



Fall Continuity Plan and Return to the Workplace Plan

July 17, 2020; Version 10

Overview

Post University is a regionally accredited institution of higher education located in Waterbury, CT. The University offers degrees at the associate-, baccalaureate-, and masters-levels, as well as undergraduate and graduate certificates. Each term, we serve more than 13,000 students through an Accelerated Degree Program offered online and a traditional academic model offered on our Main Campus. Post faculty and associates work at either one of our two Waterbury campus locations: the Main Campus located at 800 Country Club Road or the Post Downtown Campus located at 140 Bank Street, or they work remotely from their homes.

This first part of this plan will focus on the college experience that we will offer in the Fall 2020 Semester to our Main Campus student body of approximately 1000 new and returning students. We expect our online student body will continue their education as designed. The second part of this plan will focus on the associate experience in the design of a phased return to the workplace.

Planning Process

Fall Continuity Plan

The development of a Fall Continuity Plan began in late April 2020. A taskforce of more than 30 executives, associates, and faculty from departments across the University convened to document a clear plan of action for three potential Fall Semester scenarios. This taskforce meets weekly and each member works with their team between meetings to identify and bring forward challenges specific to their department.

The plan is informed by guidance from the City of Waterbury and the State of Connecticut, direction from national public health organizations (*e.g.* CDC), recommendations from accrediting bodies, and publications from peer institutions. We also consulted with our faculty, associates, and students on the Spring 2020 transition and incorporated their feedback into this plan. **Further, the plan is designed under the assumption that [State of Connecticut Gating Conditions for Residential Colleges](#) have been met.** The focus of this taskforce is to create a safe, high quality, exceptional college experience for our Main Campus students this fall.

Return to the Workplace

The Return to the Workplace Plan has been in development since the State of Connecticut shared the phased [Reopen Connecticut](#) plans in late April. This plan was developed by a committee representing departments housed on both Main Campus and Post Downtown and is focused on the associate experience and safety through a phased return of associates to the workplace. As of June 22, 2020, the committees working on the Fall Continuity Plan and the Return to the Workplace Plan have merged.

Scenarios of Fall Continuity Plan

As part of the original Fall Continuity Plan, we originally developed three potential scenarios to assure continuity of education for campus students in the fall. In late June, a fourth scenario, Scenario D, came under consideration.

Scenario A: Dual-Modality Model

Scenario A is a Dual-Modality model where students are invited (but not required) to return to campus for the Fall Semester. Courses, support services, and student life activities would be available to students both in person and remotely. The planning for this scenario required extensive consideration related to health and safety of students in all aspects of campus life

Scenario B: Fully Virtual Campus

Scenario B is a fully virtual college experience where the comprehensive college experience would be offered to students remotely. The planning for this scenario is focused on development of a comprehensive, dynamic, and ridiculously exceptional virtual college experience for our students.

Scenario C: Unexpected Transition to Remote

Scenario C is the contingency planning associated with an unexpected transition from Scenario A to Scenario B. This is not a scenario we would choose, rather one we will plan for if Scenario A is determined to be the right choice for the fall and subsequently, we determine that we must move to a remote model.

Scenario D: Fully Virtual Campus with Athletes in Residence

Scenario D is a fully virtual campus experience where the comprehensive college experience will be offered to all students remotely. Since the athletic experience cannot be replicated online, in-season athletes will be invited to live in the residence halls and compete on the field. The planning for this scenario focused on the development of a comprehensive, dynamic, and ridiculously exceptional virtual college experience for all students, and the health and safety of the athletes in the residence.

Choosing a Scenario

At the start of the Fall Continuity Plan development process, the University leadership remained cautiously optimistic that the Post University campus could be open for the Fall 2020 semester. As recently as the middle of June, the Leadership anticipated that *Scenario A: Dual Modality Model* would be executed this Fall. But surveys of stakeholders from across the University and a greater understanding of the potential for viral resurgence in the Northeast this fall led the committee to develop a new option to best fit the needs of the University, *Scenario D: Fully Virtual Campus with Athletes in Residence*. The details of the Scenario D plan were shared with the Post community, including parents and students, on July 9.

Three days later, on July 12, in an abundance of caution, the Central Atlantic Collegiate Conference (CACC) suspended fall competition. This decision removed *Scenario D: Fully Virtual Campus with Athletes in Residence* from consideration. As such, **on July 12, the University leadership committed to Scenario B: Fully Virtual Campus for the Fall 2020 semester**. While a robust plan was developed for all the Scenarios described above, this document includes only the details associated with the *Scenario B: Fully Virtual Campus*.

FALL CONTINUITY PLAN SCENARIO B: FULLY VIRTUAL CAMPUS

Summary

Scenario B is defined by a fully virtual campus experience designed to meet the learning needs and campus expectations of Main Campus students attending college remotely. Post University is uniquely situated to offer an effective and exceptional virtual campus experience for our students. Our 20+ years of experience in online education assures that we have the technological infrastructure and know-how to meet the needs of remote learners. As part of the virtual campus, students will have access to their classroom, student services (admissions, advising, tutoring services, career and professional development services, mental health counseling, student accounts, and library), instructors, and student life programming and activities. Further details on all aspects of the student experience, including our new virtual campus, are presented in this plan.

Under Scenario B, no students will live on campus and a limited number will use the campus facilities. This allows the University to focus on the health and safety of the faculty and associates who are supporting remote students from our two campuses. This includes clear guidance and regulations around testing, contact tracing, Personal Protective Equipment (PPE), social distancing, isolation and quarantine, and campus signage.

Health and Safety

Only one population of students will return to campus this fall- the Emerging Pathways students participating in our University Pathways Program (UPP). These students (~10-20) will commute to campus and learn in North Hall. When the term students is used in this section, it is in reference to the Emerging Pathways students from the UPP.

The University has developed a robust surveillance and management plan for COVID-19 to quickly identify and limit the spread of disease, mitigate the risk of infection, and thereby enable academic and social activity to resume to the extent designed. The objectives of our COVID-19 response plan include:

- Enable rapid detection and proactive testing protocols.
- Identify and follow up on close contacts of positive cases.
- Guide the implementation of control measures (isolation, quarantine, and student care)
- Detect and contain outbreaks among vulnerable populations (e.g. high-risk faculty or associates).
- Evaluate the impact of any outbreak on the local health-care systems and community at large.

The following section details how the health and safety surveillance plan will meet these objectives.

Testing

At the onset of the COVID-19 pandemic, testing was limited to symptomatic individuals who may have been in contact with someone who was ill with COVID-19. Now that testing is more widely available, testing is recommended for all persons who are symptomatic and, in certain circumstances, for those without symptoms. Testing will be required if a faculty or associate has COVID-19 signs and symptoms or if contact tracing demonstrates that a faculty or associate has been exposed to COVID-19. A comprehensive testing plan enables detection of the asymptomatic infections, taking them out of the chain of infection earlier, resulting in fewer people getting sick.

The University has partnered with Trinity Health of New England, and St. Mary's Hospital in Waterbury to provide the support for widespread and sustained testing capacity. Our healthcare partner will provide Reverse Transcription Polymerase Chain Reaction (RT-PCR) testing for individuals on campus as specified. They will also provide testing at one of three locations locally as needed.

Return to Campus Testing –University Pathways Program (UPP) students

UPP students must have a negative COVID-19 test dated no more than 7 days prior to arriving on campus. Students who test positive prior to arrival must notify the University and delay their arrival to campus until 10 days have passed with no symptoms from the date of the test. This time may be extended for students who become symptomatic. Self-isolation may continue beyond the minimum 10-day period until symptoms have improved and the student is fever free for 72 hours, according to CDC guidelines. These students will coordinate their status with Student Health Services for clearance to arrive on campus.

Continued Testing and Screening of Campus Community

Testing: Throughout the semester, any student or associate with symptoms of potential COVID-19 infection must be evaluated and tested as soon as possible. Students and associates who test positive must self-isolate until 10 days have passed with no symptoms from the date of the test. This 10-day period may be extended for those who develop symptoms according to CDC guidelines. Contacts of students and associates who test positive will be identified and tested. If an asymptomatic contact tests negative during their 14-day quarantine period, this person should continue to observe quarantine for the full 14-days and self- monitor for symptoms.

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Screening: Daily screening and temperature checks of faculty, associates, and UPP students may not directly identify COVID-19 cases but may provide early warning and trigger testing. Temperature screening may also identify other illness beyond COVID-19, specifically the presence of influenza,

allowing the campus community to mitigate the spread of co-occurring illnesses. Automated thermal scanning technology will be installed in high traffic areas allowing efficient no-contact screening. A reading of 100.4°F by a student would trigger a referral to SHS for an evaluation. Handheld non-contact thermometers are also available and distributed to identified groups based on need. Screening questions will include asking if any of the following symptoms are present:

- Fever or feeling feverish
- Cough
- Difficulty breathing
- Sore throat
- Muscle or body aches
- Nausea or gastrointestinal issues
- New loss of taste or smell

Buildings on campus and at Post Downtown will have signage and posters for self-assessment at entrances. The signage is designed to give a community member a moment to assess if they should continue with their activity or reach out for support depended on their level of wellness.

Contact Tracing

Contact tracing, a core disease control measure employed by local and state health department personnel for decades, is a key strategy for preventing further spread of COVID-19. Communities must scale and train a large contact tracer workforce and work collaboratively across public and private agencies to stop the transmission of COVID-19.

Contact tracing is part of the process of supporting individuals with suspected or confirmed infection. In contact tracing, public health staff work with an individual to help them recall everyone with whom they have had close contact during the timeframe while they may have been infectious. Public health staff then warn these exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible. To protect privacy, contacts are only informed that they may have been exposed to someone with the infection. They are not told the identity of the person who may have exposed them. Contacts are provided with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill.

Contact tracing is a [specialized skill](#). To be done effectively, it requires people with the training, supervision, and access to social and medical support for patients and contacts. Waterbury's Health Department is responsible for all Contact Tracing in Waterbury. The University anticipates a need for increased numbers of trained Contact Tracers to collaborate with Waterbury's Health Department to quickly identify associates or students who may have been exposed to COVID-19, quickly isolate them from the general community, and mitigate the spread of infection. The following actions have been or will be implemented:

- Developed a partnership with Waterbury’s Health Department, specifically the unit conducting the contact tracing, to develop expanded capability at Post
- Identify associates willing and able to conduct contact tracing duties for the campus community in the event of needed “surge capacity”. Training is provided by Johns Hopkins University through the [Coursera](#) website. Any faculty or associate interested in this course is encouraged to complete it and identify themselves to the Director of Campus Safety or SHS.
- Leverage the University’s robust and expansive IT Network at both Post Downtown and Main Campus with our network partner, Aruba, to automate or supplement traditional contact tracing by using the data from the network to show contacts of a positive University member. Network contact data may be more reliable and accurate than traditional methods which involve a person trying to recall who they may have had contact with.

What Can Students, Associate, and Faculty Expect from Contact Tracing?

Students, associates, and faculty who test positive, during screening or other testing, will be contacted by SHS and/or the Waterbury’s Health Department. They will be asked for assistance in identifying others with whom they may have had close contact so these individuals may be contacted and advised to take the proper precautions to help stop the spread of the virus. The positive individual and everyone with whom they have come in contact will be asked to participate in the State’s [ContaCT Program](#).

Isolation and Quarantine

Students, faculty, and associates who test positive or are exposed to someone who has tested positive will be asked to isolate or quarantine at home. This is described in detail above in the section on Testing.

Definitions

Isolation: A person or group of people are placed in isolation because they are known or believed to be infected with a communicable disease and are potentially infectious to others. Isolation is the most extreme measure we take to prevent the spread of a communicable disease. Decisions to implement isolation of a positively diagnosed COVID case will be made in collaboration with SHS and Waterbury’s Health Department.

Quarantine: In general, quarantine means separating from others an individual or group believed to have been exposed to a communicable disease. People in quarantine are typically asymptomatic but removing them from daily activities helps to prevent the possible spread of the communicable disease. Decisions to implement a quarantine will be made in collaboration with SHS and Waterbury’s Health Department.

Personal Protective Equipment (PPE)

All students, faculty, and associates will be required to wear a mask [or a Cloth Face Covering](#) that covers their mouth and nose while they are present on Main Campus, except when eating or drinking. The University shall issue such masks or cloth face coverings to their employees if needed. Associates and

students are encouraged to use [a Cloth Face Covering](#) as surgical masks or N95 respirators are needed for critical health care personnel.

In workplace settings where associates are working alone in segregated spaces (i.e. cubicles with walls, private offices, etc.), associates may remove their masks. However, associates shall wear a mask or face covering from the time they enter the building until the time they arrive at their cubicle/work station and at any time they are leaving their work station and moving around common areas (i.e. in hallways and stairwells, going to the restroom or break room, etc.). For associates working in congregate settings (i.e. open floors, areas open to the public, shared offices, or similar settings), those associates shall wear a face covering as above, as well as when they are at their workstation. Continuous wearing of masks is not required in outdoor workspaces where associates do not regularly come within six feet of others.

Special Considerations

While cloth face coverings are adequate in most settings to help reduce the spread of virus droplets, occasions may occur when associates may need to take extra precautions. Associates providing care or service to an individual exhibiting symptoms of the virus will be equipped with appropriate PPE to include [surgical level masks or N95 respirators](#). This is dependent on activity and length of time of expected exposure. Affected associates include:

- SHS associates providing care and monitoring
- Facilities associates providing support or maintenance activities in affected areas
- Campus Safety associates responding to incidents and calls for service

Campus Safety will be equipped with a deployable supply of PPE in the event of an incident that is difficult or impractical to maintain social distancing (evacuation).

Relationship with Public Health Department and Area Hospitals

The University is maintaining a standing COVID-19 Response Team comprised of leadership and other vital operations representatives. This team also maintains a close relationship with Waterbury's Emergency Management Team who are tasked with the unified City response to the COVID-19 pandemic. Post maintains this partnership with City leaders to ensure a cohesive and mutually supportive approach to our actions. Post team members are consulting with the following agencies:

- Waterbury's Emergency Operations Management
- Office of the Mayor, Waterbury
- Waterbury Department of Public Health
- Waterbury Hospital
- Saint Mary's Hospital/Trinity Healthcare
- American Medical Response
- Trinity Ambulance Service
- Waterbury Department of Education

Campus Signage

Appropriate signage will be displayed prominently throughout the campus, and will provide information to students and associates including:

- How to protect themselves and others
- Directional signs encouraging traffic flow maximizing social distancing
- Proper use of Personal Protective Equipment
- Proper handwashing techniques
- COVID-19 signs and symptoms
- Links to more information on the Coronavirus and the COVID-19 disease

Cleaning Protocols for Public Spaces

See the Facilities segment in the Return to the Workplace section of this plan.

Public Space Use

All students, associates, and visitors will be required to adhere to campus signage directing traffic flow, reinforcing social distancing rules and the wearing of PPE while on University property.

Maximum Occupancy in Each Room

Each room will have signage prominently displayed highlighting the maximum number of occupants allowed, taking proper social distancing guidelines into consideration.

Campus Visitors

No unexpected visitors will be allowed to access the main campus. Associates expecting a visitor must inform Campus Safety and are responsible for ensuring that the visitor is aware of and abides by Post's expectations around use of PPE and social distancing, as described in this section. Expected visitors must register with Campus Safety at the South Gate.

Vendors from companies who regularly service the campus will be permitted on campus without prior notice or approval. Campus Safety will be responsible for ensuring that vendors are aware of and abide by Post's expectations around use of PPE and social distancing, as described in this section. Vendors must register with Campus Safety at the South Gate.

Academics

Course Experience

As part of the virtual campus model, all undergraduate fall courses will be offered as 16-week, synchronous, online classes through Post's Blackboard Learning Management System. Main Campus graduate courses will be offered as 8-week synchronous, online courses in alignment with Terms 2 and 3. All Main Campus classes will meet online throughout the semester using a web conferencing platform following the fall semester schedule established by the Registrar's Office. All class meetings will be recorded and posted in the course. Students will be asked to sign a waiver at the start of the

semester or term giving consent for their voice and likeness to be recorded. The design of our existing in-person Main Campus courses will be modified to support effective and engaging teaching and learning in a remote classroom. Both new and returning students will complete a comprehensive orientation to online education prior to starting their courses.

Attendance will be documented by the instructor in the Faculty Portal based on student attendance during each virtual class period. If the student is unable to attend class (due to time zone conflicts or technology limitations) the student and instructor may work out another means to assess attendance that includes ensuring the student is watching the recording of class meetings.

High School Academy Students and University Pathway students from the University Pathways Program (UPP) will participate with all other Post Undergraduate students in the virtual campus model. As described in the Health and Safety section, Emerging Pathways students from the UPP will be on campus in North Hall for their learning experience. The nature of the services required by the Emerging Pathways students, as defined in each student's IEP, cannot be effectively replicated remotely. Our EdAdvance Partners will support these students on campus through the fall.

Although this document is focused on the Main Campus student experience this fall, it should be noted that students taking hybrid site courses in Terms 2 and 3 will have the same experience as the Main Campus graduate students. The Term 2 and 3 site courses will meet synchronously online during a substantive portion of the regularly scheduled time block that they would have met in person.

Fall Semester Schedule

The Fall Semester for undergraduate courses will be offered as a 16-week semester that runs from August 31 to December 20, 2020, inclusive of a one-week final exam period. The Fall semester for graduate courses will be offered as two, 8-week terms that follow Terms 2 and 3. The majority of our new and returning students have been registered for courses based on the Fall 2020 course schedule that was created in the spring. We do expect to make some changes to this schedule, including: (1) canceling sections due to low enrollment, (2) combining sections to increase enrollments to 25 students, (3) rescheduling courses with large international populations to time blocks that best fit the time zones from which these students will be joining the class, and (4) rescheduling courses due to Instructor availability. These modifications will be performed with input from Campus Advising and with each student's experience in mind.

Course Design and Instruction

To ensure a quality online learning experience for our students, Program Chairs will review their main campus master course shells to integrate enhanced, interactive learning activities and assessment designed to engage students in online learning. The Instructional Design team has reviewed the Blackboard master course shells for all Main Campus courses and identified where and how the course shells will be modified to address the needs of remote learners. Program Chairs will work through the summer to ensure all Main Campus Blackboard course shells have a similar look and feel, and have

content and activities designed to engage students learning both in person and remotely. Instructional Design will be available for guidance.

Lab and Studio Courses

Main Campus science laboratory and art studio courses offered as 16-week online courses will make use of kits and online virtual activities to ensure continuity of learning. Science and art kits will be mailed to students directly from the provider prior to the start of the course. If shipping restrictions prevent or delay deliver of kits, students will use virtual activities for science labs and purchase local art supplies.

Internship and Practicum Courses

Practicum courses in Human Services, Early Childhood Education, and Child Studies will be handled using the same process as the Spring 2020 semester. Internship courses that are not required for the major will be modified by the Program Chair and instructor into Independent Study experiences. Modification of Internship and Practicum courses will be addressed with each individual student.

Faculty Professional Development

The design of the Assistant Provost's professional development plan for Main Campus will support instructors with their efforts to teach synchronously to a remote student population. The professional development plan for Main Campus instructors contains mandatory and auxiliary tutorials, webcasts, and workshops, all housed in the Faculty Resource Center. These resources include the learning workshops offered through LinkedIn Learning and Magna Campus Webinars and 20 Minute Webcasts, and will cover the following topics:

- Teaching Online in Synchronous Classes
- Flipping the Classroom
- How to Increase Learner Engagement
- Getting Students to Engage in Course Content Before Class
- Sparking Conversation in the Remote Classroom
- Using Technology to Foster Emotional Processing of Course Content
- Trauma-Informed Pedagogy: Teaching in Uncertain Times

Travel Restriction

Extra-curricular travel will not be sanctioned for the Fall Semester.

Academic Policy Modifications

Academic policies, as documented in the University Catalog, are subject to change as part of the virtual campus model for the Fall Semester. This review is currently in progress.

Student Life

Student Life in the Virtual Campus

The Post University campus experience for the Fall 2020 semester will be offered through a newly designed virtual campus. This will differ from typical online education as it will replicate (and in some areas enhance) the experiences traditionally held in person on campus. This virtual campus will capture the elements of learning and support, safety and wellbeing, and community and activities that our students expect when attending a campus. These elements will be produced using synchronous events supported through technology and a dynamic interface that allows students to not only attend but share the experience with each other (despite being on their computer).

Orientation

In preparation for our virtual fall semester, we have created an exciting, engaging, virtual orientation experience that will capture the interest of our students, generate excitement and comfort with the virtual landscape, and connect them to the campus, resources and each other as they share the experience on August 29-30. In addition, there will be a buildup to orientation weekend in the week prior (back to school week) including programming, preparation, and fun as well as orientation and acclimation experiences programmed throughout the semester for our incoming class.

Using a combination of technologies (Comevo platform, Virtual Campus App, Fuze & Zoom, Blackboard, etc.) and both synchronous and asynchronous experiences the orientation experience will replicate and enhance the experiences had at previous on-ground events.

The goals of orientation are to leave students feeling

1. Excited and prepared to engage with the entire virtual university ecosystem
2. Understand how to learn and find support
3. Understand how and where to socialize and make connections with classmates and groups
4. Understand how to attend events and activities that represent the non-academic college experience

Admissions and Advising teams will help prepare and schedule our students for the orientation weekend experience through stitch-in actions and events. The weekend experience will layer in the community directors and community leaders who will serve as primary social promoters keeping our students connected and engaged in the programming and facilitating connections with each other. They will be crucial to the continuation of engagement and connection (non-academic) throughout the semester.

A comprehensive programming schedule for the two-day, synchronous, staff-led Orientation weekend (as well as pre and post weekend programming) has been developed and includes the topics below.

- Convocation
- Day 1&2 Lunches delivered to each student's home
- Parent/Student Safety Experience

- Virtual Campus tour-Experience of all Academic Services
- Introduce Community Leaders/RAs
- Blackboard Classroom experience/training
- Health and Wellness Experience/Discussion
- Virtual Campus Tour- Non-academic Experiences
- Teambuilders – Who are our students?
- Day 1&2 evening activities

Programming Throughout the Term

This fall, all Student Life events, activities, and gatherings that normally occur on our campus will be offered in the virtual world. Student Life will utilize the Virtual Campus app and various technologies to create exciting, immersive experiences for our students that both deliver the primary event topic, and provide the social interactions before, during, and after the event that our students desire. Our community directors and student life teams will play a pivotal role in promoting, encouraging, and facilitating these events (as well as the social connections mentioned above) in the same ways they would while walking through campus and interacting with our students. A detailed calendar of events designed to keep our students feeling immersed, excited, and proud of our campus is being refined and will be published before the semester begins.

Community Leaders

Community Leaders (CLs) previously known as Resident Assistants will continue to be trained throughout the Summer to prepare for the virtual campus arrival in the Fall. The training will ensure that the CLs and Peer Educators are connecting, or brainstorming different ideas, while also being able to give out contact information to communicate over the summer. The team will work together to create dates two times a month to meet. These meetings would be designated as small “in service” times to continue to develop leadership skills and to learn how to use Fuze and other web conferencing platforms to communicate changes for the upcoming year. Residence Life will set up a meet and greet for the incoming freshman class so they can meet their CL, Community Directors, and Assistants.

CLs will continue virtual programming throughout the Fall Semester as part of the virtual campus. They will collaborate with student service departments to provide regular programming and events for all students. CL’s will conduct weekly meetings to get to know both their residents and virtual community members, and establish a times to connect as a group.

Student Government Association (SGA) and Clubs

SGA and clubs will be a vital part of the virtual campus. Throughout the summer, the SGA executive board has been meeting with the advisors to plan for the year. They are focused on engaging students in the virtual clubs, offering exciting SGA-sponsored events, and using this virtual experience to expand the SGAs influence and grow as leaders.

Athletics

Fall Schedule

On July 13, the Central Atlantic Collegiate Conference announced that intercollegiate competition would not occur during the Fall 2020 season due to concerns related to COVID-19. Although no details have yet been shared, we expect that most fall sports will compete during the Spring season. Coaches will abide by the CACC and NCAA guidelines related to remote practice and training.

Recruiting

Off Campus Recruiting Guidelines

Coaches who are certified to recruit off campus must follow the specific CDC guidelines pertaining to COVID-19 and the area they are visiting. Coaches should obtain online rosters and profiles sheets to prevent any contact with other coaches or associate members. Coaches will bring their own chairs for outdoor events or seated cushion seats for inside gymnasiums that they can wipe down themselves and take with them. All coaches should be following the PPE and social distancing protocol, including wearing a mask when required by the venue or local health officials. Coaches will bring their own hand sanitizer, gloves, and masks while on any off campus recruiting visit.

On Campus Recruiting

The athletic department will maintain a record of all visitors to the building, including recruiting visits. All visitors entering Drubner will follow the established building protocol and will be asked to wear a mask while in the building. Coaches will provide a list of everyone in the visit party prior to their arrival on campus. Coaches will limit the number of people in the party to a single recruit and parents/guardians and will not plan overnight visits. Touring the campus and meeting with Post associates will follow the guidelines set by Admissions and each individual department. If coaches plan to take recruits to off campus practice and competition sites, they will be responsible for clearly communicating any entrance policies to the recruit and family prior to that visit.

Student Support Services

Student Support Services in the Virtual Campus

Post's student support services will meet the needs of all main campus students through a new virtual interface- the Post Virtual Campus app. Students will navigate the virtual campus through an interactive map that shows them where their academic buildings are (with access to Blackboard), where social and recreational activities can be accessed (event access, a virtual lounge or hangout location), and where their student services are located. This map will serve as the centerpiece to their virtual campus experience and will also show their real-time location (where in the virtual campus they are) as well as the location of their fellow students giving a feel of community and togetherness while accessing virtual classes, events, and services.

Using the app, students can click on the department they wish to meet with in order to (1) view specific content or web pages with information on the services provided, (2) make an appointment for a future

meeting, or (3) join a virtual waiting room where they can interact with other students who are waiting for services from that office. These waiting rooms will virtually replicate the in-person waiting room through audio and video interactions with peers and interactive content to learn more about the department services. To protect student privacy, services that require discretion (Health Services, Counseling, etc.) will have waiting rooms without the social component between students. Our virtual campus allows our service departments to offer students a remote, synchronous, personalized interaction that feels like an in-person experience with a physical department on campus.

Admissions

New Students in Fall 2020

Throughout the summer, Admissions will host multiple virtual events for incoming students including campus tours events and Lunch and Learns with admissions ambassadors. This will familiarize students (even those who will join us remotely) with the campus and will help give them the skills and information that they need to safely navigate their first months on campus. Admissions will partner with Student Life to introduce new students to the Virtual Campus app and ensure they have proper access to the technology. During orientation, students will learn how to navigate the app to access departments, services, and programming as part of their virtual campus experience. The Admissions office will also contact the students to complete their Blackboard orientation throughout the summer so that by the time classes start in the fall, they are familiar with Blackboard and can be successful in their online courses.

Recruiting and Tours

In-person tours will be limited to account for appropriate social distancing and all participants will be required to wear a mask. All tours not taking place in person will be conducted virtually. Prospective students will be advised that they can bring no more than 2 individuals with them on the in-person visits. Students with a larger group will be advised that they can safely tour with their entire group by going through our virtual tour while on the phone with an Admissions Ambassador. Prospective students will be advised that any visitors to campus must wear a mask. If they do not have one upon arrival one will be provided to them. The in-office schedules of our admissions team will be staggered so that we will be able to seat the Admissions representatives 6 feet apart and there will never be more than 4-5 associate members in the office at any given time. The travel team will be fully remote. During in-person tours, we will avoid bringing prospective students into the residence halls and will limit the number of buildings that they go into to limit possible exposure to our current students and associate.

Campus Advising

Meeting with Students

Main campus students will be encouraged to use the Virtual Campus app to set up meetings with Advisors virtually. Before the semester begins, new and returning students will receive an email from their Academic Advisor about how to make a virtual advising appointment. Advisors will work a weekly split schedule from campus and from home throughout the week.

Advising Communication Plans to All Students

The Advising office will be communicating with all students throughout the summer and fall to invite students to participate in Lunch and Learns and informative sessions for new and returning students. Advising will also be marketing these events through the Post App, Advising Instagram, Facebook, and Post Email. Once the semester begins, Post students will receive weekly communication from their Academic Advising via phone, text, and email. The topics of these communications include weekly grades, attendance issues, regular check-ins, and registration for the future semester.

Starting in Week 3 of the Fall Semester, all Main Campus students will have access to their Degree Progress Audit in the Student Portal. This will be communicated to students as an exciting addition to the virtual campus. Advising and other Departments will market this exciting news once the Fall Semester begins.

University Library

All the services and resources provided by the library are available virtually to students through Blackboard course links and the Virtual Campus app. Library events and programming will be offered virtually through a web-conferencing platform. Librarians will be available to students for phone calls or virtual meetings 7 days per week. At the start of the semester, the University library will remain closed to students and the public. This decision will be reevaluated in mid-October, at which point we may consider opening 5 days per week with shortened hours. The gov.docs content can be accessed by appointment only. Even if the library reopens, hardcopy reserves and newspapers will not be available.

Center for Academic Success (CAS)

Although the Center for Academic Success will not be physically open, it will continue to provide tutoring services virtually through the University's peer and professional tutors, as well as through our 24/7 tutoring partner, TutorMe. These can both be accessed through the Virtual Campus app. In anticipation of an increase in usage, we are extending additional TutorMe hours to students for the 2020-2021 academic year.

The Center for Academic Success will continue to host webinars on a weekly basis. To meet the flexibility of students' schedules, these webinars will be pre-recorded and uploaded to the University's Facebook page as well as the Academic Success YouTube Channel. Topics will range from technology spotlights to time management. Another unique offering is virtual "cram sessions" focusing on basic foundational skills in the following subject areas: (Math, Accounting, Grammar, APA Formatting) These will be offered during mid-terms and finals and will be designed to strengthen students' skills as they prepare for their exams/papers.

Center for Career and Professional Development (CCPD)

Like the CAS, CCPD will not be opened for the fall semester. Through the Virtual Campus app, main campus student will be able to access CCPD content and make a virtual appointment with a CCPD associates. The CCPD team will continue to keep a strong virtual presence through weekly webinars, regular creative programming, and continued social media posts. The CCPD will collaborate with

Counseling Services for Mental Health Awareness, and will provide additional webinars on virtual networking, interviewing, and job searching will continue weekly.

Student Financial Services

The Student Financial Services department will be available to students through the Virtual Campus app. Due to the space limitations in the Financial Services Office in Torrance, the department will limit in person meetings with students and their parents; they will request to hold those meetings using web conferencing software. Student Finance will also continue to encourage all students to make payments online, rather than coming into the office to make cash payments. The associates will stay in touch with students and parents during the summer to ensure their financial aid packages are complete and throughout the Fall Semester to prepare them to reapply for aid for the coming year.

Health Services

UPP students seeking services in the health services office are required to use the Virtual Campus app or call 203-596-8590 to make an appointment and to answer prescreening questions. Office hours are Monday, Wednesday, Thursday, and Friday 9 a.m. – 5 p.m. and Tuesday 12 p.m. – 8 p.m. Students are instructed to call 911 for medical emergencies. Urgent matters will be answered as soon as possible, and non-emergent calls will be returned within one business day. Telehealth communications with the school nurse will be available. All students entering the health office are required to wear PPE. In addition to the immunization requirements, all students are strongly encouraged to obtain and show proof of a flu vaccine.

Counseling Services

Counseling Center staff will provide teletherapy via phone or videoconference to all main campus students requesting services and support. This can be accessed through the Virtual Campus app. The staff will adhere to all ethical and legal requirements regarding practicing across state lines. In situations where legal constraints limit counselors' abilities to practice in certain states, the counselors will provide support accessing SOAR (Student Online Assistance Program) or helping the student find appropriate mental health professionals in their local area. The Counseling Center staff will remain in constant communication with the local Connecticut chapter of College Counseling Center Directors as well as the national Association of University and College Counseling Center Directors regarding evolving best practices and legal requirements.

Communication, promotion, and marketing of SOAR will continue throughout the fall as a valuable mental health, legal, financial, and work-life resource for students and associates. SOAR's counseling services (three sessions per student per year per issue) will be available for all student use. In addition, YOU@Post will continue to be promoted as a valuable, online resource for all students and associates.

Support groups and programming efforts will continue to be offered to students via virtual meetings and webinars. The Athletic Counseling intern will provide support and services to teams, coaches, and individual student athletes through online workshops and meetings. Psychoeducational and wellness programming will be responsive to the needs of the student body during the COVID-19 pandemic.

Collaboration on programming will take place with other departments as appropriate. Larger annual programs, if still required, such as the NCAA speaker on substance abuse and suicide prevention speaker, will take place virtually.

Weekly therapeutic outreach to students on all counselors' caseloads, as well as previous recipients of counseling services, will continue throughout the fall semester. "Wellness Wednesday" emails will provide students with a wellness tip and resource to promote self-care and compassion while the student is at home. Other creative and innovative outreach methods will be explored and implemented.

Counseling Center staff will continue to provide outreach and consultation to all faculty and associates regarding student mental health concerns as well as other student needs via phone, videoconference and email. The Counseling Center staff will also provide communication and training to all faculty and associates regarding recognizing and responding to students in distress specifically in an online learning environment. SOAR training and communication will be provided so faculty and associates are aware of the resource, its specific offerings for faculty, and how to access it.

Student Awareness Team (SAT) meetings will continue to take place virtually in order to provide interdepartmental support of all students.

International Student Services

Communication with new and returning international students will occur in mid and late summer through a web conferencing platform to answer questions concerning student visa requirements. In these sessions we will also re-enforce the resources available on campus to address any issues with the new, virtual environment, as well as accommodations in place to assist with the challenges of attending classes in different time zones. New International Student Orientation covering elements of student visa compliance, lifestyle adjustments, and important resources on campus, will be staggered throughout the first four weeks of classes. Sessions will be held via a web conferencing platform.

The International Office will maintain constant vigilance as Student and Exchange Visitor Program (SEVP) regulations change throughout this crisis. SEVP clarified that even though Post will be offering all courses online, international students will maintain their visa status as an active student regardless of whether they are in country or in their home country. SEVP has also stated that if a course is cancelled due to COVID-19 related issues, the student will be permitted to study at a reduced course load (i.e. below 12 credits). The University must make the request in SEVIS and provide documented reasoning. Changes in SEVP regulations as we approach the Spring semester will be communicated through email and web conference sessions.

Technology Support

IT tech support will continue to be available to students in accessing and resolving technology concerns in Blackboard, email, the student portal, and other student-facing technology. This service can be accessed through the Virtual Campus app or by phone (888-458-POST).

The laptop loaner program will be available to Main Campus students in the fall 2020. Post advisors will work with students to help identify any free Wi-Fi programs offered in their location.

Student Employment

Student Financial Aid Federal-Work Study (FWS)

Due to social distancing, Post will hold virtual job interviews for Federal Work-Study eligible positions. Once hired, the FWS students must follow the department's social distancing guidelines. During August, we will communicate via emails with details on open FWS positions. These emails will also explain how students apply for positions, and other important information. The US Department of Education has not yet issued guidance for FWS positions for the Fall Semester. Any new guidance could change the plan detailed here.

Student Worker (Non -Federal Work Study)

The Student Worker will follow the same steps as FWS students, but on a separate interviewing day. They must be financially packaged, even though they are not receiving Federal Work Study.

Facilities and Infrastructure

Campus Safety

The Campus Safety Department is continuing its mission to enhance the educational and work experience of students by promoting and providing a safe and secure environment. As we navigate the changing environment that is COVID-19 response, Campus Safety will remain flexible and ready to meet student and University needs as they develop.

Safety Officers will be given training on COVID-19 response issues to include proper use of personal protective equipment and best practices in responding to incidents to not only reduce their possible exposure to an infectious person, but also to reduce the risk of exposure to those in the area. Safety Officers will be able to identify situations where current social distancing guidelines need to be enforced and work with Facilities to ensure hand sanitizing stations, social distancing barriers, and any other measures installed on campus are maintained. They will also enforce the no-visitor policy and ensure that anyone coming onto the main campus by invitation has (1) permission to visit and (2) fully understands our expectations around PPE and social distancing.

Campus Store

The Campus Store will not be open for the Fall semester. Students can purchase Post gear through our online store.

Mail Service and Deliveries

All mail will be distributed via departmental drop boxes to reduce personal interaction. Mail containers, hand trucks, and equipment will be regularly cleaned and disinfected throughout the day. Delivery personnel will be required to wear PPE and make use of hand sanitizer that will be available in the department and at entrances to all buildings.

Facilities Management and Maintenance

See Return to the Workplace Plan.

Shuttle Services

Shuttle services will not be offered during the Fall Semester.

Communications

The Communication department will use multi-channel notification processes, including website, social media, etc. to communicate developments to update associates and students on the plans for reopening in the Fall Semester. This document outlines the communications measures the University will follow to promote safety, trust, transparency, and commitment to service, with all stakeholders and offer clarity and certainty on our return plan.

Stakeholders

- Associates (Campus, Post Downtown, Faculty, Associate)
- Students (Main Campus students: Commuter and Resident)
- Parents of Main Campus students

Communication Channels

- Our Post
- Website: Post.edu. Reposition the COVID-19 Page to focus on [Return to School 2020](#)
- Social Media: Facebook – post. Edu, Instagram Facebook groups (online lounge & Class of 2024)
- Student Email: Portal
- Parent Email: Constant Contact
- Post Mobile App – alert
- Post Eagle Alert – email or text
- Blackboard- Keeping You Posted

The University launched [Return to Work Fall 2020](#) on Our Post that will serve as a source of information relevant to the Fall Semester 2020 operations for associates. In addition, the University created a [Returning to Campus Fall 2020](#) on Post.edu website. This site is a repository of information of fall 2020 operations for students and parents. Both sites will be updated throughout the summer, as more details are available.

Communication Chart for Associates

Information Topic	OurPost	Post.edu	Email	Videos	Social Media	Digital Boards	Workforce Now	Notes
Safety Messages on	X			X		X		Create Swoop Safety Messages. Signs/ building entrances & other high

COVID-19 Protocol								traffic areas of Campus and Post Downtown
Return to Work information for associates	X							Our Post ready with tile by 6/23
Return to Work - Weekly Update			X					* Distribution list created- LT & Managers – List approval by AE/ underway
Training Protocol	X			X			X	Document: ADP/WorkForce Now
Messages OurPost on Return to Workplace	X							At least 2 of the messages come from JLH 6/19/20 and 7/9/20
Virtual Town Hall	X			X				Planned for end of July or first week of August
FAQs	X	X					X	Expand COVID-19 on address Return to Campus communication

Communication Chart for Students & Parents

Information Topic	OurPost	Post.edu	Email	Videos	Social Media	Digital Boards	Notes
Returning Main Campus Students	X	X	X				message from JLH / E. Johnson— 5/27/20 (students and parents)
Returning and New Main Campus Students	X	X	X	X			Message sent on July 9 (students and parents) Video to be created.-- Aug
Return to Campus Plan- high level description	X	X					Post on return to Campus Page. Info covers: Community Standards; Academics and Student Experience
Press Release- Plans for Fall	X	X			X		Issued on July 9
Main Campus Student e-newsletter			X	X			Round up of key things student should know to have fun, meet students and prepare to be a great student Communications & Dean of Students
Orientation information	X	X			X	X	Determine Date/ develop plan
Student Training/ PPE				X			Training covers PPE other safety topics --Hold for Winter 2021
FAQs	X	X	X	X			Returning to Campus Fall 2020
President to Parent Communication							Issue Aug and then in Oct , Nov and Dec -- Develop Parent site on Post.edu

Compliance and Regulatory

Compliance with US Department of Education (ED)

Communication

As currently occurs, all normal communication with ED will occur electronically. In the event ED requires additional communication, for example, reporting CARES Act student disbursement, the communication will also occur electronically through the Post Compliance Department.

Attendance

As described in the Academics section, Post's attendance tracking system will take into consideration remote student participation. By utilizing participation, we will be able to counsel students who are missing classes and ensure they do not violate the 14-day attendance rule.

Required Events

Constitution Day – available via video – Sponsored by the Legal Studies Department.

Student Disclosures –Currently available online to all students

Drug and Alcohol Biennial Review – Review consists of meeting of Post personnel and student representatives. If unable to meet in person, video conference will be coordinated with Main Campus leadership.

Compliance with ADA

Accommodation requests may be requested via telephone, email, or web conferencing platform. Routine accommodations, such as time extensions and testing outside the classroom will pose no significant challenges. Note takers will continue to have access to classes via the web conferencing software. Currently, there are no Main Campus students seeking accommodations for the fall who are immunocompromised or otherwise at heightened risk due to COVID-19.

Compliance with Title IX

Virtual speaking engagements will occur for both Orientation in August and Domestic Violence Awareness month in October. Associates will remain responsible employees who will be mandated to report any incidents of sexual harassment, sexual assault, domestic violence, and stalking. All such incidents will continue to be investigated and remedied, regardless of our setting.

Insurance Policy- COVID-19 Student Coverage

To be as flexible as possible, with our full-time main campus students who will be remote for the fall semester, Post University has requested Gallagher Student Health & Special Risk remove the audit function from the student health insurance waiver process for the fall. By removing this audit function, all students will be allowed to maintain their current family health insurance plan whether in Connecticut (including HUSKY), out of state HMO coverage, or out of state Medicaid coverage. International students who are studying at home will be able to waive coverage provided they have their international health insurance plans. Any domestic or international students who do not have health insurance available to them will still be able to purchase the student health insurance plan as

usual.

When students return to campus for the spring semester in January 2021, the audit function will resume, and all students will need to provide proof of active, eligible health insurance coverage in order to waive the student health insurance plan.

Post University will continue to carry student accident insurance for all full-time, main campus students throughout the academic year. Post University will also continue to carry sport accident insurance for all student athletes throughout the academic year, which will provide coverage for any injuries incurred during training while learning remotely or on campus.

RETURN TO THE WORKPLACE PLAN

Introduction

According to the United States Department of Health and Human Services (HHS) “a pandemic is a global disease outbreak. A pandemic occurs when a new virus emerges for which there is little or no immunity in the human population, begins to cause serious illness and then spreads easily person-to-person worldwide. A pandemic is likely to be a prolonged and widespread outbreak that could require temporary changes in many areas of society, such as schools, work, transportation and other public services”.

Purpose and Scope

The purpose of the Return to the Workplace Plan is to:

- Develop strategies and practices that conform to federal, state and other guiding documents to safely resume and support associates who are able to return to Post University buildings and offices.
- Develop strategies and practices to mitigate the introduction and spread of illness in the workplace and on campus.
- Develop strategies and practices to monitor and manage the health, safety, and illnesses of students, faculty, staff, and guests.

Planning Assumptions

- Post Downtown will be ready for associates to return on July 20 and Main Campus will be ready for associates and faculty to return on August 10. The actual date that each associate returns to the workplace will be determined on an individual basis after a conversation between associates and their managers.
- In the absence of a vaccine, social distancing measures combined with case-based interventions, will be the key tools to reduce the spread of the virus.
- The CDC recommends the use of simple cloth face coverings to slow the spread of the virus by keeping people, who may have the virus and do not know it, from transmitting it to others.

- Post University will be closely monitoring current guidelines provided by the Centers for Disease Control and Prevention (CDC), World Health Organizations (WHO), other healthcare experts and governmental agency directives related to the coronavirus (COVID-19) outbreak and will periodically implement and update policies and procedures related to its pandemic response based on these recommendations.
- In the event that there is a resurgence of the virus where there is a significant impact to Post University or to the community as a whole, it may be necessary to re-initiate large-scale physical distancing that may include remote learning and telework.

Pre-Return to the Workplace Training

Before being allowed to return to the workplace, associates will be required to participate in mandatory training covering best practices for keeping themselves and others safe.

- Successful completion of the training will be documented and tracked by Associate Experience, and will have the following characteristics:
 - Training will be conducted via video format and will require signed acknowledgements.
 - Training will use the same graphical elements as all other communications to ensure consistent look and messaging.
 - Associate training will launch from OurPost with individual acknowledgments completed & maintained in ADP Workforce.
- Training will cover the following topics
 - **What has Changed** (no large groups/meetings, breakrooms/café, restrooms, Eagles Nest/Game Room, Library, cleaning schedule, visitors/vendors)
 - **What to Expect Upon Arrival** (Post ID Badges, temperature checks, stairs/elevators & halls, campus entry/check-in points, sanitizer stations)
 - **Personal responsibility** (Use of personal protective equipment, 6-ft social distancing, workstation disinfection, and limiting personal items)
 - **See something, say something** - how to approach someone with CARE who is not following safety protocols
 - **Stay current on information/changes:** OurPost, Post.edu
- Visitors and vendors will be provided a one-page document highlighting all safety protocols upon entering campus/buildings.

Pre-Return to the Workplace Manager Training

As part of the Return to the Workplace Plan, managers will be required to attend a training webinar that has been developed by Associate Experience in conjunction with the law firm of Carmody and Torrance. Topics will include how to properly handle those situations that are exceptional in nature, while adhering to EEOC and HIPAA guidelines.

Returning Associates

Departmental managers have been in constant contact with their associates throughout the time that they have been away from the workplace. During this time, they have been able to assess both the associate's performance and the prospect of a position being able to effectively function from a remote location. Managers working in conjunction with Associate Experience have compiled a list of associates who:

- Will work remotely on a permanent basis
- Will return to the workplace on a permanent basis
- Will, due to current circumstances, continue to work remotely until such time as they can return to the workplace safely

Associates will be given individual times at which they can report to work, and the times will be staggered to allow adequate time for appropriate screening and to avoid overcrowding at entrances.

Associates are expected to do the following upon their return to the workplace:

- Provide proof that they have completed the online safety training provided by Post
- Allow their temperature to be taken by either a digital laser thermometer or a thermal imaging camera
 - Anyone with a temperature greater than 100.4⁰ F will be not be allowed to enter
- Provide a completed questionnaire, attesting to the fact that they have not come into contact with anyone who has tested positive for the Coronavirus and are not exhibiting any of the symptoms below:
 - Fever
 - Difficulty Breathing/Shortness of Breath
 - Aches or Pains
 - Coughing and/or Sneezing
 - Recent Loss of Taste or Smell

Coronavirus Testing and Screening

For details, please see the Health and Safety section in the Scenario B plan above.

Facilities

Upon their return to the workplace, associates will notice that:

- All paper towel and soap dispensers, faucets, and flush mechanisms have been converted to handsfree/automated models
- Glass extensions have been placed on the tops of all cube walls
- Plexiglass dividers have been placed between communal restroom fixtures
- Directional and procedural signage has been added throughout buildings to promote social distancing, use of personal protective equipment, and other safety procedures
- All plasticware will now be individually wrapped, and paper cups will be dispensed one-at-a-time from a wall-mounted unit, reducing possible cross contamination
- Communal paper or Styrofoam plates will be eliminated
- Hand sanitizer dispensers are located at entrances and in high traffic areas throughout buildings

- Disinfecting wipes are located throughout buildings in high traffic areas

In addition, Post’s maintenance partner, PBM, Inc., will continue to disinfect buildings on a weekly basis and as needed, and communal restrooms will be cleaned and disinfected four times per day. High touch areas, including handrails, elevator buttons, doorknobs, etc. will be wiped down and disinfected on a continual basis throughout the day. The Post Facilities department also has the ability to disinfect large areas, including entire floors on an immediate basis, should the need arise.

Policies to Reduce Social Contact

All associates will be required to:

- Engage in daily symptom and temperature screening
- Wear face masks at all times when they are away from their desk
- Continue to hold meetings virtually, even while on campus. When no other alternative exists, the number of individuals present for in-person meetings, social functions, or other group activities is to be no more than the stated room capacity and only with appropriate social distance measures and face coverings in place
- Whenever possible, limit surface contact when moving about or entering/exiting buildings. For example, use elbows to push open doors, use stairs instead of elevators
- Elevators may hold no more than three people, and they must have proper face coverings in place

Contact Tracing

An important part of being able to respond quickly and mitigate the spread of an infection is the ability to track who is infected and with whom they have come in contact. Currently the City of Waterbury Health Department is responsible for all Contact Tracing within Waterbury city limits, and Post has:

- Developed a partnership with the Waterbury Health Department, to develop expanded capability at Post
- Identified staff willing and able to conduct contact tracing duties for the campus community in the event of needed “surge capacity”
- Training is provided by Johns Hopkins University through the [Coursera](#) website. Any associate, faculty, or staff member interested in this course is encouraged to contact the Director of Campus Safety or Student Health Services

Post University has an expansive wireless network at both Post Downtown and Main Campus. We are working with our wireless system provider, Aruba, to explore ways to take advantage of this system in order to automate or supplement traditional contact tracing by tracking the movement of associates and students throughout the University.

Relationship with the City of Waterbury Public Health Department and Area Hospitals

Post University is maintaining a standing COVID-19 Response Team comprised of university leadership and other vital operations representatives. This Team also maintains a close relationship with the City

of Waterbury's Emergency Management Team who is tasked with the unified city response to the COVID-19 pandemic. Post maintains this partnership with city leaders to ensure a cohesive and mutually supportive approach to our actions. Post team members are consulting with the following agencies:

- City of Waterbury Emergency Operations Management
- Office of the Mayor, City of Waterbury
- City of Waterbury Health Department
- Waterbury Hospital
- Saint Mary's Hospital/ Trinity Healthcare
- American Medical Response
- Trinity Ambulance Service
- City of Waterbury Education Department.

Communication

Post University will continue to use a multi-channel notification process (website, social, etc.) regarding the University response to COVID-19 and plans to return to the workplace. This plan will communicate new developments or results of actions to update associates and students on how the University is planning to reopen for the Fall 2020 Term.

The plan outlines the communications measures that Post University will follow to promote safety, trust, transparency, and commitment to service with the university's stakeholders, and will offer clarity and certainty on the return plan. A standardized and detailed sequence of visual safety and hygiene messaging has been developed and will be placed online and at multiple points of entry on the University.

Post University will utilize the following channels to keep faculty, students, and staff apprised of the latest developments:

- OurPost
- Website: Post.edu. Reposition the Covid-19 Page to focus on Return to School 2020
- Social Media: Facebook – post. Edu | Instagram Facebook groups (online lounge & Class of 2024)
- Student Email: Portal
- Parent Email: Constant Contact
- Post Mobile App - alert
- Post Eagle Alert – email or text
- BlackBoard "Keeping You Posted"

Contingency Plan

Surveillance will be essential for quickly identifying an increase in the number cases in the workplace, in the city, and in the state. Post University will further restrict activities and programs or consider a return to working remotely if a substantial number of cases cannot be traced back to known cases, or if there is

a sustained rise in the percentage of positive tests over five days and hospitals in the city are no longer able to safely treat all patients requiring hospitalization. If this is indeed the case, Post will again move to a remote telework model similar to the one used during the Spring of 2020. All facilities and offices would be closed, and access to University buildings would be limited to only those personnel who are essential to maintain the University's core functions.