



Spring Semester 2021 Continuity Plan

December 18, 2020; version 5.1

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. Although the majority of Post faculty and associates typically 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), nearly all faculty and associates are currently working from home.

The Spring Semester Continuity Plan is broken into three parts:

- **Part I- Fully Virtual Campus** focuses on the college experience that we will offer in the Spring 2021 Semester to our Main Campus student body of approximately 1000 new and returning students.
- **Part II- Associate Workplace Experience** is focused on the ongoing associate experience for both associates working on site and those working from home.
- **Part III- Spring Athletes Return to Campus for Spring Competition** details how the campus will operate if Spring Athletes return in March for their respective sport's spring competition schedule (see Decision for Spring 2021 section for further explanation).

Post University's Accelerated Degree Program students will continue their education online, as designed.

Planning Process

The development of a Spring Semester Continuity Plan began in late September 2020. A taskforce of more than 40 executives, associates, and faculty from departments across the University convened to review the continuity plans that had been built out for four potential Fall Semester scenarios and update them for the Spring Semester. These scenarios include Scenario A: Dual Modality Model, Scenario B: Fully Virtual Campus, Scenario C: Unexpected Transition to Remote, and Scenario D: Fully Virtual Campus with Athletes in Residence. 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 the Fall 2020 virtual semester, and incorporated their feedback into this plan. The focus of this taskforce is to create a safe, high quality, exceptional college experience for our Main Campus students and our University faculty and associates this spring.

Decision for Spring 2021

Post University has decided to remain fully virtual for the Spring Semester. **The decision to remain virtual was made on Friday October 16, 2020 and formally shared with the University community on October 19, 2020.** The planning for this scenario is focused on enhancing every aspects of the Fall Semester virtual college experience for our students.

Although the original decision to remain virtual included postponing the winter and spring athletic seasons, President Hopkins agreed to revisit the decision regarding the spring athletic season in mid-December. At the time of publication of this plan, details on the virus and availability of the vaccine are changing weekly. In light of this, on December 15, 2020, President Hopkins decided to further postpone review of the decision around the spring athletic season until mid-January. Part III of this plan was developed based on the original Fall Semester Scenario D: Fully Virtual Campus with Athletes in Residence. It details the health and safety measure that will need to be in place to support hosting approximately 200 athletes on campus should the original decision to postpone the spring competition be reversed by President Hopkins in January.

PART I FULLY VIRTUAL CAMPUS

Summary

The Spring Semester Continuity Plan 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 the virtual campus, are presented in this plan.

Under this Plan, 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

As part of the Spring Semester Continuity Plan, only one population of students will return to campus this spring- the University Pathways Program (UPP) students. These students (approximately 20-25 students in total) will commute to campus and learn as part of their own bubble in North Hall. When the term student is used in Part I of this document, it is in reference to the UPP students.

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 regularly scheduled testing of the campus community. Testing will be required if a faculty or associate member has COVID-19 signs and symptoms or if contact tracing demonstrates that a faculty or associate member 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 a relationship 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 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.

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. Contact tracing might result in the testing of all the students and staff in a residence hall or a specific team.

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 are 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 have signage and posters for self-assessment at entrances. The signage is designed to give community members 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. Otherwise, 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 officers 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 4 and 5. 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. New 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, technology limitations, or other reason approved by the Dean) 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 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, UPP students will be on campus in North Hall for their learning experience. The nature of the services required by the UPP 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.

Spring Semester Schedule

The Spring Semester for undergraduate courses will be offered as a 16-week semester that runs from January 11 to May 8, 2021, inclusive of a one-week spring break and a one-week final exam period. The Spring semester for graduate courses will be offered as two, 8-week terms that follow Terms 4 and 5. The majority of our new and returning students have been registered for courses based on the Spring 2021 course schedule that was created in the fall. Just like last semester, 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 have reviewed their main campus master course shells to integrate enhanced, interactive learning activities and assessment designed to engage students in online learning. Fall semester feedback from students and faculty indicated that some courses could benefit from addition content and activities designed to not just

engage students in their learning but connect with them personally. See the Faculty Professional Development section below for additional details.

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.

Based on Lessons Learned Survey and other student and faculty feedback from Fall 2020, we have made the following improvements for Spring semester:

1. Video demonstrations will be given whenever possible. We have found that students and instructors doing an experiment synchronously is sometimes not as effective as students watching a pre-recorded session.
2. When appropriate, instructors will be encouraged to use the designated synchronous laboratory time as a check-in to explain the experiment, provide key tips, and answer questions. We have found that performing the lab exercises is often easier for students to do asynchronously at a time that best fits their personal schedules.
3. We will ensure instructors have appropriate video technology for recording and streaming experiments/art demonstrations.
4. We have focused our art studio offerings to those courses that were most successful in a virtual class environment.
5. Because we have more options for science kit vendors this Spring, each lab will be matched with the best vendor solution.
6. We will also increase our use of virtual lab simulations where appropriate, because some students have a home setting that makes it difficult to perform physical lab experiments.

Internship and Practicum Courses

Practicum courses in Human Services, Early Childhood Education, and Child Studies will be handled using the same process as the Fall 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

In preparation for the Spring 2021 semester, two professional development workshops will be offered. The December workshop will focus on addressing lessons learned from Fall 2020. The January workshop will focus on training on new technology and policy/process updates.

Travel Restriction

Extra-curricular travel will not be sanctioned for the Spring 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 Spring Semester. This review is ongoing.

Student Life

Student Life in the Virtual Campus

The Post University campus experience for the Spring 2021 semester will be offered through the virtual campus. This will differ from typical online education as it replicates (and in some areas enhances) the experiences traditionally held in person on campus. This virtual campus captures the elements of learning and support, safety and wellbeing, and community and activities that our students expect when attending a campus. These elements are 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 spring 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 January 9, 2021. In addition, there will be a buildup to orientation weekend in the week prior 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, Microsoft TEAMS, 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 synchronous, staff-led Orientation weekend (as well as pre- and post-weekend programming) has been developed and includes the topics below.

- Lunch delivered to each student's home
- Parent/Student Safety Experience
- Virtual Campus tour-Experience of all Academic Services, Health/Wellness, and non academic
- Introduce Community Leaders
- Blackboard Classroom experience/training
- Teambuilders – Who are our students?
- Evening activities

Programming Throughout the Term

This spring 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 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 Winter to prepare for the virtual campus arrival in the spring. The training will ensure that the CLs are connecting, or brainstorming different ideas, while also being able to give out contact information to communicate over the winter. 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.

CLs will continue virtual programming throughout the Spring 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 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. 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

Spring Schedule

In October the Leadership Group at the University made the decision to postpone all related sport activity for the remainder of the academic year (Winter & Spring Sports), due to concerns related to COVID-19. Coaches will abide by the CACC and NCAA guidelines related to remote practice, training and recruiting.

Towards the middle/end of December this group led by our President will reevaluate spring sports if there has been a positive material change in the virus.

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 Spring 2021

Throughout the semester, 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 so that by the time classes start in the spring, 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 associates.

Campus Advising

Meeting with Students

Main campus students will be encouraged to use the Virtual Campus app to set up meetings with Advisors virtually through Microsoft Teams. Before the semester begins, new and returning students will receive an email from their Academic Advisor about how to make a virtual advising appointment. If any Advisors choose to work on campus, they are schedule weekly by splitting up the week, so there is less foot traffic in Torrence. Majority of the advising hours will be done remotely.

Advising Communication Plans to All Students

The Advising office will be communicating with all students throughout the fall and into the spring about the many events they will be invited to participate for both new and returning students. Advising will also be marketing these events through the Post App, Advising Instagram, Facebook, and Post Email. Once the Spring 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 Fall 2021 semester.

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. The University library will remain closed to students and the public. The gov.docs content can be accessed by appointment only.

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 spring 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

All students are encouraged to explore the virtual campus for information regarding health services. They may also explore the self-service informational links including College Health TV where they will find up to date information on the COVID-19 pandemic and other health concerns that university students are facing.

Office hours are Monday, Wednesday, Thursday, and Friday 9am–5pm 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 individuals 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.

UPP students seeking services in the health services office are required to use the Virtual Campus or call 203-596-8590 to make an appointment and to answer prescreening questions.

Counseling Services

Counseling Center staff will continue to provide teletherapy via phone or videoconference to all main campus students requesting services and support. Supporting our students' mental health and wellness through direct service, outreach, and programming will remain the Counseling Center's top priority regardless of the modality. 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.

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.

The Counseling Center will continue to collaborate with the marketing and communications departments to implement creative outreach and marketing campaigns through the mobile app and social media channels. Increased marketing about the Counseling Center, its staff, and services will ensure the student body is well informed of the mental health resources available to them. Additionally, communication, promotion, and marketing of SOAR will continue throughout the spring as a valuable mental health, legal, financial, and work-life resource for all students and associates. YOU@Post will also continue to be promoted as a valuable, online resource for all students and associates.

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 take place throughout the Fall semester, to answer questions concerning ongoing student visa requirements, as well as travel issues for new, returning, and transfer students. 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.

The International Office will maintain constant vigilance as Student and Exchange Visitor Program (SEVP) regulations change throughout this crisis. As the primary guidance for increased student visa flexibility came out in March 2020, we will continue frequent communication during the Fall semester to monitor and communicate any further restrictions which could be placed on our students as they enter a Spring 2021 semester, still in the virtual campus mode.

In March 2020, SEVP clarified that even though Post will be offering all courses online, international students will maintain their visa status as active students 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 Spring 2021 semester. 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.

Campus Safety remains in contact with the Student Awareness Team and continues to respond to all Student in Distress reports. When necessary, Campus Safety contacts support services in a distressed student's local area to assist in a coordinated response to their needs.

Safety Officers are 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 Part II of this document.

Shuttle Services

Shuttle services will not be offered during the Spring Semester.

Contingency Plan

Under the current plan, only the University Pathways Program (UPP) students will be on campus. All courses and student services will be offered remotely as part of the virtual campus. Because it is not necessary for associates and faculty to be on campus to service our students, they have been given the option to work on campus or work remotely. Based on current surveys of faculty and associates, we anticipate fewer than 50 people to return to work on main campus this fall.

In the event that it becomes unsafe for students, faculty, and associates to remain on campus (as determined by the State of Connecticut, City of Waterbury, or Post University), we will require our University Pathways Program students to transition to a remote experience. All non-essential associates will be required to work remotely and all departments on campus will close. Please see the Part II of this plan for additional details.

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 Spring 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 Spring 2021
- Social Media: Facebook – Post. Edu, Instagram Facebook groups.

- Private Facebook Group for Main Campus Parents
- Student Email: Portal
- Parent Email: Constant Contact
- Post Mobile App
- 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 Spring 2021](#) on Post.edu website. This site is a repository of information of 2020-2021 operations for students and parents. Both sites will be updated on regular basis, 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 COVID-19 Protocol	X			X		X		Create Swoop Safety Messages. Signs/ building entrances & other high traffic areas of Campus and Post Downtown / Done
Return to Work information for associates	X							Done: Site created on Our Post
Return to Work - Weekly Update			X					* Distribution list created-
Training Protocol	X			X			X	Document: ADP/WorkForce Now
Messages OurPost on Return to Workplace	X							Done
Virtual Town Hall	X			X				
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	x			Messages posted 10/19/20- and Nov 11, 2020
Returning and New Main Campus Students	X	X	X	X			Messages posted 10/19 and Nov 11, 2020
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		Oct 19, 2020
Main Campus Student e-newsletter			X	X			Issued weekly since 10/19/20
Orientation information	x	X	x		X	X	Scheduled: January 9, 2021
Student Training/ PPE				X			Training covers PPE other safety topics --Hold for Winter 2021
FAQs	X	X	X	X			Updated 11/24/2020
President to Parent Communication							11/30/20 Parent page on Post.edu developed. And private FB group for Main Campus parents.

Compliance and Regulatory

Compliance with US Department of Education (ED)

Communication

As currently occurs, all normal communication with ED will occur electronically under either scenario. 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 Coverage and Exclusions

Based on conversations with Post University's general liability insurance agency, Gallagher Insurance Risk Management and Consulting, following is our understanding of current coverages and/or exclusions:

- **Property:** The policy does contain a virus exclusion. Should a claim for property damage or business interruption be submitted, this exclusion could be limiting.
- **General Liability/Umbrella Liability:** No virus exclusion exists on these policies – on the incumbent 2019-20 policy, nor on the quoted policy with the renewal for 2020-21. Should a claim be filed against the University for negligence causing third-party injury, we feel the policy would respond on behalf of the University.
- **Workers' Compensation:** The State of Connecticut has not published an official position to the National Council on Compensation Insurance, however, we understand their position to be as follows: If an employee is proven to be exposed to COVID-19 while at work, contracts the disease and misses time from the job, the Workers' Compensation policy should respond to provide benefits.
- **Educators Legal Liability/Directors & Officers Liability:** This policy is intended to respond to financial loss associated with failure to educate, employment practices liability, and wrongful acts of directors, officers & trustees. The policy excludes coverage for loss of use of tangible property, bodily injury, sickness, disease or death. The policy does *not* contain a specific virus exclusion. Thus, as is often-times the case with this policy, it will depend on the nature of the allegation filed to fully assess the policies' intent to respond.

Regarding student health insurance, to be as flexible as possible with our full-time main campus students who will be remote for the spring semester, Post University has requested Gallagher Student Health & Special Risk remove the audit function from the student health insurance waiver process for the spring. 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 fall semester in August 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.

PART II ASSOCIATE WORKPLACE EXPERIENCE

When the pandemic first forced Post University to transition our faculty and associates to work from home, we took numerous measures to prepare our Main Campus and Post Downtown campus for a safe return. Our strategies and practices we put into place conformed to federal, state and other guiding documents by documenting how we would (1) mitigate the introduction and spread of illness and (2) monitor and manage the health, safety, and illnesses of students, faculty, staff, and guests. 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.

Return to the Workplace Timing

Post Downtown was prepared for associates to return on July 20, 2020 and the Main Campus was prepared for associates and faculty to return on August 10, 2020. The actual date that each associate chooses to return to the workplace will continue to be determined on an individual basis after a conversation between associates and their managers. Unless there is a strong need (on the part of the University or the part of the individual person) for a faculty or associate to return to the workplace, Post University has encouraged our employees to work from home. Nearly all faculty and associates are still working from home.

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

Return to the Workplace Training

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

Successful completion of the training will continue to be documented and tracked by Associate Experience. Visitors and vendors will be provided a one-page document highlighting all safety protocols upon entering campus/buildings.

Returning Associates

Approximately 10-15 associates are regularly working at the Post Downtown Campus and approximately 20 associates are regularly working from the Main Campus. Associates who have been approved to return to the workplace will be given staggered times to report to work to allow adequate time for appropriate screening and to avoid overcrowding at entrances. Associates are expected to do the following upon arrival at the workplace:

- Provide proof that they have completed the online safety training provided by Post (first day only)
- Allow their temperature to be taken by either a digital laser thermometer or a thermal imaging camera. Anyone with a temperature greater than 100.4^o F will 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 following symptoms: 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 Part I above.

Facilities

In preparation for students and associates returning to campus, a number of safety measures have been put in place across both campuses. These include:

- 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 cubical 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 have been 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 has been 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 fully 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

To support effort efforts to reduce social contact, all associates are 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 COVID-19 room capacity and may only take place 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. Proper face coverings are required.

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

Post University has maintained a standing COVID-19 Response Team comprised of university leadership and other vital operations representatives. This Team 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.

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. We have developed a partnership with the Waterbury Health department to help support the City’s efforts of contact tracing at Post. This includes identifying staff who are willing and able to conduct contact tracing duties for the campus community in the event of needed “surge capacity”. Training for this 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

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 Spring 2021 Semester. Additional details are available in Part I of this Plan.

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.

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 fully 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 fully remote 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.

PART III

SPRING ATHLETES RETURN TO CAMPUS FOR SPRING COMPETITION

On October 19, 2020, Post University shared our decision to remain virtual for the spring semester. This decision included postponing the upcoming Winter and Spring athletic seasons. At the request of our Spring Athletes, President Hopkins agreed to revisit the decision to postpone the Spring 2021 season competition in mid-December. A reversal of this decision would be based on a material change in the trajectory or spread of the COVID-19 virus. At the time of publication of this Plan, information related to the virus and availability of the vaccine is changing weekly. In light of this, President Hopkins has decided to further postpone review of this decision until mid-January. **Part III of this document represents the contingency plan that will be put in place to support Spring Athletes living on campus, assuming the current decision to postpone the Spring season is reversed in mid-January.**

Part III includes an intentional overlap and duplication of the content presented in Part I. Part I of this plan is limited to the UPP students who will be on campus for the Spring Semester. Part III is focused solely on the Spring Athletes who may be on campus for the Spring Semester.

Note: The decision to return to campus and participate in Spring athletic competition is entirely voluntary. We encourage student athletes to make this decision with their families. Per NCAA guidelines, student athletes who choose not to return to campus for Spring competition will not lose a year of eligibility.

Health and Safety

The University has developed a robust surveillance and management plan for COVID-19 to quickly identify and limit the spread of disease, enabling public health authorities and university staff to care for students, mitigate the risk of infection, and thereby enable academic and social activity to resume to the extent possible. Residential living poses higher risk, since students live together in close quarters, eat together, and share bathrooms. 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 students, faculty, or associates; Resident Halls).
- 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

Testing continues to be the key for completing a successful Spring 2021 Athletics program. The goal of the University's testing plan is to quickly respond to any outbreaks, to limit spread of infection, and preserve the health and safety of our athletes. The University has relationship with several healthcare partners, but a final contract will not be put into place until after a decision has been made on the status of Spring 2021 Athletics. However, the vendor will supply the necessary testing capacity and infrastructure to support the scope of testing and support required. Our healthcare partner will provide

Reverse Transcriptase Polymerase Chain Reaction (RT-PCR) testing for individuals on campus as specified, with the option to perform rapid result testing if approved by the CT Department of Public Health.

Return to Campus Testing – Student Athletes

Prior to Arrival: Student athletes 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 and Athletics for clearance to arrive on campus.

Arrival to Campus: Upon arrival to campus student athletes will be administered a RT-PCR test before starting the move-in/ registration process. Scheduling for testing will be coordinated with Student Life/ Admissions and coincide with move in procedures.

If a student tests positive upon their arrival to campus, they will be required to isolate in an assigned facility following CDC isolation guidelines. Student Health Services (SHS) will monitor these students and advise when they are eligible to return to the campus, following local health department and CDC return to work/school guidelines. Generally, this means students must self-isolate for 10 days from the date of their positive test. This time may be extended for students who become symptomatic. Self-isolation may continue beyond the minimum 10- day period.

Continued Testing and Screening of Campus Community

Testing: Throughout the semester Student Athletes, Coaches, Athletics Staff, and Student Life Staff will be tested a minimum of twice weekly. The most current NCAA guidelines concerning testing by sport will be followed in the event they require a greater frequency of testing. Any student with symptoms of potential COVID-19 infection will be evaluated and tested as soon as possible.

Students 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 also 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. The University will follow the most current NCAA guidelines on quarantine. Contact tracing might result in the testing of all the students and staff in a residence hall or a specific team.

Screening: Daily screening and temperature checks of student athletes, coaching and residence life staff 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 are installed in high traffic areas allowing efficient no-contact screening. A reading of 100.4°F by a student triggers 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 electronic 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 Expect from Contact Tracing?

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

Students who have been identified as having a close contact with someone who has tested positive for COVID-19 will be contacted by a representative of the Waterbury’s Health Department. They will be asked to quarantine and participate in the State’s [Contact Program](#).

Isolation and Quarantine

The University will make accommodations to safely house sick or exposed students while responsibly continuing their education. This will require the University to have facilities and procedures to both [Isolate and Quarantine](#) students as needed.

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.

What can students expect during isolation or quarantine?

Isolation: Students testing positive because of campus wide testing will be moved to the Isolation facility. Current statewide [guidelines](#) on isolation facilities will be followed. Students in isolation will be required to stay in their designated room until released by SHS and the Waterbury's Health Department.

Students will be provided with a list from Student Life of recommended items they will be allowed to bring into isolation with them. The University will recommend to our students to make a "isolation bag" or "go bag" prior to coming to campus in the event of an unexpected need to isolate. This bag should contain, at a minimum, toiletries, clothes for up to 14 day, and medications. The University will make accommodations for laptops or any materials needed to continue the academic experience.

Students will be provided meals by appropriately protected associates and SHS will monitor students daily. The Counseling Center will be available for consultations. Garbage will be bagged and left in the hallway each day for pick-up and cleaning and disinfecting supplies will be available.

Generally, students displaying symptoms can expect to be released from Isolation when they have met the following [guidelines](#).

- After 3 days with no fever
- Symptoms have improved
- 10 days since symptoms appeared.

Quarantine: Students who have been identified as having [close contact](#) with a person confirmed for COVID-19 will be asked to quarantine themselves in their living space. Their roommate may also be advised to quarantine with them. Current statewide [guidelines](#) on quarantine will be followed. Students in quarantine will be required to stay in their designated room until released by SHS and the Waterbury's Health Department. They will not be able to use common areas of the resident hall. Students will be supplied meals by appropriately protected associates and SHS will monitor students daily. The Counseling Center will be available for consultations. Garbage will be bagged and left in the hallway each day for pick-up and cleaning and disinfecting supplies will be available. Students will be required to wipe down any used surfaces of the common bathroom after each use. Masks must be used anytime the student exits their room to use the facilities. Masks will be supplied as needed. Students unable to complete virus test screening when arriving on campus may be asked to quarantine off campus until testing can be completed at the next available opportunity.

Personal Protective Equipment (PPE)

All student athletes, athletic staff, 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, drinking, or activities approved under NCAA guidelines. 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](#) in the event surgical masks or N95 respirators are needed for critical health care personnel.

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 isolated/quarantine students 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
- Student Life associates tasked with delivery of meals or other needed items
- 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's Health Department
- Waterbury Hospital
- Saint Mary's Hospital/Trinity Healthcare
- American Medical Response
- Trinity Ambulance Service
- Waterbury's Education Department

Associate, Faculty & Student Athlete Training

Mandatory training will be required before associates, faculty & student athletes return to the campus. The training will be conducted via video format and require signed acknowledgements.

Associate/Faculty training will launch from Our Post, Faculty Portal with individual acknowledgments completed and maintained in the University's ADP Workforce application. Student training will launch from Blackboard, Mobile App with acknowledgements completed and maintained in either the appropriate tool (either CNS or the Student Portal). Specifics on the student training are described in the Student Life section of this plan.

Associate/Student training will cover the following topics:

- Personal responsibility (PPE, 6-ft apart, limiting personal items)

- Before or upon arriving (Post IDs, temperature checks, stairs & halls, campus entry, check-in points, sanitizer stations)
- What to expect (no large groups or meetings, classroom distancing, café, restrooms, Eagles Nest, Library, cleaning schedule, visitors and vendor rules)
- See Something, Say Something - how to respectfully approach someone who is not following safety protocols
- How to stay current on information and changes: Post.edu, Mobile App, Blackboard

Visitors and vendors will be provided a one-page sheet with all safety protocols upon entering the campus or buildings.

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.

Athletics

Spring Schedule

For the spring 2021 athletic seasons, Post University's Athletic Department has adopted [new max/min schedule guidelines](#) proposed by the NCAA and CACC conference, which calls for fewer contests and games. Spring athletes will be welcomed to return to campus approximately 14 days prior to their first date of athletic competition. As the first date of competition varies by sport, this will allow a staggered return of approximately 200 student athletes.

International Student Athletes

Current Student and Exchange Visitor Program (SEVP) regulations require a College or University to offer some of their curriculum in person, on campus, for their new international students to be allowed to return to United States. “New international students” would be those students who began classes at Post in Fall 2020, or will start classes with us in January. Since all Spring 2021 classes and student services will remain virtual for the spring semester, our new international spring athletes will not be permitted to return to campus to participate in the spring athletic season. Any Spring sport athlete who was taking classes on campus prior to March 9, 2021 is, at this time, allowed to return to the United States and participate in their sport season, as designated by the university. Post University is in close contact with SEVP watching for the possibility that this regulation may be modified.

Practice and Games

The Athletic Department has put together a schedule for all facilities with “gap” time in between each activity. Team practice times will be staggered to allow for extensive cleaning and disinfecting of playing areas between activities. Spectators will not be permitted during the spring sports season. We are also discussing the use of “portable” locker room areas for visiting teams.

Athletic Facilities

Drubner Athletic Center

Upon entering the Drubner Athletic Center, visitors will view the policies & procedures along with safety instructions on the outside doors of the building. Masks must be worn at all times while in Drubner and wipes and gloves will be available throughout the building. A Post associate will meet all individuals entering Drubner to check their temperature and inquire about their recent health. All policies and procedures will be posted on our website and all social media outlets. Either police officers or guards will be present at every home contest.

Weight Room

To maintain social distancing, no more than 30 student athletes may use the weight room at one time. All weights/equipment will be continuously wiped down and sterilized.

LaMoy Field

As described above, all practices and games on LaMoy Field will be scheduled with at least a 30-minute interval between the end of one practice/event and the start of another. All equipment used will be wiped down. No team will be permitted to enter LaMoy until the other team has completely exited. We are working through ongoing concerns regarding locker use and social distancing in the press box.

Treating Athletes

Capacity in the athletic training room will be limited based on CDC and local health official recommendations. All treatment and rehab activities must be scheduled in advance. Each team will have a specific pre-determined prep time before their practice based on their practice schedule. Teams that are practicing or competing on LaMoy Field will conduct their prep time in the annex athletic training rooms in the specific locker room. Teams that use Drubner as their practice and competition

site will have prep areas broken out by team. Teams that use other off-site facilities (not under the direction or control of the University) will follow the policies and procedures set out by the individual facility.

Athletic trainers and student athletes will be required to wear masks during the duration of taping and treatment. PPE will be worn following the direction of the CDC and local health officials. "Self-serve" items (Band-Aids, antibacterial ointment) will be moved to an area closer to the entrance so we can limit the number of people who access the room without completely shutting off access to these items.

Teams will not be permitted to wait in the athletic training area prior to departure for a competition. Once a student athlete has finished their practice or game preparation, they must exit the athletic training area.

All taping and treatment tables will be sanitized after each use. Equipment used for rehab and treatment will be sanitized after each use and will not be permitted to leave the athletic training area. We will no longer use water bottles for practices and games; cups will be provided for practices and games. Coolers, towels and hydrocollator pads will be cleaned at the end of each day. All high contact touch surfaces (tape cutters, scissors, doorknobs) will be sanitized throughout the day and at the end of the day by the last athletic trainer in the athletic training room.

Recruiting

Off Campus Recruiting Guidelines

Coaches that 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 Life

The Post University campus experience for the Spring 2021 semester will be offered through the 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 captures 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).

Our in-residence student athletes will have the same virtual campus experience as their remote peers. This means that while living in the residence halls, and going to and from practice and games, they will experience the same dynamic virtual experiences that their classmates are experiencing which will keep the entire population connected and engaged with each other.

Programming Throughout the Term

The events, activities, and gatherings that normally occur on our campus will continue to be held - in the virtual world. They 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 team 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.

Residence Halls

Community Leaders (CLs) previously known as Resident Assistants will continue to be trained throughout the winter to prepare for the athlete arrival in the Spring. Student Life will communicate with student athletes throughout the winter break with details on the move in dates. Students will schedule move in appointments for 90-minute time slots. Time slots will be based on hall floor and room location to keep social distance. To facilitate a socially-distanced move-in process, one student and one support person will enter and exit the building through the door closest to their room. Any returning student athlete who left their belongings from the Spring 2020 semester will have their items brought to their assigned rooms.

PPE and Social Distancing

As described in an earlier section, only student athletes will be in residence for the spring semester. To support Post's efforts to create distinct team bubbles, each team will be housed in separate residence halls or separate floors in single occupancy rooms. The housing coordinator and coaches will work together on housing assignments for each team.

Students are required to social distance and wear PPE once they leave their room and apartment style living. Hand sanitizer stations will be placed at each entry way of each residence hall and hallway and Emergency exits will be utilized as part of daily navigation of the buildings to promote social distancing. CLs will continue virtual programming throughout the Spring 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.

Required Safety Protocol Education for Student Athletes

In preparation for living in the residence halls, all student athletes will be required to complete mandatory Safety Protocol Education via video through the Student Portal. Students will be required to acknowledge completion of the education and agree to follow all mandated safety protocols. This acknowledgment will be maintained in the student record in the Health and Wellness section of the Student Portal.

The safety education will cover the following topics

- What has Changed: no large groups/meetings, café, restrooms, Eagles Nest, Library, cleaning schedule, no visitors
- What to Expect Upon Arrival: student IDs, temperature checks, sanitizer stations
- Personal responsibility: use of personal protective equipment, 6-ft social distancing
- See something, say something: how to approach someone who isn't following safety protocols
- How to stay current on information/changes: Post.edu, Mobile App, Blackboard

On-Campus Dining

The food service provider, Chartwells (Compass Group USA), has partnered with Post to make changes in the dining and kitchen areas to mitigate the risk of infection and virus spread. These changes include:

- All Chartwells associates will pass symptoms and temperature checks prior to each shift.
- All Chartwells associates will wear Chartwells approved masks as part of daily uniform.
- Back-of-House cleaning and sanitizing policies and procedures will be in place.
- Management of associate uniforms will be consistent with CDC guidelines.
- Plexiglass shields will be located at all service and associate interaction points.
- Social distancing guides will be located within the server and dining areas.
- Traffic flow management will focus on one-way, as much as possible.
- All associates will change gloves and wash hands every 15 minutes.
- Stations will be cleaned, and utensils changed every 30 minutes.
- Porters in seating area will clean all high-touch surfaces, chairs, and tables.
- Hand sanitizer will be placed at all entrances.
- Reducing guests in service areas to allow for social distancing.
- Reducing seating capacity in Leever Hall, increasing space between seats.
- Chairs and tables disinfected at the end of each day, or when the dining hall is closed.

Chartwells has identified three serving models that progressively restrict service options for prepared meals that are available for pickup and take away. The options are:

- Tier 1: All service lines open, but flatware, dinnerware, beverages, and menu items are dispensed by Chartwells personnel.
- Tier 2: Dining room access is restricted, limited beverage service, flatware and dinnerware are disposable.
- Tier 3: All menu items are pre-packaged and to-go only.

To reduce crowds in the cafeteria and support social distancing between teams, student athletes will eat with their team during a defined time block for each meal.

Campus Visitors

Only Post student or associate will be allowed on campus. Student athletes will only be allowed to enter hall in which they live. This will be monitored by stations at the entrance of each hall to check IDs.

Conduct Code Modifications

All student athletes will be required to abide by a modified Code of Conduct that includes mandatory rules and regulations related to social distancing and PPE. In all shared spaces, the University expects all community members to keep at least six feet of space between individuals. In addition, all community members are required to wear a face covering (PPE) in buildings.

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 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 enforced the no-visitor policy.

Staffing levels will be modified to assist in monitoring conditions on campus. Two additional guard positions will be added per week. Two positions will be a Monday through Sunday, varied shift times. Their primary duties will be ensuring adherence to COVID related protocols like mask wearing and social distancing, and building density guidelines on the grounds and in the Residence Halls. They will work closely with Student Life to resolve any issues related to students.

Campus Store

The Campus Store will limit hours and reduce occupancy to maximize social distancing. All visitors and store personnel will be required to wear appropriate PPE, and items will be displayed in a manner as to minimize handling by individuals. To support students on campus, the Campus Store will increase their inventory of essential items and toiletries.

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 Part II of this document.

Shuttle Services

No shuttle services will be available to students in the Spring 2021 semester.