will begin on a schedule determined on a case by case basis by the Assistant Director.
- Intramural sports will begin in October and will focus on non-contact, socially distant activities.
- Stockton Athletics will adhere closely to the "NCAA Core Principles of "Resocialization of Collegiate Sport: Developing Standards for Practice and Competition." In the fall, we may permit low-risk sports to move through Phase One and Two participation levels in a shorter timeline than high-risk sports.
- NCAA Athletes may not participate on any club teams or in any athletic events that are not sponsored by Stockton athletics while participating in their Stockton sport.

- Practices and/or workouts organized by student-athletes (i.e. captain's practices) are not permissible either on campus or at off campus sites. Individual activities, such as jogging/conditioning are permitted. Open Recreation activities at Stockton are also permitted as long as social distancing and masking guidelines are followed.

## Pre-Participation Physicals

- All athletes are required to get their pre-participation physicals at home with their own physicians this summer. Forms are available online and will be uploaded by the student athletes to a secure site after completion for review by Stockton.
- Stockton Health Services can offer a limited number of athletic physicals for athletes in unique circumstances during the summer. These must be done by appointment only.
- An additional COVID-19 screening page has been added to the physical forms. Those that have tested positive for COVID-19 or are in the high-risk categories for severe complications are to discuss this with their physicians during their physicals. Stockton will manage these athletes on a case by case basis.
- Required concussion baseline testing on impact will be sent to athletes at home so they can complete this testing online during the summer.

## Education/Orientation

### *Revised 10-9-2020*

- Staff/Coaches will complete the required COVID-19 training provided by the University. If that needs to be supplemented with athletics specific information, it will be done as online training prepared by the Chair of the Restart Medical Team.
- Athletes will complete the required COVID-19 training provided by the University. If that needs to be supplemented with athletics specific information that will be done as online training prepared by the Restart Medical Team.
- Student workers will complete the COVID-19 training provided by the University. Additional athletic specific information/training will be provided by each area supervisor as needed.
- Athletic Training Orientation and Heat Illness education will be put online for viewing by NCAA athletes. Google Forms will be used to verify that the training is completed.
- Required concussion education for athletes will be put online for viewing by NCAA athletes. Google Forms will be used to verify that the training is completed.

## Screenings

### *Revised 10-9-2020*

- COVID-19 history/screenings were added to the physicals for all athletes. Athletics will utilize the Universities student screen for their initial arrival to campus. They must meet the requirements for clearing the screenings before they will be permitted to participate in athletics.
- Athletes, coaches, and staff will undergo a daily symptom screening for COVID-19 symptoms and a temperature check (below 100.4 degrees) once athletic participation begins.
- Athletes reporting to the athletic training facility for rehab or evaluation will undergo an additional symptom screening and temperature check. Appointments are required for all athletic training services visits.
- All fitness center users will be required to complete the University Health Screening and undergo temperature checks prior to use of these facilities.
- If and when competitions resume, teams, coaches, and drivers that are traveling to away games will undergo an additional symptom screening and temperature check before departure.
- If and when competitions resume, game officials will complete a self-screening before they arrive at Stockton. Upon arrival they will be given a temperature check by Stockton staff.
- If and when competitions resume, visiting teams will be required to be screened and undergo a temperature check by their school's personnel before departing. Only these screened individuals will be permitted to participate.
- If and when competitions resume, at home games all Stockton staff working the event must complete a screening earlier that day and have a temperature check completed before warm-ups begin.

## COVID-19 Testing

### *Revised 10-9-2020*

- COVID-19 testing for athletic staff will follow the University procedures.
- NCAA Athletes will be tested as warranted based on exposure incidents and symptoms as determined by the Team Physician and Wellness Center or while working within University testing procedures.
- In addition, All NCAA athletes, coaches and athletic training staff will be tested prior to the start of their practices (Baseline Testing). Teams that are medium risk or above will then be Surveillance tested every other week during their fall semester, as recommended by the NCAA.

## Management of Positive COVID-19 Cases

*Revised 10-9-2020*

*Revised 12-14-2020*

- Athletics will follow the University procedures for reporting positive cases for athletes and staff. In addition, the Team Physician and Athletic Training Staff will be notified of all athletes who test positive.
- Staff members who are known or suspected positive for COVID-19 will follow University procedures for quarantine/isolation.
- Athletes who are known or suspected positive will also follow University procedures for quarantine/isolation. This decision will be made by the Team Physician in conjunction with the Health Department when warranted, while working within University guidelines.
- Athletics will follow the University procedures for contact tracing. In addition, we will keep attendance records at all practices/games for athletes and coaches. Athletic Training Services will maintain attendance records for all athletes who report for athletic injury/illness care along with staff that cover practices and games.
- Athletics will follow the NCAA recommendation on “Bubble Grouping” athletic teams and associated personnel to assist with contact tracing.
- Athletics will use the University designated locations for quarantine/isolation for athletes that live on campus and follow University transportation procedures for these individuals.
- If short-term quarantine/isolation locations are required, the Athletics program will consider the possible use of the official’s locker room, and both men’s and women’s staff locker rooms.
- Athletics staff will follow University procedures for return to work after a COVID-19 illness.

## Facilities

*Revised 10-9-2020*

- Stockton Athletics will follow a controlled, soft opening of its indoor athletic spaces to the University community. Certain indoor facilities will remain closed to minimize risks and reduce density in high-traffic areas.
- Maximum occupancy numbers have been established for all indoor athletic spaces. These will be posted at each location and followed at all times by users.
- Masks will be required within Athletics facilities when in any common areas and hallways, when in a staff member’s office or workspace area, and when another person enters a staff member’s office or workspace area.
- Athletic facilities that are open will be for the use of current students, faculty, and staff. Guests will not be permitted to use the athletic facilities.
- Outdoor athletic facilities will be available on a normal schedule. All users are expected to follow University and State of New Jersey procedures for social distancing, group size, etc.

- Athletic facilities will undergo enhanced cleaning as part of the Stockton University's plan.
- The fitness centers will re-open in October in Galloway and in Atlantic City and enhanced cleaning procedures are in place along with reduced occupancy numbers. Locker rooms will not be available, and showers will be closed.
- In Galloway, Fitness Center users will be required to make appointments through an online reservation system. Walk-ins will not be permitted. Masking and social distancing are required while exercising. In Atlantic City appointments will not be required and walk-ins will be permitted; however not beyond the modified capacity allowed.
- Fitness Center users will be required to complete the University Health Screening and undergo temperature checks prior to use.
- As part of the University plan, bathrooms will undergo twice a day cleaning along with overnight cleaning. The portable bathrooms at the North Athletic Complex will be cleaned daily for sanitation.
- Hand sanitizer units will be strategically placed at all outdoor athletic fields.

## Athletic Training Facilities

Athletic training staff will be required to wear masks and use all other appropriate PPE as warranted in any athletic training facility.

Athletes will be required to wear masks in any athletic training facility.

Athletic training will follow detailed procedures for the regular cleaning and sanitation of the athletic training facility throughout all operational hours.

Due to social distancing the capacity will be reduced in the primary athletic training facility. Athletic training will begin to explore options for satellite locations to accommodate athlete needs.

If and when competitions resume, visiting teams will not have access to the primary athletic training facility.

Athletic training will create a list of local COVID-19 testing locations in case this is needed by a visiting team.

## Acclimatization and Conditioning

Athletics will follow the recommended guidelines on acclimatization and conditioning in [NCAA Preventing Catastrophic Injury and Death in Collegiate Athletics](#).

Athletics will follow the recommended guidelines on conditioning during a transition period in [CSCCa and NSCA Joint Consensus Guidelines for Transition Periods: Safe Return to Training Following Inactivity](#).

## Practice Operations

### *Revised 10-9-2020*

- Athletics will incorporate the NCAA guidelines for practice progression.
- Athletes should maintain social distance before practice begins and should arrive wearing their masks/ face coverings.
- Coaches, Athletic Training staff, and Strength & Conditioning staff should wear masks throughout practice.
- Athletes must bring their own water to practice in water bottles – 1 gallon minimum per player.
- Players can remove masks when exercise starts (they can also wear them at their option). We are encouraging players to wear their masks as much as possible while exercising.
- Personal items cannot be shared (towels, water bottles, etc.). Protective equipment cannot be shared (helmets, pads, gloves, etc.)
- Any pre- or post-practice meetings should maintain physical distancing and everyone should wear masks
- Balls/equipment that are used must be sanitized (exact procedure is being developed).
- Head coach must maintain accurate attendance records for each practice.

## Game Operations (if and when competitions resume after Jan. 1)

- Physical distancing practiced/masks worn for athletes not participating on the field.
- Masks worn for event personnel on the sideline.

## Lightning

### *New Section Added 10-9-2020*

- Due to limitations in lightning safe locations and social distancing requirements any lightning within our 10 mile “red zone” will cancel practices at that time.

## Concessions

- There will be no concessions provided at games.

## Locker Rooms

- Locker rooms will not be available for practices or games to Stockton teams, visiting teams, or officials.

## Laundry

- Athletics will provide team laundry service for Stockton game uniforms only. CDC guidelines for laundry services will be followed. Other laundry operations will remain unchanged.



## Additional Information

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***If your institution would like to provide additional information about the restart plan or other campus areas not listed above, please include here. This may include, but is not limited to, such items as adjusted academic calendars or plans for extracurricular activities.***

### Shipping and Receiving Areas

Before reopening, department/building staff should review current processes for inbound and outbound deliveries (parcels, mail, food deliveries, couriers, etc.) and develop a revised plan to align to COVID-19 safety precautions.

These may include:

- Separating shipping and receiving areas from the general population.
- Routing instructions and plans to avoid deliveries through employee or main entrance and instead route through areas that will minimize contact with the larger building population.
- Require personnel handling mail and parcels to wear PPE to receive parcels, mail and other deliveries, and train them in the proper use and disposal of PPE.

### Planning Preparation Process

The following process will be implemented for all campus and center facilities.

1. A group of Facilities & Operations Team members, plus members for the end user of each building, department or program space will meet to review and discuss planning efforts designed to help complete the *Reopening Plan and Building Reopening Plan Worksheet*. (See Appendix 1).
2. Using the *Building Reopening Plan Worksheet*, conduct a room-by-room survey of the building, making note of steps that are needed for each type of space based on the Worksheet.
3. Calculate the COVID Modified Capacity for each common room/area (see Appendix 2). Record this information on a copy of the building floor plans or by room number in a spreadsheet. Mark on floors in classrooms the necessary space for instructors to safely use instructional equipment.
4. Make a note of all modifications needed, either on the Worksheet or on floor plans. (A written outline of plans is also acceptable for areas that do not possess a floor plan). The process shall note what is specifically needed in terms of furniture moves, signage, one-way traffic, and other modification as indicated in the Worksheet and this Plan.
5. Stockton's Facilities & Operations Division will coordinate work of the University's Custodial Services Department to determine daily cleaning needs once the campus reopens and will record these on the University's *Building Reopening Plan Worksheet*.

## Appendix 1: Building Plan Worksheet

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Using the current COVID-19 Building Reopening Worksheet:

1. Determine what outside entrances/exits will be used; mark them on floor plan.
2. Calculate modified occupancies for each common space/area in the building and record on a floor plan or in a spreadsheet (see Appendix 2).
3. Determine what furniture will need to be reconfigured, restricted or removed to achieve 6' of distance between occupants.
4. Determine if any hallways need to be one way.
5. Mark up building plans with locations for each type of signage (see Appendix 3), floor markings, etc. and record number of each sign type on Worksheet.
6. Mark up building plans with locations for hand sanitizer dispensers and disinfecting wipes.
7. Work with custodial staff to determine daily housekeeping requirements and record on Worksheet.
8. Walk through the building with the Worksheet and a set of floor plans, making sure that every requirement is addressed for each type of space.

# Sample (first page) of the COVID19 Reopening Plan Worksheet



## COVID-19 Building Reopening Plan Template

This template is intended to be a guide in planning and implementing a procedure for opening and maintaining building & department areas of the university, in accordance with guidelines and standards from agencies of authority over the current COVID conditions. Planning and maintenance is performed within a reasonable care as needed.

### 1. Building/Area Information

Building Name \_\_\_\_\_

Department Area \_\_\_\_\_

Assessment Date \_\_\_\_\_

Initial \_\_\_\_\_

### 2. Building Entrances

Number of entrances \_\_\_\_\_

GOAL: Monitor and control access to building

Will building & area access be restricted to faculty/staff/students? [Y/N]

Will any building entrances be closed [Y/N]

If yes, which entrance: \_\_\_\_\_

Will each active entry point be monitored by building staff? [Y/N]

- Mark open and closed entrances on floor plan
- At active entrances, post [SIGN: Mask required; SIGN: Health-check required]
- At closed entrances, post [SIGN: Entrance closed]
- Lock closed entrances; test panic hardware to ensure egress
- Install hand sanitizer station

#### SUPPLIES

Hand sanitizer \_\_\_\_\_

#### SIGNS

Entrance closed \_\_\_\_\_

Masks required \_\_\_\_\_

Health check \_\_\_\_\_

#### DAILY HOUSEKEEPING PLAN

Wipe down common touch surfaces

Check/refill hand sanitizer

Mop/vacuum floor

### 3. Reception Areas

Number of Reception Areas: \_\_\_\_\_

GOALS: Reduce public touchpoints; Facilitate physical distancing; Provide PPE to visitors who do not bring their own

- Determine modified capacity for area, mark on floor plan
- Post [SIGN: Modified capacity]
- Remove/redistribute reception area seating as needed to maintain social distancing
- Install distancing floor markers (if applicable)

#### SUPPLIES

Hand sanitizer \_\_\_\_\_

**COVID19 Reopening Plan Worksheet**, includes (14) fourteen separate categories of review, as needed for a comprehensive risk assessment of the diverse institutional areas of the University. The categories include:

1. Building area/name
2. Building entrances
3. Reception areas
4. Stairs, elevators, hallways
5. Common areas/ amenities
6. Meeting Rooms
7. Individual work areas & offices
8. Shared workspaces
9. Classrooms
10. Laboratories
11. Food Service Areas
12. Fitness and Athletic Facilities
13. Shipping and Receiving areas
14. Bathrooms, locker rooms

## Appendix 2: COVID Modified Occupancy

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Calculating COVID Modified Occupancy for physical distancing purposes must not be confused with determining occupancy under the State Fire Code. Whereas the fire code is based on a formula for so many people per square foot given a particular type of use, the COVID Modified Occupancy is based on how many people can use the space simultaneously while remaining six feet apart given the configuration of the room's furnishings.

**IMPORTANT:** The COVID modified occupancy must never exceed the occupancy established by the State Fire Code, nor should the rearrangement of furniture result in any Fire Code Violation.

The following are guidelines for calculating COVID Modified Occupancy for each of the space types used in this plan. A rough baseline is provided for each occupancy type. This is intended only for initial planning and should never be used to calculate the final COVID-19 Modified Occupancy. (Note that "normal capacity" refers to the number of people normally allowed in the given space, which may or may not be different from the fire code occupancy based on square footage.)

In an open, unfurnished area, a rule of thumb is 36 square feet per person as this allows at least six feet between people side to side and front to back. However, provisions must be made to ensure occupants remain equidistant (for example, grid lines on the floor) rather than grouping as often occurs in an open area. For this reason, it is generally best to use seating or other furnishings to define how many people fit in each area.

### Building Entry/Reception

Consider guidelines and recommendations to control building ingress and egress, and that promote ongoing safety and precautionary measures at those points. These might include:

#### Entrances

- Reduce the number of entrances (but maintaining code compliance) to direct occupants to use monitored and protected routes.
- Hand sanitizer inside doorways.
- Floor markings for safe distancing for any queues or waiting areas.
- Sanitized floor mats.

#### Reception

- Train reception personnel on safe interactions with guests.
- Install glass or acrylic screens between guests and reception personnel.
- Remove reception furniture to reduce public touchpoints.
- Provide disposable masks (and other PPE as appropriate) to building guests.

#### Signage

- Install signage at multiple, relevant locations in the entry sequence.

- Explain building access rules and other protocols that impact how occupants use and move throughout the building.

### Cleaning

- Monitor and review of existing cleaning guidelines and adjust or enhance as needed for cleaning paths of travel and high touch areas.

## Building Entry/Reception

Every entrance area/lobby is unique and requires some effort to determine COVID Modified Occupancy. If the area largely functions as a hallway or vestibule, it should be treated as such. If there is a reception/greeting function, the Modified Occupancy should take any account any staff working in the area plus the number of people who can queue up/line-up at one time while remaining 6 feet apart and not blocking any egress pathways. *Rough guideline: 20-30% of normal capacity.*

## Stairs, Elevators, and Hallways

Elevators represent a particularly challenging area to establish physical distancing. Most elevators will need to be single occupancy while physical distancing measures are in effect.

Methods for managing the use of elevators might include the following:

- Physical distancing queue management for waiting passengers.
- Instructional signage displaying healthy elevator use protocols including passenger limits and safe distances in the carriage.
- Review elevator cleaning processes, and updates to ensure on-going cleaning of high touch surfaces like elevator panels / buttons.
- Many stair towers are too narrow to provide a full 6 feet of physical distancing.
- Post signs directing people to keep right when as they go up or down.
- Provide hand sanitizer stations near the top and bottom of staircases.

For hallways, emphasis is on maintaining physical distancing as people pass each other.

- Use striped floor tape, directional arrows, or signage to divide hallways into travel lanes.
- For hallways too narrow to accommodate two-way traffic, consider one-way traffic following a counterclockwise circulation.

COVID Modified Occupancy for most elevators is one, because most elevator cars are too small to realistically accommodate anyone else while maintaining physical distancing. Modified Occupancy for stairs and hallways is generally impractical to calculate because the occupants are generally in constant motion.

However, care must be taken to monitor hallways/stairways for overcrowding at peak times and to prevent congregation at any time. *Rough guideline: N/A*

## Common Areas / Amenities

Consider guidelines and recommendations that promote safety and guide building occupants through common areas and amenities areas beyond the entry.

- Provide hand sanitizer in each common area or nearby hallway.
- Remove, redistribute or restrict furniture to ensure 6' physical distancing.
- Provide wayfinding signage or floor markings to direct foot traffic and ensure safe physical distancing; consider the need for one-way traffic flow.
- Explain new rules or protocols for common areas.

## Common Areas / Amenities

To calculate the COVID Modified Occupancy, remove enough seating so that the remaining seats are at least 6 feet apart in all directions. The resulting number of seats is the Modified Occupancy for the room/area. *Rough guideline: 40-50% of normal capacity.*

## New Workplace Operations

To maintain physical distancing, minimize touchpoints and manage potential contamination of the workplace, consider the following practices:

### Space use/density monitoring

- Conduct regular counts of occupants per floor. Consistent verification is required.
- Implement a virtual time clock for Plant Management field forces so that employees can reduce contact with equipment when arriving in the workplace.

### Individual desks

- Implement a strict clean-desk policy so that non-essential items are not stored on the desk, but rather enclosed in cabinets or drawers.
- If desks or work areas are shared, advise individuals to sanitize all surfaces upon arrival at that seat.
- Supply disinfectants in the immediate proximity
- Unless stringent cleaning protocols are enforced, and if possible, avoid sharing of desks

### In-person meetings

- Coach employees to critically evaluate the requirement for in-person meetings.
- Limit the number of attendees at in-person meetings and limit to spaces that accommodate safe distances.
- Host large team/staff meetings via video conference rather than in-person?
- Restrict or eliminate in-person meetings with external guests.

## Meeting Rooms

Consider the need to reduce the number of in-person meetings when possible and prepare meeting rooms as follows:

- Remove or tape off meeting room seating as needed to ensure at 6 feet of physical distancing.
- Remove whiteboard pens and erasers and encourage individuals to bring and manage their own.

- Provide a spray bottle of cleaning solution and disposable wipes; require those using the room to wipe down contact surfaces before and after every meeting

To calculate COVID Modified Occupancy, remove or restrict enough chairs around the conference table that the remaining chairs are at least 6 feet apart. If the table is too narrow to provide 6 feet of distance across the table, then seating must be staggered so as to maintain this distance diagonally. The resulting number of seats is the COVID Modified Occupancy for the room and the locations of the chairs should be marked on the table.

NOTE: Excess chair must be removed or restricted from the room, not lined up along the wall where they will inevitably be returned to the table later. *Rough guidelines: 40-50% of normal capacity.*

### Individual workspaces (e.g. private office)

Employees with individual offices should generally take responsibility for disinfecting their desk surface, keyboard, telephone, and other items. Consideration should be given to the following:

- Minimize objects on the desktop to facilitate regular disinfecting.
- Remove or restrict visitor chairs if office size is not sufficient to provide minimum physical distancing.
- Instruct office visitors that they should have conversations with office occupants from the doorway and not enter individual offices; meetings should be held via videoconference or in a designated Meeting Room with sufficient space to maintain 6 feet of physical distancing.

### Individual workspaces (i.e. private office)

Other than very large offices, individual workspaces (as defined by having a doorway and walls with a single desk) should be limited to a single occupant. Visitors chairs should be removed or restricted unless there is sufficient room to maintain 6 feet of distance between occupant and visitor. Any meetings should be conducted in a designated meeting room, or preferably online. *Rough guideline: N/A.*

### Shared workspaces (e.g. open office)

Shared/open workspaces present challenges, especially when desks are shared by multiple individuals. Such practices should best be avoided by converting meeting rooms or common areas to shared workspaces with additional desks. Additionally:

- Furniture should be removed, restrict, or redistributed to ensure 6 feet of physical distancing.
- Workers should be required to sanitize all surfaces upon arrival at their seat and before departing for the day.
- Provide hand sanitizer and disinfecting wipes within each shared workspace.
- Install glass or acrylic screens between personnel where necessary.



## Shared workspaces (i.e. open office)

To calculate the COVID Modified Occupancy in an open/shared office area, first determine if the existing desks/cubicles can be configured to provide at least 6 feet of physical distancing between workers. If so, the Modified Occupancy is the number of workstations (i.e. no visitors.)

If workstations need to be modified or reduced to meet physical distancing requirements, then the resulting number of workstations is the Modified Occupancy. *Rough guideline: 60-80% of normal capacity.*

## Shipping and Receiving Areas

The COVID Modified Occupancy is the number of people who can work in the area at one time while remaining 6 feet apart, considering that most people in a shipping/receiving area must be able to move around considerably without coming into close contact. *General guideline: 20-50%*