

Saint Peter's 2020

Saint Peter's University Fall Reopening Plan

Submitted July 20, 2020

Table of Contents

<u>Opening Statement from President Eugene J. Cornacchia, Ph.D.</u>	3
<u>Executive Summary</u>	6
<u>General Safeguarding</u>	8
Training and Signage	8
Face Coverings.....	8
Cleaning	9
Social Distancing	9
<u>Screening, Testing and Contact Tracing</u>	10
Screening.....	10
Testing	10
Contact Tracing.....	10
<u>Instruction</u>	11
<u>Residential Life</u>	12
<u>Computer Labs</u>	14
<u>Libraries</u>	15
<u>Research</u>	16
<u>Student Services</u>	17
<u>Transportation</u>	18
<u>Dining</u>	18
<u>Study Aboard, International Students and International Travel</u>	23
<u>Athletics</u>	24
<u>Closing Summary</u>	25
<u>Appendices</u>	26
COVID Health Screening Form.....	26
SPU Cura Personalis Contract	27
Departmental Reopening Template.....	30

Opening Statement from President Eugene J. Cornacchia, Ph.D.

The following letter was distributed to the Saint Peter's University community on July 20, 2020.

Good afternoon,

I hope you and your families are well.

As I've stated before, now is a time like no other in Saint Peter's 148-year history. We've experienced a lot of firsts over the past four months and I anticipate more to come. So many members of our community have been impacted by the coronavirus, COVID-19 both personally and professionally. We have all faced situations we have never faced before but we have tried our best to rise to the challenge.

What brings me hope during this time of uncertainty is knowing that we will be back together again this fall, albeit in a way that will most certainly look and feel different.

I know many of you are eager to return as well. But with that excitement, also comes concern and anxiety given the magnitude of this virus and all that is unknown. **I want to assure you that every single decision that has been made during this pandemic, and will continue to be made, was based on prioritizing the health and safety of our entire community.** That will remain our **#1 priority** for the fall term. I will also say that we are prepared to adapt our plans at a moment's notice should a health or safety issue, or government mandate, require us to do so.

Our return to campus will only be successful if we come together as a community, which I know won't be difficult as *cura personalis* is at the forefront of everything we do – it's second nature to us. We will be required to work together and support each other. We have a shared responsibility to follow the recommended health and safety measures set forth in our plan and by the State of New Jersey. Remember that the actions of one person can impact so many. We all must make modifications to our routines in the effort to mitigate potential risks to our community as a whole.

Speaking of our plan, as I stated last week, our dedicated Emergency Decision Team as well as the University Continuity Team, Fall Instruction Task Force and Restart Task Force, in consultation with several other faculty, staff, administrators and students, have developed a comprehensive plan, [*Saint Peter's 2020*](#), with protocols and models to ensure that students, faculty, staff and administrators remain safe and supported. The plan, which includes safeguarding practices in key functional areas - instruction, residential housing, computer laboratories, libraries, research, student life (or activities), student support services, transportation, dining, international students/travel and athletics - is in line with the [standards issued by the Office of the Secretary of Higher](#)

[Education \(OSHE\)](#) as well as Governor Murphy's [multi-staged approach to re-opening the state of New Jersey](#).

We have submitted [Saint Peter's 2020](#) to the State of New Jersey and are now sharing it with you. The full plan and a detailed FAQ dedicated to our reopening can be found at saintpeters.edu/saintpeters2020.

I encourage you to visit [this web page](#) and read through the detailed materials which contain all of the information you need to know about our plans for the fall term. Again, given that the COVID-19 situation is of an evolving nature, policies and plans will be updated as appropriate and as more information becomes available or should a government mandate require us to do so.

There are quite a few health and safety measures to review but please note that **all students, faculty, staff and administrators will be required to complete a virtual training session before returning to campus**. Details and deadlines about this session will be provided in a subsequent email. This will provide information regarding health and safety measures, including how to utilize the [CampusClear app](#) to conduct a daily health assessment and self-screening for COVID-19 symptoms as noted in the State higher education guidelines. This must be conducted every day prior to arriving on campus/leaving your residence hall.

As I shared last week, below are key dates to keep in mind for this upcoming term.

August 10 Begin a phased reopening of campus offices in accordance with recommended federal, state and local guidance to reduce the number of people on campus as suggested by state guidelines

August 23 Resident student move-in begins. It will take place over multiple days via scheduled time slots to allow for social distancing and cleaning and sanitizing protocols. Residents will be permitted to have two individuals assist with move-in. All individuals will be required to wear masks or face coverings in keeping with state mandates. The Office of Residence Life will communicate the move-in schedule by the end of the month to all resident students.

August 26 Classes begin for most Day Session courses via remote delivery **September 8**

Classes begin for SPCS and Graduate programs in mostly hybrid and online delivery modes

September 14 Most Day Session classes switch to a hybrid model, consisting of face-to-face class time, synchronous remote instruction and asynchronous course materials (e.g., recorded lectures or modules, audio PowerPoints, videos, discussions) **November 30** Most Day Session classes resume remote instruction after the Thanksgiving break and for the remainder of the term
December 17 Residence Halls close

Still have a question that hasn't been answered?

We will be hosting a series of virtual “Town Hall” meetings over the next two weeks, with some geared towards students and others toward faculty, staff and administrators. These will provide an opportunity for you to ask follow-up questions after reviewing the plan and FAQ. The Offices of the Provost and Student Life and Development will be in touch with students and my office and the Office of Human Resources will be in touch with faculty, staff and administrators with dates, times and details about these events. In the meantime, if you have any questions, contact information for a variety of departments that can assist you can be found [in the FAQ](#).

With your continued patience and flexibility I know that we will have a successful fall term. Please be sure to check your University email on a regular basis as well as visit the [Saint Peter's 2020 web page](#) for announcements and updates throughout the term.

I look forward to seeing you back on campus. Let us be creative in our ways of living and learning this fall! I'm relying on each and every one of you to help to make this a success as we focus on minimizing the spread of COVID-19. If we all do our part, I know we can succeed!

Sincerely,

Eugene J. Cornacchia, Ph.D.
President of Saint Peter's University

Executive Summary

The Fall semester at Saint Peter's University will look different this Academic Year. The Emergency Decision Team, University Business Continuity Team, Faculty Instruction Task Force and Restart Task Force have developed protocols and models to ensure students, staff and faculty remain safe and supported this upcoming semester. General safeguarding, campus density and traffic flow, models for hybrid instruction, residence life, dining, student activities, student support services, athletics and campus notifications have driven decisions to address the health and safety of the campus community, continued commitment to *cura personalis* and to safeguard the continued academic pursuit of a Saint Peter's University degree.

General Safeguarding and Campus Density Mapping

- 5,000 washable cloth masks have been purchased for the Campus Community. Masks or face coverings will be required in all buildings and outdoors on campus grounds where 6ft distance with others is not possible.
- Campus Density has been predetermined to identify high traffic areas by day, time and location to inform cleaning protocols, inform installation of no touch hand sanitizing wall units, and identify high traffic restrooms.
- Signage has been purchased to be strategically placed throughout campus to address CDC recommendations for hand washing, social distancing and to reinforce University protocols for safety. Social Distance markers have also been purchased to be placed in areas where there may be lines or need for 6ft social distance reminders.
- Daily Health Screening App is currently being reviewed for implementation to address daily personal health screening and serve as a method for contact tracing.
- University is working with city to assist with access to COVID testing, as well as local pharmacies and other health officials.

Hybrid Instruction

- The fall semester will begin on August 26, 2020 as planned. Most classes will be conducted remotely until September 14, 2020 and will be hybrid after the Thanksgiving break. This will entail face-to-face class time, synchronous remote instruction, and asynchronous course materials (e.g., recorded lectures or modules, audio PowerPoints, videos, discussions).
- Classes will be configured to ensure social distancing and will be smaller in size with the hybrid model in place.
- Safety will be paramount and most classes will be structured to assist students and faculty that are unable to be physically present in the classroom.

Residence Life

- Student move-in will begin on August 23 and continue throughout the week. Move-in appointments will be prescheduled in two hour time slots to limit the amount of individuals on campus and provide time between move-ins to sanitize for next group. Residents will be permitted to have two individuals assist with move-in. Residents will

be required to be COVID tested within 4 days prior to move-in and provide evidence of negative test prior to residing in halls.

- 140 Glenwood will be reserved as a quarantine space for the academic year for students who may be exposed or test positive for the virus and are unable to return home.
- Millennium, Whelan and Saint Peter Hall will operate at a maximum capacity of 70% appropriately spread out by floor with posted downtimes per floor for cleaning and sanitizing in the restrooms. Overall residence capacity will be reduced as per state guidelines with no room containing more than 2 individuals.
- Lounges and common areas (per state regulations) will be closed.
- No outside guests will be permitted in the halls.
- All international and hot spot state students will be required to quarantine for 14 days prior to moving into their assigned room.

Dining

- Social distancing and safety guidelines provided by the local and national government to include, face masks, daily employee temperature checks, increased cleaning and sanitation frequency.
- All food will be takeout, single serving packaging or grab-and-go. No china service.
- Cleaning and disinfecting will be conducted to high touch areas frequently, with added staff to ensure procedures and protocols are adhered to.
- 30% capacity for indoor dining for state phase three plan. The Duncan Family Sky Room will be utilized for Monday through Friday lunch for commuter dining, 2nd and 3rd Floor of Loughran Dining Room will be utilized for resident dining and staff/faculty will be encouraged to utilize personal offices or other spaces for dining.
- All shared objects and self-serve items will be placed behind counters and available upon request.

Student Services

- Most student facing offices will be staffed at approximately 50% capacity.
- Offices will follow hybrid model in two teams with one team working one week in office and other team remote then switching. Other offices that are not student facing will reduce their work virtually part of the week and in the offices the rest of the week.
- Several offices will be using QLess, an app that creates a virtual queue and students will be notified when it is their turn to meet (being used for indoor dining requests, health services and enrollment management).
- Students, where able, will be encouraged to utilize Zoom to meet with staff.

General Safeguarding

With the absence of a vaccine and/or structured treatment protocol, general safeguarding will be paramount to stop the spread of transmission and serve to establish protocols that must be followed by the University community to safeguard against rapid transmission of COVID-19 on campus. Establishment of health screening, appropriate changes to institutional policy, adopting social distance modeling in the classrooms and protocols for residents, dining, course delivery methods, etc. will give the campus community the ability to interact on campus and reduce the spread of COVID-19.

Adherence to the health and safety policies and compliance with regulations at both state and federal levels is paramount to resume face-to-face instruction and on campus presence. All students and employees will be required to sign a social responsibility contract acknowledging adherence to the policies set forth and demonstrate an understanding of their personal responsibility to keeping all members of campus safe and prevent transmission of the virus.

Training and Signage

The University will be providing training for COVID-19 safety that appropriately addresses sanitization and social distancing practices that will be sent to all campus community members (students and employees to complete). Training will discuss prevention and appropriate health and safety protocols, such as personal protective equipment, sanitizing, hand washing and personal hygiene, social distancing, exposure and contact tracing, as well as general reopening guidance.

The University will also be providing masks to the campus community with cleaning and use instructions. The Offices of the President, Human Resources and Student Life and Development will hold several virtual policy meetings for all University employees and all enrolled students to go over COVID health and safety policies and protocols and provide an open forum for both employees and students to participate in and ask questions. Residents will have a virtual hall meeting their first day on campus to go over residence life policies and all students will be sent information from the Dean of Students regarding code of conduct changes.

Signage has been ordered and installed in every entrance to all buildings on campus reiterating that masks are required as well as floor markers for social distancing in high traffic areas.

Face Coverings

The University has purchased and will distribute washable, reusable face masks for all members of the campus community. Face masks and/or face coverings that appropriately cover the mouth and nose must be worn at all times in both indoor and outdoor spaces on campus unless an ADA accommodation is granted. Accommodations for employees will be managed by the Office of Human Resources. Accommodations for students will go through Center for Academic Success and Engagement (CASE). The only time face coverings will not be required is in residents' rooms or apartments with only their roommates who share that residence, when eating, for employees alone in their personal offices or for personal grooming.

Cleaning

Frequent cleaning and sanitization of campus, particularly high touch, high traffic areas will be essential to stop the rapid transmission of COVID-19. Campus density is a key factor in determining which areas on campus will require the most attention. Campus density by date, time and location will be carefully monitored to inform cleaning practices throughout the semester and careful attention to high density areas. Cleaning and sanitizing wipes will be available in all classrooms, labs and offices for individuals to self-sanitize their areas and provide an additional layer of security that an individual's personal comfort level is met before occupying a desk or chair for the duration of an in-person course.

Sanitizing sprays for showers will be available in all East Campus Residence Community Restrooms to allow residents to spray down surfaces as desired.

Facilities has ordered adequate cleaning supplies and will refill supplies as needed.

Social Distancing

Careful consideration of University buildings has been reviewed and appropriate signage, floor markers, window clings, etc. have been ordered and will be installed throughout campus to reiterate a 6ft distance in areas that might experience high volume of traffic and serve as reminders throughout campus to be vigilant that staying six feet apart is the best practice. The University has reconfigured classroom seating, computer labs, dining and other common areas where students gather for an extended period of time to ensure 6ft distance is met. Large gatherings and/or large events will be held virtually throughout the fall semester and where able, outdoor areas will be utilized for socially distanced activities.

Screening, Testing and Contact Tracing Protocols

Screening

All students and employees will be required to utilize [CampusClear](#) to conduct a daily health assessment and self-screening for COVID-19 symptoms as noted in the State higher education guidelines. CDC guidelines note that self-monitoring and answering targeted health questions is a critical tool in slowing the transmission of the virus. CampusClear will serve as a daily reminder to practice social responsibility and encourage a campus culture of awareness and vigilance to keep the curve flat. CampusClear has a free downloadable app, as well as a web based platform.

Temperature checks are also a part of the health screening and will be conducted in the Residence Halls, Athletics and also in Health Services as part of a continued commitment to ensure health and safety. Dining Service employees will also have their temperature checked daily before they begin their shift.

Testing

Recent CDC recommendations discourage wide-spread testing on non-symptomatic individuals and affirm that it is not an effective tool or measure to slow transmission or predict a potential outbreak. In fact, with testing supplies limited, testing should remain available for those who are symptomatic or confirmed to be exposed to someone who is positive for COVID-19. The CDC does not recommend entry testing for returning students, faculty and staff. As such, the University will provide testing for symptomatic students and employees in collaboration with our local city officials and county offices.

Contact Tracing

In addition to daily screening, CampusClear offers statistics by category, trends and anonymous benchmarking with other schools. Real time information can be provided to inform decisions about adjustments to University policies and protocols, building or departmental closures and rapid isolation of symptomatic residents and those who have been exposed to individuals who test positive for COVID-19.

Any member of the campus community who is diagnosed with COVID-19 will be asked to provide as much specific information about their whereabouts on campus including any other people they have been in close contact with during the time they would have been infectious and potentially transmit the virus. Individuals who live with a person who is diagnosed with COVID-19 will also be asked to identify whereabouts on campus as well as campus community members they have been in contact with. All individuals diagnosed or exposed to COVID-19 will be asked to self-isolate and monitor for symptoms for 14 days after a positive result or exposure. Individuals will be required to get tested prior and provide proof of a negative test result prior to returning to campus. Residents students who choose to quarantine in 140 Glenwood will also need to be tested prior to returning to their assigned residence and moving freely around campus.

Instruction

Classes will be reconfigured to enable social distancing. This will likely entail leaving desks in place that will act as spacers. Desks will be marked in such a way as to indicate those that can be used—and those that cannot. Addressing details such as the use of masks and cleaning protocols are not the specific charge of the Task Force—other groups will address this with guidance from the state and health authorities.

The fall semester will begin on August 26, 2020 as planned. Most Day Session courses will be conducted remotely until September 14, 2020 and after the Thanksgiving break. The logic driving these chosen dates is that it is better to return to classrooms gradually and safely. Going to remote instruction after the Thanksgiving break is also for safety reasons given that many health experts predict a possible resurgence of COVID-19 in later fall possibly in conjunction with influenza.

Instruction for most Day Session courses will be hybrid after September 14. This will entail face-to-face class time, synchronous remote instruction, and asynchronous course materials (e.g., recorded lectures or modules, audio PowerPoints, videos, discussions). Some classes (e.g. some laboratory courses, some studio courses) will meet mostly or entirely face-to-face with safety measures in place.

Face-to-face class time will take place in small groups for most classes. These meetings will be intensive discussion sections—not lectures in the purest sense. This is time for deep interactions between students and their professor—and with other students. These sessions should deepen understanding of course material and help students to hone skills (e.g., analytical, problem solving, critical thinking). These sessions should take students beyond the routine acquisition of knowledge. In the spirit of *Magis*, these sessions are meant to facilitate deeper learning.

This model will allow a rapid shift if needed to a fully remote model—or to more face-to-face —if conditions were to allow it. All instructors will be prepared to shift to remote instruction at any given time.

Residential Life

Similar to many other HEIs, Saint Peter's University explored a number of different scenarios for housing this fall. When developing models, the impact on the campus community and the impact on student learning, particularly access to safe housing, food and necessary technology remained a driving force behind the housing scenarios. This fall, housing occupancy will be reduced by approximately 35% on campus particularly focused on East Campus residence halls that have community bathrooms. This plan was developed in accordance with the needs of our students, adherence to the State restart template and guidelines and health and safety recommendations from OSHE, CDC, health departments and many other health organizations.

The key features of the Fall residence life plan are:

- East Campus occupancy will be capped at 70% to ensure reduced traffic in community bathrooms;
- East Campus rooms that would typically be triples have all been reduced to double occupancy;
- West Campus residence apartments will be treated as a family unit;
- 140 Glenwood will not be used to house residents and left vacant as a quarantine space for rapid isolation of infected students or students who may need to self-quarantine due to exposure;
- All lounges and common spaces will be closed per state regulations and guidelines;
- There will be no guests or visitors allowed in residential spaces during the fall term, including commuter students and or guests from a different resident facility;
- Travel abroad or to states identified as hot spots will be strictly prohibited. Any student that travels will forfeit their housing and board for the semester and not be eligible for a refund.

Another area of adjustment for residence life is the move-in process. This will be very different, most notably for 1st year students. The process will be modified as follows:

- Move-in will commence on August 23 but will take place over a five-day period with small groups moving in to each residence facility in two hour time blocks;
- Students will be allowed to have two individuals, who are symptom-free, assist with move in. There are ZERO exceptions to the two person limit;
- Health screenings will be required prior to building access;
- ALL individuals must wear masks and/or face coverings to enter residential facilities, including but not limited to, all common areas, including hallways, elevators, laundry rooms, etc.
- Increased cleaning and sanitizing of buildings will be conducted after each move-in time frame to prepare for the next move-in day. Training on public health measures, COVID-19 symptoms and appropriate response will be provided for all staff who live in residential buildings, including student staff;
- Students will be required to have a COVID-19 test taken no less than four days of move-in and provide proof of a negative test result;
- Students will all be required to sign a social responsibility contract acknowledging that they will adhere to ALL regulations and policies or risk removal from housing and be deemed ineligible for a refund of housing and board.

In order to make it possible for all residents to return to campus, reduced occupancy of halls and strict safety policies were required to be in place. Arguably the use of community restrooms and traditional 1st year halls might seem counterproductive, the University feels that the policies in place, in conjunction with guidelines from multiple health organizations, are appropriate. Many residents rely on campus housing and with the right measures in place and adherence to policy, the university residence halls can be one of the safest areas on campus for students. Training and repetition of safety measures and policies, along with targeted training for RAs and on-campus staff will be paramount in the integration of safety measures becoming part of all residents' daily routines.

140 Glenwood will be set up as a quarantine space for on-campus students outside the tri-state area who during the course of the Fall semester have symptoms, are COVID-19-positive or are exposed to someone who is COVID-19-positive.

Students within the tri-state area will be strongly encouraged to self-isolate or quarantine at home. Students with severe symptoms will be transported via ambulance to the nearest hospital if they are unable to return home. During the quarantine time, students will be contacted daily by Health Services, have all meals delivered by dining services and receive regular outreach by the Dean of Students to ensure they have what they need. Center for Academic Success and Engagement (CASE) will be notified of all students who are in quarantine for appropriate follow-up or assistance with their courses.

Computer Labs

We have virtualized and transitioned the majority of software applications commonly in use in Computer Labs to online access via a software solution Apporto. Major applications such as Microsoft Office, SPSS, SAS, R and several others are now accessible from any device (desktops, laptops, tablets, phones) from anywhere. Additionally, seating in labs will be reduced to accommodate six feet between individuals where keyboards will be removed from in-between stations to further enable and visually represent this separation. All labs and equipment such as keyboards and mice will also be regularly cleaned and disinfected between classes. Masks or face coverings will also be requested to be worn by all in the labs. Cleaning supplies will be provided in the labs with instructions to additionally clean desks and seating surfaces that individuals occupy.

Libraries

Summary

This document provides guidance for University staff and administration in the provision of onsite library services during summer and fall 2020 academic terms. Three phases of library services are outlined, with details on new protocols for staff, faculty and students. These phases and general guidelines align with the [Best Practices for Opening NJ Libraries](#) put forth by the NJ Library Association and NJ State Library.

General COVID-19 Library Operations

- All library staff and library visitors must wear masks while inside the building
- Books will be quarantined for 5 days upon return, before they are returned to circulation
- Technology loans (Chromebooks, laptops, camera, calculators, etc.) will be disinfected by library staff upon return
- Digital library resources and services will be promoted and expanded through each phase

Staff return to library

- Seating and workstations moved apart and signage and floor markings installed to foster social distancing
- Conversion of course reserves to digital-only service
- Conversion of group study room A to materials quarantine room
- Mail or on-campus delivery of print loans made available to faculty
- Physical InterLibrary Loan services resume
- Staff instructed on use of sanitizing products in shared work areas

Library open to students and University community

- Normal library lending and services resume with the following exceptions
 - Group study rooms unavailable
 - Short-term loans (course reserves) available only as a digital service provisioned via BlackBoard, copyright permitting
 - Library/Research Instruction will be delivered remotely or in an assigned classroom. No class visits to the Library Instruction Room, Center for Digital Humanities or Guarini Center for Community Memory.
 - No onsite library events or drop-in workshops
- Chromebook lending expanded (collaborating with ITS to develop plan currently)

- Sanitizing supplies provided for library visitors to assist with cleaning of onsite technology and furniture
- Library hours may be adjusted in consultation with Provost

Research

Research Labs will reopen the first week of the semester (August 26). All labs will run according to one of the following three scenarios:

1. Lab meets in a whole group remotely, and synchronously most of the time. These are mostly computer based labs.
2. Lab is divided into groups A and B. All will receive pre-recorded instructions prior to the lab meeting. Group A and B will come in alternating weeks to complete two labs worth of material (mostly data collection). The remote group will focus on data analysis and work with their lab partners on lab reports.
3. Labs that have fewer students and have only one section will meet every week in-person, while maintaining social distancing.

All in-person labs will require students to wear face-masks, face-guards and gloves. Labs will be configured including where students are stationed to account for social distancing. For labs that students will have to share fume hoods, social distancing and mask wearing will be strictly enforced.

Students will be instructed to wipe down their work stations after completing the physical lab.

Student Services

All student support services will be available virtually with many services available on an appointment basis in-person. Center for Academic Success and Engagement (CASE), health services, student activities, counseling, wellness and others will continue to be available in both virtually and appointment based in-person formats.

In order to effectively serve our students, several considerations were made to ensure appropriate health and safety precautions were taken. The University's plans for student services include the following:

Hybrid and/or Staggering Office Staffing

Student service offices will be utilizing a combination of virtual and in person staffing with most offices working in teams to ensure half of the office are in-person while other staff members are virtual, switching off. All of student life and development offices as well as academic support offices with the exception of health services, will be working in two teams (team A and team B – including dining services) with each team working a full week in the office and the following week virtually. This will ensure continuity of all services and departmental functions in both formats. All offices will have a person present for students who request to meet in-person when a virtual meeting is not possible.

Barriers and Layout

Transaction offices (Registrar, Financial Aid, Health Services, Library, etc.) where passing of shared objects and in places that are unable to feasibly operate on an appointment only basis have been equipped with the appropriate clear barriers (e.g. Plexiglas) or Dutch Doors to ensure that staff and students can interact with potential shared objects or be in close proximity for a specified period of time. All of these offices have a transactional nature and may require a student to pay a bill, share social security numbers or financial information and do not have access to a larger room or a closed door setting which would enable them to distance themselves.

Large offices or departments that have access to large spaces will be configured to allow for student meetings with the appropriate mask or face covering to take place socially distanced.

Shared Objects and Cleaning

Sharing objects, such as pens, that are difficult to disinfect are strongly discouraged and student service offices will limit the use of supplies and ensure that objects are properly disinfected between uses. Cleaning protocols based on office schedules and traffic will be developed to ensure that each space is properly disinfected.

Transportation

Shuttle service will resume on August 26 with limited service until the normal schedule resumes on September 14. In order to provide a safe experience, shuttle drivers and those riding the shuttle must wear a mask at all times. Only Saint Peter's University students and employees can utilize the shuttle. While shuttles typically transport 14 passengers, in order to enable social distancing, shuttles will be limited to 7 or 8 passengers. With limited seating, the Journal Square route will need additional shuttles to ensure reliable and timely transportation of students and employees to campus. As a result, the Armory Lot route during peak hours will be suspended until further notice. Shuttles will be thoroughly sanitized on a daily basis.

Dining

To ensure the safety of both students and the dining staff, the following measures will be put into place:

- Following social distancing and safety guidelines provided by the local and national government
 - Face masks
 - Employee temperature checks
 - Increase dining presence
 - Increase frequency of cleaning & sanitation
- Registers will have Plexiglas covering to ensure social distancing is being followed
- Table, furniture and chairs will be removed that exceed the occupancy regulations once indoor dining is reintroduced
- All food will be takeout, single-serving packaging, or grab-and-go. No china service.
- Cleaning and disinfecting of high-touch areas frequently, added staff to ensure procedures are accomplished
- Maintain current cleaning procedures in all other areas of the facility
- Ensure that the facility has a sufficient number of workers to perform the above protocols effectively.
- Signage and floor clings will be installed in appropriate locations
- Introduction of online ordering app to relieve foot traffic

Loughran Dining Room

Hours of Operation:

Monday – Friday	7:30 – 10:30 a.m. (closed for sanitization) 10:00 – 11:30 a.m.
	11:30 a.m. – 2:30 p.m. (closed for sanitization) 2:00 – 5:00 p.m.

	5:00 – 8:00 p.m.
Saturday – Sunday	1:00 – 4:00 p.m.

Customer Flow and Grab-and-Go

- Students will enter the food court from the elevator bank or the staircase.
- Register will have Plexiglas covering to ensure social distancing is being followed
- Guests will then go to the cashier stand to be swiped in. Entry will be marked to ensure social distancing is being followed.
- Bottled beverages and grab-and-go items will be available at the register. A dining team member will be stationed at the bottom of the stairs to help with traffic flow and reinforce social distancing on the stairs.
- The students will select and pick up their desired meal, pay at the register, then exit on the right-hand side of the cashier stand OR proceed into the queue.
- The students then proceed in a one way traffic flow past each station, choosing items that will be served to them.
- They then proceed to the beverage station to choose beverages.
- Lastly, guests will exit through the doors to the left.
- Seating will be available outside Sub Connection, on the 3rd floor, and overflow at lunch Monday through Thursday on the 6th floor.
- Dining staff will be assigned to wipe chairs, tables between guests and again between meal periods. Guests will be expected to bus their own tables/ dispose of their own plates, napkins, etc.

Operation: Limited to Residents ONLY except for Faculty and Staff

Grill: No self-service will be available, all items will be grab-and-go, two featured center of the plate items, one of which will be vegetarian.

Simple Servings: No changes

Rustic Roots: Will be incorporated into Simple Servings

Classics: Will feature pizza and pasta

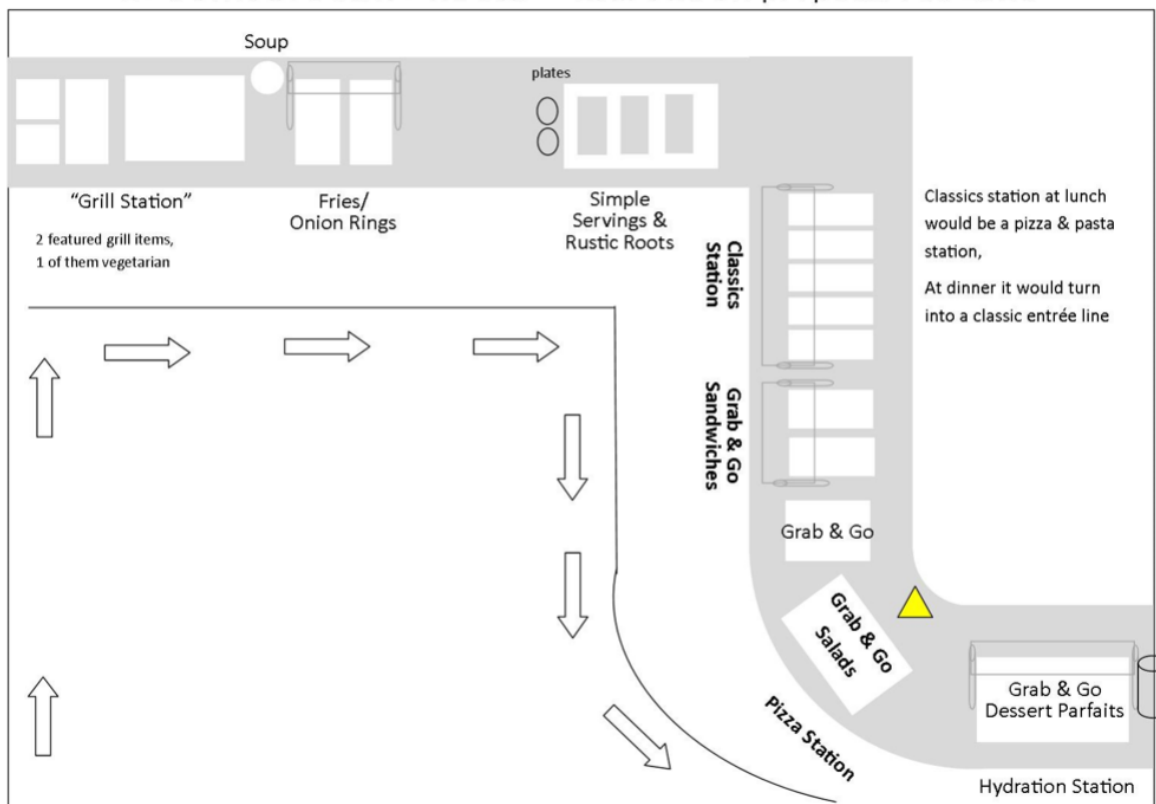
Pizza: limited choices/options

Deli: two featured grab-and-go sandwich options

Salad Bar: pre-packaged salads (two sizes) with protein topped option available and all dressings. Fruit will also be available

Bakery: No changes (all items will be pre-packaged). No bulk ice cream will be available, except as a weekly served dinner dessert. Novelty ice creams will also be rotated into served desserts.

LOUGHRAN DINING ROOM 2ND FLOOR proposal Fall 2020



Cura Sushi

This location will be to-go only, with items displayed for customer grab and go in Quick Zone, in the air flow refrigerator by Sub Connection, and/or by the Loughran Dining Room register.

Quick Zone Marketplace C-Store

Hours of Operation:

Monday – Friday	8:00 a.m. – 8:00 p.m.
Saturday – Sunday	3:00 – 8:00 p.m.

Operations:

To ensure the safety of both students and dining staff, the following measures will be put into place:

- Following social distancing and safety guidelines provided by the local and national government

- Register will have Plexiglas covering to ensure social distancing is being followed
- Tables and furniture to be removed (takeout until indoor dining resumes)

Station Adjustments:

Self-Serve Items will temporarily be removed (coffee). Signage will direct patrons to Café Diem for coffee.

All bakery items will be pre-packaged

Social distancing guidelines will be followed, keeping the location to a 5 person (1 cashier, 4 customers) maximum at all times

Pete's Place

Hours of Operation:

Monday – Friday	11:30 am. – 7:00 p.m.
Saturday – Sunday	Closed

Operations:

- Late night service will be suspended.
- Register will have Plexiglas covering to ensure social distancing is being followed
- Guests will enter, then be guided by a dining staff member who will expedite the queue.
- Menu will be consolidated to the most popular items to help with social distancing and speed of service.
- The student can wait in line, pay and then pick up their food.
- For Sub Connection items, these sandwiches will be packages as grab and go. Customers may ask for the sandwich to be warmed. By the time the order is placed, their order will be ready within two minutes (if the sandwich will be heated) for pick-up due to the amount of choices and the items being pre-made.
- Students are not permitted in line unless they are making a transaction.

Sub Connection

Hours of Operation:

Monday – Friday	Grab & go production during Loughran Dining Room lunch hours
Saturday – Sunday	Closed

- Self-serve fountain sodas will not be available and the machines will be covered.

- Menu will be consolidated and premade behind the line, offering the most popular items to help with social distancing and speed of service. Buffalo Chicken, Ranch Chicken and Baja Chicken all be offered either on white, wheat or as a salad.
- The seating area at Sub Connection can be used to accommodate seating for up to 25 patrons, once indoor dining is allowed.

Café Diem

Hours of Operation:

Monday – Friday	8:00 a.m. – 2:00 p.m. (closed from 2:00-3:00 p.m. for sanitization) 3:00 - 4:00 p.m.
Saturday – Sunday	Closed

- Register will have Plexiglas covering to ensure social distancing is being followed
- Menu will be consolidated to the most popular items to help with social distancing and speed of service.
- Menu will be premade behind the line, offering the most popular items to help with social distancing and speed of service.
- To guide guests to the kiosks to place their orders, stickers will be adhered to the floor to ensure we are following social guidelines and egress.
- After guests receive their food, they will exit at the ramp to the right or out of the exit door on the right.

Tables:

- All tables, chairs and soft seating will be removed to allow for social distancing; capacity of 15 guests at one time.

Operation:

- Takeout only
- Menu will be consolidated to the most popular items to help with social distancing and speed of service.
- Order at Plexiglas window and pick-up at pickup counter station. Guest will then exit along windows. To guide where guests will be lined up stickers will be adhered to the floor to ensure they are following social guidelines and egress.

Library Pavo Perk

Operation

This location will be closed – it is too small of a location to ensure proper social distancing guidelines will be followed.

Concessions

This location will be closed – it is too small of a location to ensure proper social distancing guidelines will be followed.

Sick Trays

We will develop sick tray options for requests to be made via email submittal to cateringservices@saintpeters.edu . The catering team will reply within 24 hours, and have meals available to be picked up at Loughran Dining Room or to be delivered to the isolation dormitory, 140 Glenwood. Receipt by the RA can be arranged, or meal can be dropped off at the front desk.

Catering

The catering department will be modifying its current menu, segueing to a Simply to Go Boxed format for the foreseeable future. Customers will receive emails and will be guided as they place orders. In compliance with NJ State EO 125, article 5 limiting space occupancy to 10% with 6 foot distancing, any previously booked buffet service and table service will be suspended for all catering business lines, including Conferencing and Events.

All services will therefore be converted to individually portioned, in a boxed and/or pre-wrapped format for all drop off and other catered events, with service substituted to comply with individual portioning as stated above, until state guidelines change.

Grocery related pick up and to go catering will be developed.

Study Abroad, International Students and International Travel

Study Abroad for Fall 2020 has unfortunately been canceled. International travel for all the campus community has also been strongly discouraged along with the states (at this current time 22 states) that have a rapid increase in COVID-19 cases. Students in residence will be asked to sign a social responsibility contract agreeing to not participate in any international travel until the end of the Fall 2020 semester.

International students are required to quarantine for 14 days prior to moving into assigned rooms. Students will be given the option to quarantine in 140 Glenwood and then be COVID tested or to quarantine elsewhere and then be COVID tested, requiring a negative COVID test no more than 4 days from move-in to assigned residence hall.

Athletics

All Saint Peter's University athletics activities are governed by the regulations and guidelines established by the NCAA and the MAAC in response to the pandemic. When looking at athletics, flexibility in planning is paramount.

Saint Peter's will require all student-athletes to self-isolate for 14 days prior to returning to campus. Athletes must be tested at home prior to returning to Saint Peter's within 4 days of attending any athletic activity on campus. Resident student-athletes will follow all residence life protocols and additional requirements. Student-athletes will be required to maintain a list of individuals they have been in contact with during their self-isolation period. A health screener also must be completed by all athletic staff and administration prior to athletes resuming practice, competition or using the recreational facility. Health screening via CampusClear is a daily requirement for all athletes and all athletics staff. In addition, daily temperature checks must take place prior to entering the Victor R. Yanitelli, S.J. Recreational Life Center (RLC) by all student-athletes and athletics personnel.

In order to safeguard the campus, student-athletes and athletic staff, the RLC will remain closed during the duration of the fall semester. It will only be open for Division I athletic use. No public access or rental to any outside individual or group will be permitted.

CDC travel recommendations discourage air travel during this time. Any student arriving to campus must follow all state and federal regulations regarding quarantine procedures for states that are deemed [hot spots](#) and all international travel regulations. Travel for competition to restricted states is strongly discouraged and should be avoided. If a situation arises where a team needs to travel to one of the restricted states and no alternatives are available, final approval for travel will be made and signed off by the director of athletics. Students will need to quarantine in 140 Glenwood for 14 days upon return and be tested prior to returning to normal activities.

Shared objects will need to be properly sanitized by designated personnel after each use. Items such as team water jugs will not be used.

Consistent with MAAC guidance at the time of submitting this plan, all sports competition will begin on September 11, 2020. Due to a risk associated with having spectators attend athletic events, all spectators, including but not limited to, guests, cheerleaders, dance team, Peacock Nation and non-athletic staff will not be permitted to attend a Saint Peter's University sponsored athletic event. Sanitization, hygiene, and protocols regarding reporting and responding to COVID-19 cases among team members will be clearly outlined in advance. Finally, plans for the safe use of facilities will be developed in advance. All students will be required to sign the *cura personalis* responsibility contract acknowledging the risks and their commitment to a safe and healthy community.

Closing Remarks

Saint Peter's University and all Reopening Working Groups acknowledge that reopening in the Fall is not without challenges and uncertainty as our global medical community works diligently on a vaccine and treatment regimen to contain and stop the pandemic. While this report speaks volumes to the complex nature of this global pandemic, it also speaks to *cura personalis* and the University's continued commitment to the health and safety of the campus community and the dedication and integrity the community poses to ensure adherence and honesty as we strive to provide our students with opportunities both in and out of the classroom to enrich their lives and set them up for future success in the world beyond our campus. The University is committed to remaining vigilant, flexible and supportive of the mission and vision.

Appendices

COVID-19 Health Screening and Disclosure Form

This disclosure form seeks information from you that we must consider and allow us to make decisions, according to the guidelines set forth by the Office of the Secretary of Higher Education (OSHE), regarding ability to stay on campus and/or receive treatment.

A weakened or compromised immune system, such as diabetes, asthma, cancer or treatment, and any prior or current disease or medical condition, can put you at greater risk for contracting COVID-19. Please disclose any condition that compromises your immune system and understand that we may ask you not to enter campus and, if necessary, reschedule appointments or events after discussing any such conditions with us.

It is also important that you disclose any indication of having been exposed to COVID-19, or whether you have experienced any signs or symptoms associated with the COVID-19 virus.

Do you have, or had, a fever or above normal temperature in the past 14 days? Yes No

Are you having shortness of breath or trouble breathing? Yes No

Do you have a cough? Yes No

Do you have a runny nose? Yes No

Do you have a sore throat? Yes No

Do you have any other flu-like symptoms, such as gastrointestinal upset, headache or fatigue? Yes No

Have you recently experienced a loss of taste or smell? Yes No

Have you been in contact with someone who has tested positive for COVID-19? Yes No

Have you tested positive for COVID-19? Yes No

Have you been tested for COVID-19 and are awaiting results? Yes No

Have you traveled outside of the United States in the past 14 days?
If so, where? _____

Do you have heart disease, lung disease, kidney disease, diabetes, or any Autoimmune disorders? Yes No

Saint Peter's University *Cura Personalis* Contract

The 2020-2021 Academic Year at Saint Peter's University will look different than any other year. The Emergency Decision Team, University Continuity Team, Faculty Instruction Task Force and Restart Task Force have developed protocols and models to ensure students, staff and faculty remain safe and supported this upcoming academic year. General safeguarding, campus density and traffic flow, models for hybrid instruction, residence life, dining, student services, athletics and campus notifications have driven decisions to address the health and safety of the campus community, continued commitment to *cura personalis* and to safeguard the continued academic pursuit of a Saint Peter's University degree.

We are committed to doing our part to slow the transmission of COVID-19, keep our campus safe and be partners in conducting ourselves in a manner that is socially responsible. It is our goal to provide a safe environment for all members of our campus community. In order to provide on-campus instruction, experiences and services for as many students as possible, we will need to not only adhere to federal, state, and local regulations but also change the way we interact with each other and be mindful of the health and safety of others, as outlined in the following *Cura Personalis* Contract.

Please read the following agreement carefully.

By signing at the bottom, you are agreeing to abide by the terms of the agreement. The University's plans for the upcoming academic year are subject to change. The University reserves the right to update its plans and the terms of this contract to reflect changes, which may be informed by federal, state or local public health guidance and/or federal state, or local regulations. We encourage students to remain informed and carefully read and review any and all information distributed by the University throughout the summer and upcoming academic year.

Before Arriving On-Campus I Will:

- Complete an online training by August 20, 2020 (link will be sent August 10, 2020).
- Monitor my health for COVID-related symptoms for 14 days prior to arrival on campus
- Make every effort to comply with the immunization requirements set by the State of New Jersey and the University as detailed by Saint Peter's University Health Services Required and Recommended Immunizations.
- Complete the required Health Services Health Screening Questionnaire within a week of my return to campus.
- Move into my residence hall assignment (if applicable) on the date and time interval for which I was assigned and bring proof that I have been tested for COVID-19 no more than four days prior to move in and have a negative result.
- Delay my plans to arrive on campus if I am feeling ill or have signs of any illness. I will wait until I am fully recovered before traveling to campus.

While On-Campus I Will:

- Participate in Saint Peter's University's mandatory Monitoring and Testing Program which includes:
 - Being tested for the virus that causes COVID-19 prior to moving into my residence hall and providing proof to residence life of a negative test result taken no more than 4 days prior to my move-in date.
 - Participating in daily health screenings on the CampusClear app and monitoring for symptoms as required by the University.
 - Cooperating with contact tracing inquiries within 24 hours by, among other things, responding to texts and calls from health services or designee and answering all questions about my contacts honestly and completely.
 - Complying with any request to isolate or quarantine made by the University and be available daily for health services to check on my health status via secure email, phone or both.
 - In the event I become symptomatic or am exposed, I will monitor my health daily as directed by Saint Peter's University, and if I am a resident going home or moving to 140 Glenwood to quarantine; only participating in classes, events or meetings remotely.
 - Contacting health services immediately to seek an evaluation or arrange for testing when I experience symptoms that suggest COVID-19.
- If I am living on campus, I will quarantine for 14 days if required by guidance issued by the State of New Jersey.
- Wear face covering (masks) in all University facilities and on campus grounds in outdoor spaces, including workplaces, classrooms, dining facilities (unless eating), and residence halls (except my assigned room).
- Physically distance, maintaining at least six feet/two meters separation between myself and others in all University facilities (except my assigned room) and on University grounds when able.
- Observe all guidelines for dining (grab-and-go, outdoor dining, or eating at assigned appropriately distanced seating).
- Agree not to host any off-campus guests, including family members, romantic partners, or any students who are not currently residing on-campus or residing in my campus residence.
- Agree to not host in-person gatherings.
- If I am a member or leader of a student organization, I will abide by the rules prohibiting in-person events and will not organize or attend such events unless they are coordinated by professional staff with the support of students.
- Adhere to other health and safety practices recommended or required by the University, such as frequent hand-washing.
- Remain on-campus or within the immediate Jersey City community, as much as possible and, when traveling, complying with all University travel guidance and state of New Jersey travel restrictions, including:
 - Strictly limiting personal travel for leisure or recreation (for example, visiting friends/family, sightseeing, short trips to NYC) beyond Jersey City
 - Adhering to state travel restrictions including "hot spot" areas

- No international travel
- Consulting with health services about possible quarantine or testing requirements on my return from all travel and adhering to health services or University recommendations.
- Seek reasonable accommodations from CASE if I am unable to follow the University's expectations. If my requested accommodation(s) cannot be approved by CASE, I will follow the University's expectations or I will continue to study remotely.
- Seek reasonable accommodations from CASE if I have health related issues that might affect my ability to reside on campus. If my requested accommodations cannot be approved, I will follow the University's recommendations and continue my studies remotely at home.

While Studying Away from Campus I Will:

- Not visit campus unless I follow the health screening guidelines and where possible, request appointments with campus offices virtually
- Monitor my health for COVID-19-related symptoms and seek appropriate evaluation and care if needed.

“Saint Peter’s University values the respect for fellow men and women. Students are expected to treat others with respect, dignity, sensitivity, consideration, and understanding. It is imperative to demonstrate an active concern for the welfare of others.”

--Student Code of Conduct, Saint Peter’s University

Accountability and Responsibility

I understand that to protect the campus community and myself, I must abide by the rules reflected in this *Cura Personalis* Contract, as they may be modified by the University from time to time. I understand that major violations of the *Cura Personalis* Contract, including those related to testing, quarantining, isolating, hosting unpermitted visitors in residence halls, hosting prohibited in-person gatherings and providing false information may result in removal from campus and/or disciplinary action. In addition, I understand that repeated infractions related to wearing face coverings or physically distancing also may result in removal from campus and/or disciplinary action. All violations of the *Cura Personalis* Contract will be adjudicated through Saint Peter’s University’s established disciplinary processes.

By signing this *Cura Personalis* Contract, I agree to abide by these rules and regulations. I acknowledge that Saint Peter’s University cannot eliminate the risk of illness during a global pandemic. I voluntarily accept the risks associated with in-person, on-campus study at this time.

Student Name (printed): _____

Spirit ID Number: _____

Signature: _____

Date: _____

SAINT PETER’S UNIVERSITY
TEMPLATE FOR PHYSICAL REOPENING OF OFFICES

DISCLAIMER: This document is subject to change at any time in response to national, state, local or institutional regulations and guidance.

INTRODUCTION

As Saint Peter’s University plans for the physical reopening of offices, the Emergency Decision and University Continuity teams have been carefully following guidance and advisories from federal, state and local agencies to ensure a safe transition back to campus. This document outlines the principles and assumptions guiding the reopening plan and provides a framework for units/departments to develop area-specific plans.

PRINCIPLES

The following principles guide the plans for the physical reopening of campus departments and operations:

- Health and safety of students and the entire University community is paramount to the physical reopening plan.
- All plans will comply with federal, state and local requirements and guidance.
- Plans will support University operations, activities and financial capacity to deliver the mission.
- All plans will reflect our student-centric philosophy, *cura personalis*, and the commitment to the success of students and the entire community.

ASSUMPTIONS

All departmental reopening plans should be built upon the following assumptions:

- Departments will align reopening plans with the hybrid instructional plan for fall 2020.
- Physical reopening will be done in a phased approach.
- While University-wide criteria will guide the development of unit plans, some variation at the departmental level may be approved to address specific needs.
- Departmental plans will be approved by the area vice president. No unit or department should increase staffing levels beyond the approved level without approval from the area vice president.

- Once reopening decisions have been made, departments must follow University policies and protocols for returning to work on campus (e.g. wearing of face masks, employee responsibility to clean work areas, etc.).
- Departments will be assisted by members of the University Continuity Team regarding any physical arrangements in the department space (such as room dividers, traffic flow markings, signage) to support appropriate social distance guidelines.
- The University will provide disinfectant and other supplies for offices as appropriate.

PHASED STAFFING

Saint Peter's University will implement a phased reopening of the physical campus in accordance with recommended federal, state and local guidance to reduce the number of people on campus (density) and meet social distancing requirements. Departments will assess the following components to create their plans:

- Required staffing levels for mission-critical operations
- Management of socially distant work environment
- Providing optimal access for students to on-site resources

STAFFING OPTIONS

Departments may consider the following options for scheduling staff to return to work on-site, depending on required staffing levels:

OPTION 1: Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments could schedule partial staffing on alternating days (e.g. an A and B schedule). Such schedules will help enable social distancing, especially in areas with large common workspaces.

OPTION 2: Staggered Reporting/Departing: The beginning and end of the workday and lunch periods typically bring many people together at common entry/exit points of buildings. Staggering schedules by at least 30 minutes can reduce traffic in common areas to meet social distancing requirements.

OPTION 3: Remote Work: Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements can be done on a full or partial day/week schedule as appropriate.

Option 4: Hybrid: As appropriate for individual departments, a hybrid staffing model of the previous options may be considered.

PLAN ASSESSMENT AND ADAPTATION

As staffing on-site increases and operations expand, University officials will closely monitor and assess the situation, as well as the effectiveness existing policies and procedures. Departments may need to adapt their plans based on these assessments.

References:

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf.

<https://coronavirus.duke.edu/wp-content/uploads/2020/05/Return-to-the-Workplace.pdf>

<https://www.k-state.edu/covid-19/reopening/>

University Continuity Team/7.7.20