



COVID-19 Phased Campus Reopening Plan

[Read the Campus Reopening Plan in Spanish](#)



Responsible Officials:

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Last Revised: August 6, 2020

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I. Overview and Approach

In April 2020, the University implemented its Coronavirus/COVID-19 Pandemic Compliance Plan (Appendix A) in response to District Mayor Muriel Bowser's March 11 Declaration of Public Emergency, Emergency Order 2020-045, and the Mayor's subsequent [Stay-At-Home Order](#) of March 30, 2020.

This COVID-19 Phased Campus Reopening Plan works in tandem with the Pandemic Compliance Plan, details the role of the University's central COVID-19 response teams, and describes the engineering controls, administrative measures, policy revisions, and safe work practices the University is implementing for all campus activities, programs, and operations to protect the health and safety of the campus community and prevent the spread of infection. This Plan also sets forth the University's communication plan to the campus community, and its communication and coordination efforts with local and federal officials.

This Plan is focused on prevention, containment and mitigation, and monitoring and coordination of the novel coronavirus. It prioritizes the health and safety of all members of the University community while resuming in-person education and supporting critical services, all within the context of the guiding principles set forth below. It was more recently revised to include Appendix I, which includes the Student Pledge and further detail regarding management of the University during quarantine.

II. Guiding Principles

- The health, safety, and well-being of students, faculty, staff, visitors, and the greater community
- Mitigation of the risk of broader spread of COVID-19
- Compliance with D.C. Department of Health requirements and the guidance or requirements of the federal government, to include the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA). Where appropriate it follows the guidance of the Roman Catholic Archdiocese of Washington, D.C.
- Fulfilment of the University's academic, research, and service mission

In light of the nature of COVID-19, the University needs to remain flexible, adaptive, and resilient. Accordingly, all aspects of this plan remain under continuous University reassessment and are subject to modification as circumstances and local and federal guidance may require.

Please direct questions regarding this Plan to Lawrence J. Morris, Chief of Staff and Counselor to the President, tel. (202) 319-5102 or morrisl@cua.edu.

III. Central Coordination - Pandemic Response Teams

Focused working groups have been meeting since the beginning of March 2020 to discuss the COVID-19 pandemic and its impacts on the University community. At least one group meets each day of the week to examine the still-unfolding situation.

A. Roadmap 20/21 Task Force

This Task Force is the University's overarching pandemic response team. The Task Force convenes virtually three times each week and is led by the Chief of Staff. Each University division is represented on the Task Force, with up to 20 participants spanning all areas of University operations.

A daily update on the health crisis by the Director of Student Health Services begins each meeting, followed by updates on work being done by other specific task forces and sub groups (see below) in academics, the Registrar, communications, human resources, student affairs, facilities, advancement, government relations, and environmental health and safety.

The Facilities Division, represented on the Task Force, also is represented on each of the other task forces and subgroups (below), because safety, sanitation, and community confidence in the University environment are most critical to the success of the response to the pandemic. This enables the division to consistently address issues relating to physical space, layouts, sanitation strategies, and signage across campus, and to report back to the overarching Task Force in a coordinated manner.

B. Ad Hoc Task Forces and Working Groups

The University has established the following ad hoc working groups, which report weekly to the larger response team (above):

- **Campus Health and Wellness Task Force.** This Task Force is responsible for developing comprehensive recommendations and plans for testing, coordination of contact tracing with the D.C. Department of Health, undertaking first steps upon report of a positive test, and social distancing. The Task Force is chaired by the Vice President for Student Affairs.
- **Community and Student Engagement Task Force.** Generates cross-divisional and multi-pronged strategies to serve the residential and student community, to enable the practice of the Catholic Faith, and to engage all students in person and virtually within the requirements and limitations during each phase of reopening. This Task Force is chaired by the Associate Vice President for Student Affairs and the Associate Director of Campus Ministry.
- **Instructional Continuity Task Force.** This Task Force, co-chaired by the Vice Provost for Undergraduate Studies and the Vice Provost for Graduate Studies, is responsible for maintaining and enhancing the fully online instructional capacity implemented in spring 2020, modifying in-person instructional spaces and methods of course delivery, course schedules, and technology to return to in-class instruction while maintaining the ability to offer courses online or in a hybrid manner. The work of this Task Force is divided among the following subgroups:
 - **Instruction subgroup**
 - **Clinical Experiences subgroup**
 - **Laboratory Courses subgroup**
 - **Performing Arts subgroup**
 - **Studio Classes subgroup**
 - **Training subgroup**
 - **Communication subgroup**

- **Scheduling Issues subgroup**
- **Technology subgroup**
- **Faculty Well-Being subgroup**
- **Athletics Action Team.** This Action Team, chaired by the Associate Vice President and Athletics Director, is responsible for planning for the safe return of all athletics operations and activity using the recommendations provided by the National Collegiate Athletic Association (NCAA) and Landmark Conference, and reflecting the guidelines defined by each of the four phases of DC Reopens.
- **Restart Research Task Force.** The University re-formed its University Research Oversight Committee (UROC) as the Restart Research Task Force to focus on health, safety, and operations in different research settings over the course of the pandemic. The Task Force meets weekly to address the needs of scientific research facilities, professional programs, libraries, and the social sciences. This Task Force, in coordination with subgroups listed below, is responsible for planning and implementing a gradual increase of on-campus research. Its chair is the Vice Provost for Research.
 - **Empirical Sciences and Engineering subgroup**
 - **Humanities and Library subgroup**
 - **Professional Programs and Performing Arts subgroup**
- **Return to In-Person Worship Task Force.** This group is working to provide ongoing pastoral support to students and plan for a return to in-person worship and other pastoral and liturgical activities, subject to guidance from the Archdiocese of Washington as well as applicable local and federal jurisdictions. This Task Force is chaired by the University Chaplain and Director of Campus Ministry.

IV. Campus-Wide Measures

A. Cleaning and Disinfecting Protocols

The University adopted enhanced cleaning and disinfection protocols for classrooms, offices, bathrooms, and common spaces in the spring of 2020. The University's ongoing protocols and practices are in accordance with [CDC Reopening Guidance](#) and [OSHA's Guidance on Preparing Workplaces for COVID-19](#). Those protocols include identification and cleaning of high-traffic areas and high-touch surfaces using EPA-approved cleaning products, signage to indicate sanitized spaces, adding numerous hand-sanitizing dispensers across campus, and modification of cleaning schedules based upon space usage. All classrooms and learning environments (e.g., teaching labs) will be cleaned by University staff between each class session.



The University also issued additional departmental guidance for developing unit-specific health and safety measures (see Appendix B and the [Environmental Health and Safety Website](#)). The Facilities Division also is assessing the feasibility of repurposing touchless wall-mounted soap dispensers for hand sanitizer use.

University buildings and facilities, including laboratories, will open after first undergoing the proper cleaning and disinfection protocols referenced above and provided in greater detail to the personnel charged with carrying them out.

The University's cleaning and disinfection protocols work in tandem with the modified employee work and rotation schedules and other safety measures for employees discussed below, and will continue during the phased reopening for the fall 2020 semester. With the comprehensiveness and continuous nature of the revised cleaning protocols, in general there should not be a need to "deep clean" an area based on the prior presence of an individual later diagnosed with COVID-19. Anyone identifying a location that seems as though it might be associated with COVID-19 infections should raise such concerns to Facilities, which can assess and remediate as needed.

B. Face Coverings

Consistent with the University-wide [Social Distancing Policy](#) and local and federal guidelines and requirements, all members of the University community (faculty, staff, and students) will be expected to wear face coverings during in-person academic and non-academic activities for the duration of Phase 2 and beyond, if required (those with substantiated medical grounds, such as extreme claustrophobia or COPD may be excused and advised on other ways to contribute to a healthy environment). The University will provide two washable face coverings to all members of the community, after which individuals will be expected to provide their own face coverings. The University also will continue to work with local businesses and community leaders to maintain a reliable source of new face coverings as needed.

C. Signage

The University has acquired durable, self-adhesive posters that address distancing, hand washing, and the proper use of face coverings. The posters — which are in both English and Spanish — are being posted in all campus buildings.



As set forth in this Plan, additional signage that describes modified spaces and occupancy limits is being positioned in University buildings. Directional signage for foot traffic in high

traffic areas, especially where there is a high likelihood of congestion, and modified entry and exit routes also have been installed.

D. Space Modifications

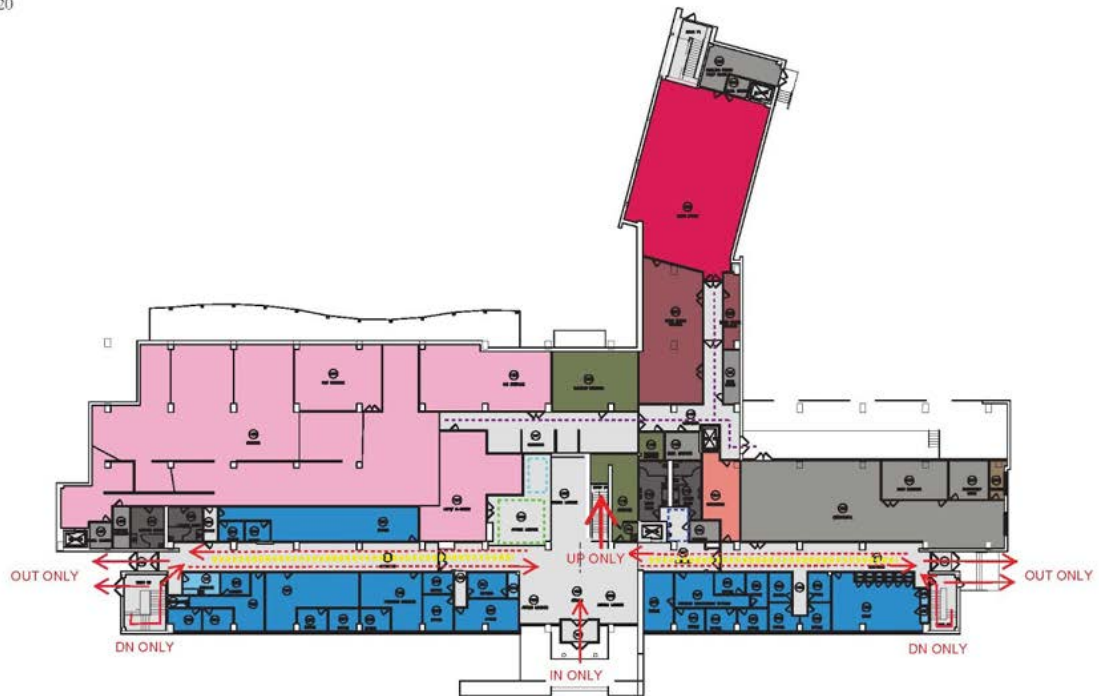
The University is enacting a number of measures to increase space between individuals in academic and administrative buildings, and other facilities and work spaces where feasible. These measures include social distancing signage, closing or restricting the use of common areas, reconfiguring work areas to maintain appropriate distances, and re-routing foot traffic in University buildings to implement one-way routes as practicable.



For example, the Edward J. Pryzbyla University Center, which houses extensive meeting spaces, the student restaurant, food court, and Murphy's Grill, has thousands of individuals pass through it each day. A re-engineered plan for traffic flow should minimize the risks of congestion so that, along with other measures, it reduces the risk of transmission of the virus.

PRYZBYLA CENTER CIRCULATION TO MAINTAIN SOCIAL DISTANCING

6-9-2020



FIRST FLOOR

LEGEND

DIRECTIONAL
FLOOR STICKERS
LANE DIVIDER
STICKERS

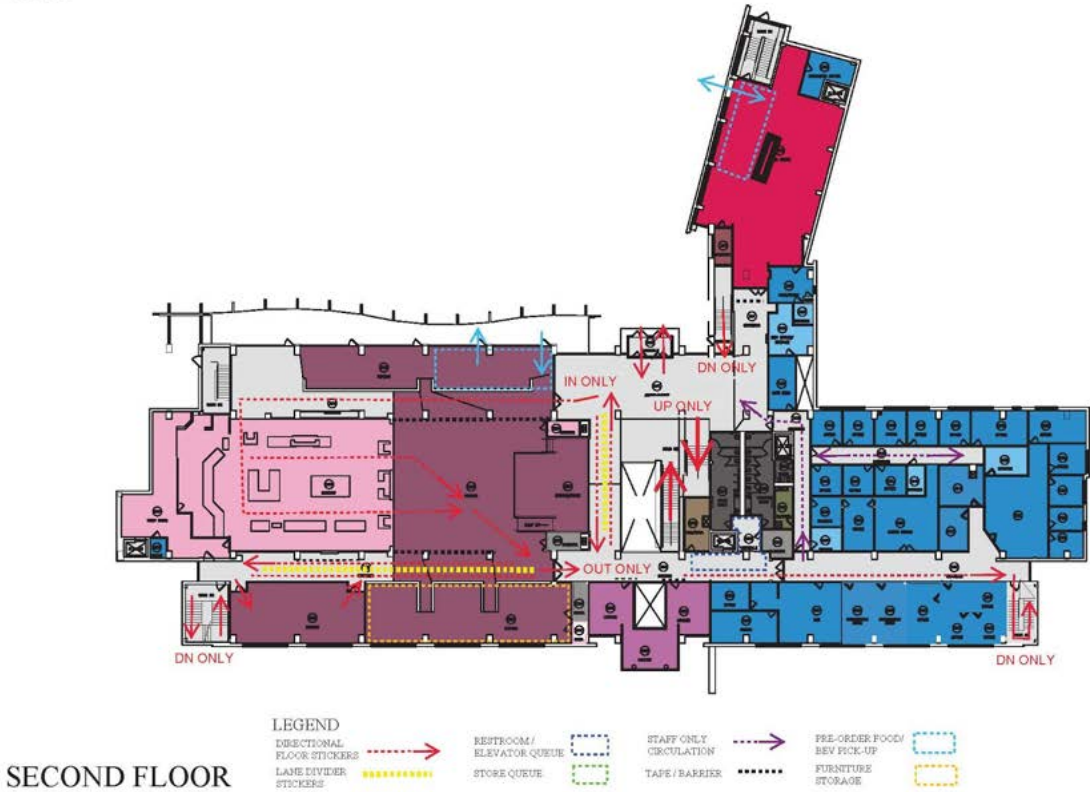
RESTROOM/
ELEVATOR QUEUE
STORE QUEUE

STAFF ONLY
CIRCULATION
TAPE / BARRIER

PRE-ORDER FOOD/
BEV PICKUP
FURNITURE
STORAGE

PRYZBYLA CENTER CIRCULATION TO MAINTAIN SOCIAL DISTANCING

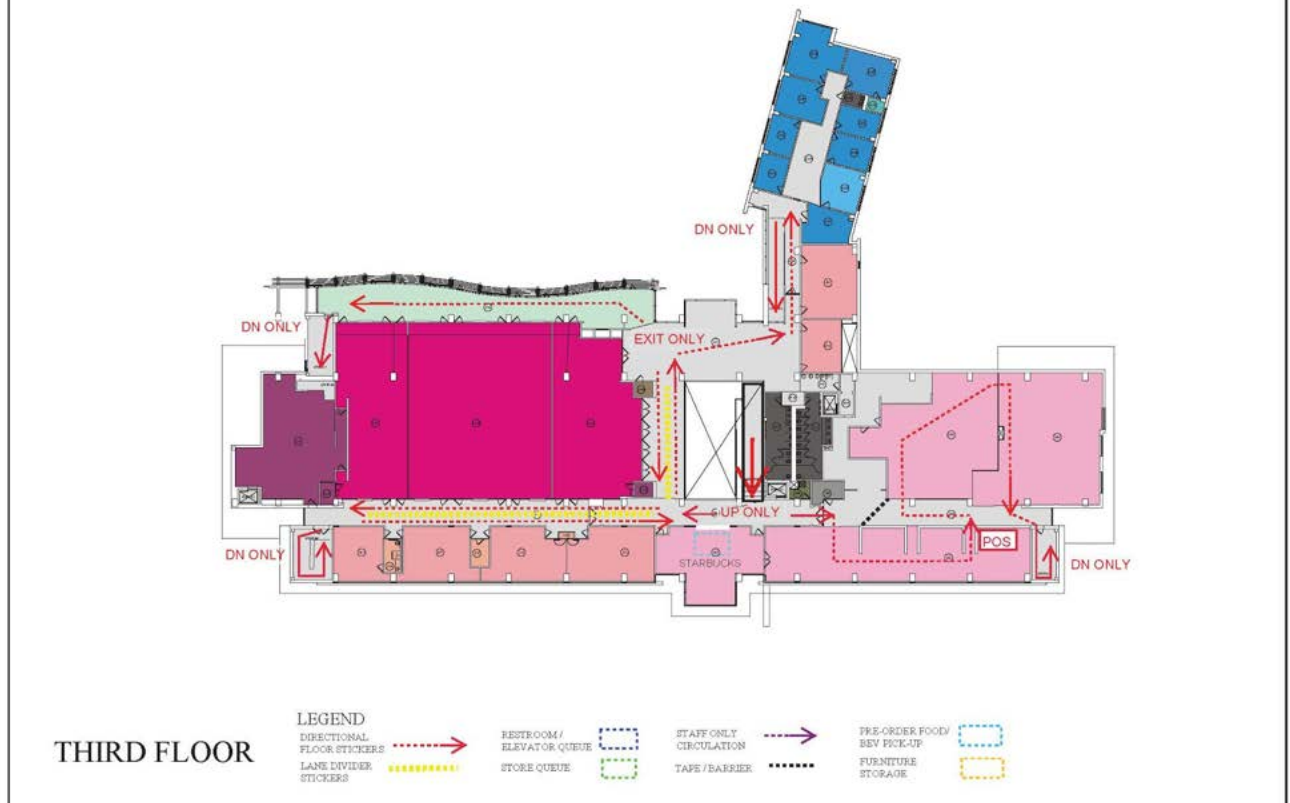
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PRYZBYLA CENTER

CIRCULATION TO MAINTAIN SOCIAL DISTANCING

6-9-2020



In addition, as needed, the University is installing acrylic shields and other barriers and modifying building entry and exit routes to maintain appropriate distances where feasible. New signage and capacity limitations have been implemented for all elevators, as well.



E. Supplies and Resources

To effectuate the enhanced cleaning and disinfecting protocols, the University has established a supply chain to obtain and maintain the necessary supplies and personal protective equipment (PPE) per [OSHA's Guidance on Preparing Workplaces for COVID-19](#) for cleaning personnel, and to distribute those supplies and resources to staff, faculty, and students during the fall 2020 semester. All employees who use PPE will be trained on its proper use (see the University's [Environmental Health and Safety Manual](#)) relying on existing University training delivery methods and systems.

The University will continue to work with local business, government, and community leaders to secure an adequate supply of, and funding for, PPE and other COVID-19 resources.

F. Ventilation Systems

The University maintains an inventory of all buildings and their HVAC and ventilation systems. It is now undertaking, in coordination with an external professional engineer, an HVAC and ventilation assessment to identify possible improvements. As part of that assessment, the University is exploring fresh air exchanges/purges in designated buildings, where feasible. Air filters are also being upgraded to more efficient models, and the schedule of window air conditioning unit inspections has been accelerated.

V. Employee Health, Safety, and Wellness

A. Phased Return to Campus

Employees began widespread use of telework in the spring of 2020. Essential employees who remained on campus, meanwhile, implemented rotating work shifts and alternative schedules, adhered to the University's [Social Distancing Policy](#), and implemented department-specific health and safety measures based on guidance from the University. Those measures will continue in the fall of 2020. Supervisors have been provided with the appropriate [University's Supervisor Guidance on Supporting Vulnerable Employees](#). And every returning employee receives a package that includes two face coverings, hand sanitizer, and an information card reminding them of the basics of COVID-related best practices and precautions.

SHARE YOUR CARE FOR OTHERS

Catholic University is a caring community. As the campus reopens, let's look out for one another even as we continue to keep a physical distance.

Here are a few helpful reminders:

- > Stay home if you are sick or show symptoms related to COVID-19.
- > Cover your nose and mouth with a cloth face covering when social distancing cannot be maintained.
- > Cover your nose and mouth with a tissue when you cough or sneeze and promptly wash your hands.
- > Wash your hands frequently for at least 20 seconds. When not near a sink, use hand sanitizer containing at least 60% alcohol.
- > Avoid touching your face with unwashed hands.
- > Keep a distance of at least 6 feet (two arm lengths) from others.
- > While the University has stepped up efforts to clean and disinfect workspaces, you can help by cleaning your work surfaces.
- > Check with your supervisor if you have questions or concerns.



The University also has implemented additional health and safety measures for its shuttle buses, including installation of acrylic shields behind drivers, properly spaced passenger seating, and adjusted maximum capacity per the CDC.

On June 8, 2020, the University began a phased return to campus for some employees who had been working remotely. While employees who can continue to work remotely are being encouraged to do so, the goal by the end of July 2020 is that most employees will have returned to campus for at least a portion of their work, using rotating shifts and schedules as needed, and continuing to practice social distancing. Throughout the reopening of campus, employees will work with their supervisors and with Human Resources to determine which work-from-home schedules remain feasible. Supervisors will also continue to develop/facilitate rotating shifts and alternative schedules for those who return to campus.

The University expects that as of Aug. 1, 2020, the campus will maintain a daily density of 50% of the staff on campus and 50% teleworking at any given time, subject to prevailing circumstances and local and federal guidelines and requirements. For more, see the University's [Supervisor Guidance for Return to Campus Planning](#).

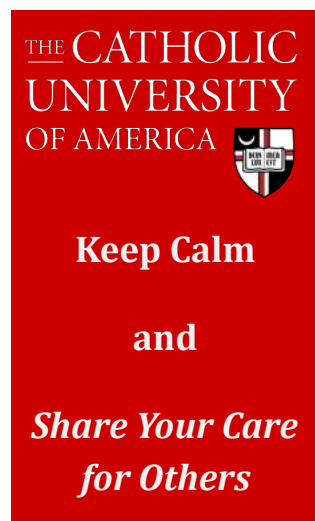
High-risk or vulnerable individuals as defined by current guidelines from the CDC or other health authorities relied on by the Director, Student Health Services, should continue to telework. In the event that is not feasible, such employees will be instructed to obtain advice from a medical provider before engaging in any in-person work activities, and to work with the Employee Relations team of the Office of Human Resources to identify and implement alternative work arrangements in order to reduce health risks. The [University's Supervisor Guidance on Supporting Vulnerable Employees](#) provides more information.

Employees who cannot return to campus under normal or alternative arrangements and who cannot work remotely will be instructed to use available accrued leave and provided with information to apply for Families First Coronavirus Response Act funding. Employees caring for a family member who is a high-risk or vulnerable individual will be provided with the same instruction.

As always, all medical information provided will be kept private per the University's [Information Security and Assurance Policy](#).

B. Employee Training

The University has implemented a mandatory online training module for all full-time and part-time faculty and staff, student employees, as well as designated contract workers, entitled "Keep Calm and Share Your Care for Others: 10 Steps for Safely Returning to Campus."



The training is based on current D.C. and CDC guidance and it addresses identifying symptoms of COVID-19, recommendations for staying home when ill, use of telework, continued use of virtual communications, safe travel, social distancing, and proper hand washing and use of facial coverings. It includes advice for meals, keeping work areas and work items clean, reconfiguring work spaces, and staying informed. The training is being provided in English and Spanish. See Appendix D for the full content.

As noted above, employees will be provided with the basics of COVID-related best practices and precautions (Appendix C). Managers and supervisors also have been provided with a procedure for addressing employees who are symptomatic or who test positive (Appendix E).

C. Containment and Mitigation Measures

In the spring of 2020, the University implemented a review of procedures concerning employees who report as testing positive for COVID-19 (or are presumed positive) to determine and implement containment and mitigation measures. Per the protocol (Appendix E), after ensuring the employee or the employee's medical provider has reported their status to the appropriate department of health, when an employee tests positive or is presumptive positive, the University notifies all other employees who came in close contact with the symptomatic or ill employee. The University's point of contact for employees who test positive is the cua-coronaresponse@cua.edu (tel. 202-319-5050), with support from Environmental Health, Safety, and Risk Management

For privacy purposes, coworkers are not notified of the identity of the symptomatic or ill individual, but are provided with specific guidance for self-monitoring or self-isolation per local and federal guidance. They also receive advice on seeking medical care, and testing (available on campus and at District-sponsored free sites nearby) and recovery prior to return to work. This protocol will continue for the fall 2020 semester, informed by continued coordination with the D.C. Department of Health. The University will use existing protocols for reporting workplace illnesses such as COVID-19 to appropriate external and governmental entities.

The University requires that all employees complete daily self-screenings for symptoms before coming to work, consistent with current CDC requirements; they will have the opportunity to opt in to the daily health-checking app that students will be required to use (see page 21). They should also notify their supervisor if they test positive or have been asked to self-isolate or quarantine by a medical professional or public health official.

Supervisors will be instructed to work with Human Resources when such situations are reported.

To assist in self-monitoring, no-touch infrared thermometers are being purchased for use by designated personnel in the Facilities Division and Department of Public Safety.

Employees who are sick or who experience symptoms consistent with the coronavirus, or who have family or household members who are sick or experiencing symptoms, are being instructed and trained to: a) stay at home pending the results of proper testing and medical clearance; b) promptly notify their supervisor and Human Resources at cua-coronavirus@cua.edu; and c) not return to campus until advised to do so by a medical provider and provided with the requisite documentation that the employee is fit to return to duty.

Employees will not be subject to adverse employment action for following the stay-at-home instruction.

D. Resources for Departments and Supervisors

As noted above, in April 2020 the University developed specific department guidance and resources for departments to use in developing individualized health and safety practices, *i.e.*, protocols that are specific to one area such as maximum number of employees in University vehicles (Appendix B), the [University's Supervisor Guidance on Supporting Vulnerable Employees](#), and specific procedures for supervisors for addressing employees who have either tested positive for COVID-19 or are presumed positive (Appendix E).

VI. Community Health, Safety, and Wellness

To minimize the spread of infection, the University is restricting entrances to campus facilities to members of the University community and, as noted below, the University will not allow visitors who are not members of the University community inside the residence halls.

Virtual interactions were initiated upon the onset of the crisis and have remained the standard during Phase 2, with any in-person gatherings limited to 50 persons. Until federal and local guidelines and requirements are amended, larger events and gatherings are prohibited.

VII. Research Continuity

The Research Task Force and its subgroups (discussed above) are implementing a number of health and safety measures consistent with OSHA, CDC, and D.C. Department of Health guidelines and requirements. The University will continue remote research, where feasible, and restart only that critical on-campus research that cannot be performed remotely. The following measures are being implemented:

- ⇒ Advance approval by the Office of the Provost to restart on-campus research.
- ⇒ Preparation of Standard Operating Procedures for each proposed research activity, with specific instructions for the space/activity that include social distancing, use of face coverings, and mandatory reporting of potentially symptomatic individuals; required distribution of the procedure to all personnel working in the facility.
- ⇒ Student research activities will be limited to projects deemed critical.
- ⇒ All employees and students will be required to complete mandatory training (discussed above) before resuming research on campus.
- ⇒ Once research has restarted, access to research facilities will be limited based on the ability to socially distance with no more than 10 people present at a time; fewer people will be assigned to research spaces where social distancing is not feasible, and limited time periods will be imposed.
- ⇒ Employees and students working in research facilities will be required to conduct a temperature check before entering the facilities, and to use face coverings at all times unless working alone in a confined office space.
- ⇒ Required maintenance of time logs for laboratory entries and exits to assist in contact tracing, if necessary.
- ⇒ Required reporting of potentially symptomatic individuals in the facility.
- ⇒ Adherence by all employees and students working in off-campus research facilities to all requirements applicable to those sites.

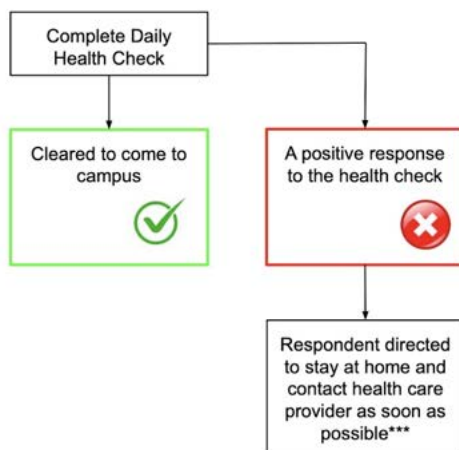
VIII. Student Health, Safety, and Wellness

A. Return to Campus

Most residential students will not be required to be tested before returning to campus, in light of the most recent guidance from both the CDC and D.C. Department of Health. Students will be instructed to begin daily symptom checks on the University's daily health check app 14 days before returning to campus. This protocol, which will include taking temperature and considering a list of symptoms, will serve the University community through its regular and sustained use.. See the depiction of the app's functions and appearance:



Daily Health Check Protocol



-Employees are directed to their PCP
-Students are directed to Student Health Services
Follow CDC recommendations as directed by your healthcare provider

Daily Health Check -

A positive answer to any of the following will direct the respondent to contact their health care provider:

- Fever of 100.4
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- In recent contact (less than 6' for over 15 minutes) with someone that tested positive

Source:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Any student previously infected with COVID-19 and since recovered may submit documentation of the previous positive COVID-19 test result. The student will also need to have documentation from a primary care provider that the student has passed the CDC recommended time for isolation or quarantine when ill with the coronavirus.

The University will follow the current CDC recommendation of a 14-day quarantine period for anyone returning from international travel.

B. Online New Student Orientation and Parent Contacts

The University has advanced the start of its academic year from Aug. 31 to Aug. 24, 2020. For the fall 2020 incoming class, there will be a 7-week online orientation for new students, conducted virtually. Traditional Aug. Orientation will begin on Aug. 20, 2020, and run through Aug. 23, 2020, with activities being conducted in small groups or virtually. Those activities conducted in small groups will be recorded and made available to view online. All activities will be subject to social distancing and other health and safety measures as set forth in this Plan.

Orientation for parents of new students will be conducted virtually via recorded sessions available online after Aug. 2, 2020, and with ongoing virtual “coffee chats” with all parents. Parent and Family Weekend in October 2020 likely will be virtual, if held.

C. Student Training

All new and returning full-time and part-time students, both graduate and undergraduate, will be provided with an online training module for safely returning to campus life. The training content is similar to the training for staff and faculty (“Keep Calm and Share Your Care for Others: 10 Steps for Safely Returning to Campus,” discussed earlier). The training is based on existing D.C. and CDC guidance. Appendix F includes the training content.

A quick reference guide regarding common necessary health practices will be placed throughout residence halls and in public areas throughout campus. Periodic health reminders also will be sent to the entire campus community.

Many University students do not live on campus but live in the nearby communities of Brookland and Pleasant Hills; many also live in Maryland and Virginia. While the University has a particular responsibility to create a safe environment on campus, it will ensure that its students, especially the substantial number living in nearby communities, remain conscious of their surroundings, comply with local laws and preferences regarding matters such as distancing and face coverings, and look for opportunities to assist others in their communities.

D. Containment and Mitigation Measures

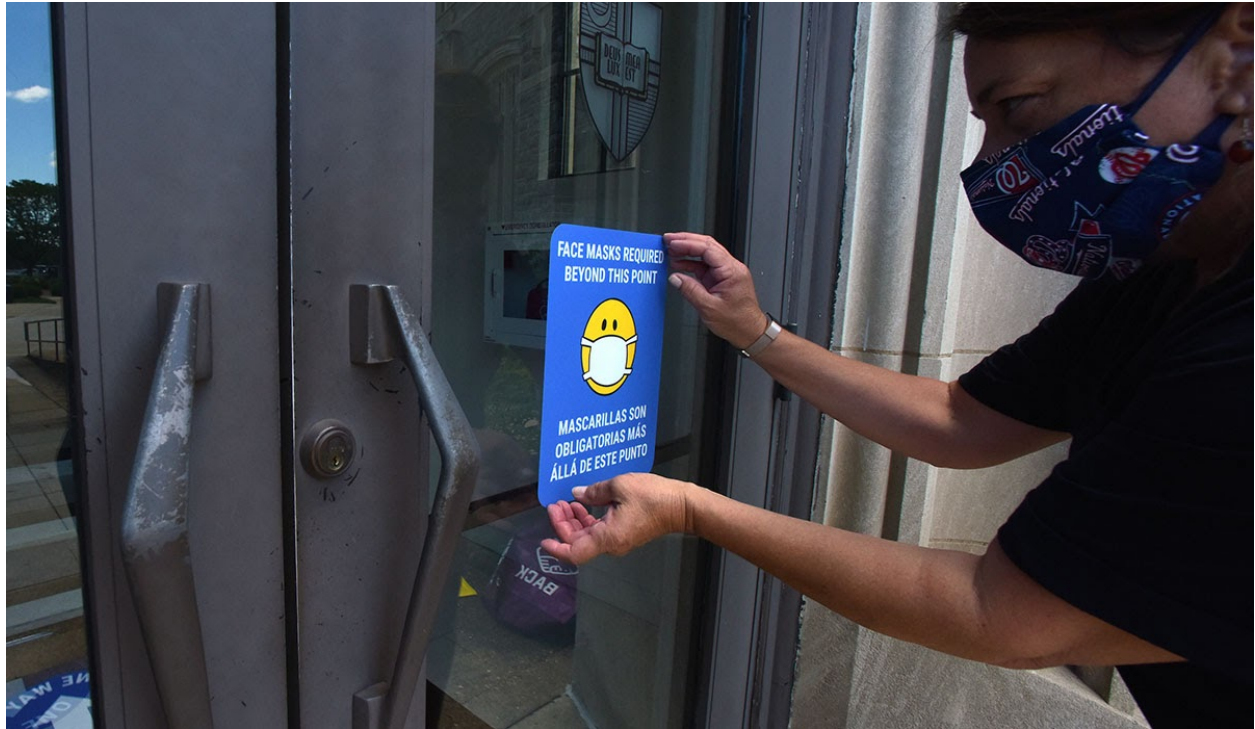
All students are required to monitor their health on a daily basis, including checking their temperatures each morning (see also page 21). Students will be prompted by a daily text message or email that will provide a web link to the daily health checker. Particular attention will be paid to fall 2020 student-athletes and students in academic programs that carry particular risks of transmission or exposure to the public, such as nursing and social work students engaged in clinicals or field work, student teachers, and those in the performing arts. Students in those communities will have designated points of contact to whom they will be expected to make timely reports of problematic symptoms. The University is in the final stages of evaluating the app that best suits the University's needs.

Students are asked to bring their own thermometers to campus to help conduct self-checks. However, to assist in self-monitoring, non-touch infrared thermometers are being obtained for use by various departments within the Student Affairs Division. A protocol for use of such thermometers by designated personnel has been published, but the University will emphasize that students (as well as faculty and staff) should check their own temperatures first thing in the morning and not come to class or work if sick. If they do feel sick they should go home and connect with their physicians.

E. Testing and Contact Management and Communications

The University's contact management protocol will be coordinated in partnership with the D.C. Department of Health. Students returning for fall 2020 will be instructed to contact Student Health Services upon feeling ill so that testing, contact tracing, and potential isolation or quarantine can be implemented. Students will be instructed that they should also notify Student Health Services if they receive a positive result from an earlier test conducted elsewhere.

Student Health Services will report, communicate, and coordinate fully with the D.C. Department of Health in the event of a positive case in order to effect the foregoing measures. The University's primary point of contact for student testing and contact tracing is Dr. Loretta Staudt, Director of Student Health Services (tel. 202-319-5744 or staudt@cua.edu) and the secondary points of contact are Jon Sawyer, Associate Vice President and Dean of Students (tel. 202-319-5619 or cua-deanofstudents@cua.edu) and Louis Alar, Senior Director of Environmental Health, Safety, and Risk Management (tel. 202-319-5789 or cua-ehs@cua.edu). See also the External Communication and Coordination section at the end of this Plan.



The Campus Health and Wellness Task Force is in the process of securing a vendor to provide on-campus targeted testing. The vendor will be asked to communicate all test results with the Medical Director or her designee at Student Health Services. Those results will then be communicated to the D.C. Department of Health, which will conduct the contact tracing for all positive results. The University will provide any assistance to the D.C. Department of Health as requested. The University will not duplicate the tracing process but will inform members of the community known to have been in recent contact with an infected person or a “presumed positive” patient who shows signs of likely being infected.

F. Isolation and Quarantine Facilities

The University intends to designate one or more residential facilities to serve as isolation or quarantine areas to house and care for residential students who may become symptomatic or test positive for coronavirus. Student Health Services staff will monitor patients isolated or quarantined with COVID-19 via virtual appointments on a daily basis or more often, if needed, and will be available for consultation and advice for all isolation and quarantine students.

If a Student Health Services provider determines that a student with COVID-19 requires more advanced care or is unable to care for themselves, it will ensure that the patient is safely transferred to a local health care facility.

G. Student Health Services

Catholic University Student Health Services (SHS), located on campus, is staffed by a board- certified family physician who serves as the Medical Director. The Medical Director has been integral to the University's response to the virus since it drew the University's attention in early February 2020 following the outbreak in Europe and concerns about the University's students studying abroad in Italy, Spain, Belgium, the UK and elsewhere. Additionally, SHS staff includes three board-certified nurse practitioners, two registered nurses, and an office administrator.

During the routine academic year, Student Health Services is open Monday through Friday from 9 a.m. to 5 p.m. and most Saturdays from 9 a.m. until 1 p.m. The University is currently evaluating the best way to provide coverage during hours that the SHS facility is not available to students. The office has been making preparations regarding the diagnosis, treatment, and management of COVID-19 patients, and actively collaborating with other University offices in preparation for the safe return of students to campus for the fall 2020 semester. Student Health Services' preparations include, but are not limited to, staff education regarding proper use of PPE and contact tracing, student screening protocols, isolation and increased cleaning protocols, and the use of virtual appointments whenever feasible. See Appendix G for further details.

H. Mental Health Support

The University's Counseling Center remains in contact with all students under its care. During the fall 2020 semester, the Center will provide a combination of in-person and virtual appointments. Counselors will continue to check in with students (by phone when social distancing is not feasible), provide referrals, and engage in video-therapy sessions where permissible by state law. Specific therapists have obtained temporary licensure, on an emergency basis, in states where our ongoing clients live.

I. Spiritual Support

Campus Ministry continues to provide pastoral support to students by connecting virtually, through live streaming daily and Sunday Masses, and by providing other prayer resources to students so they stay connected with both campus and their faith. Campus Ministry plans for a full schedule of Masses, adoration, and other spiritual support for the fall semester, following protocols that in many instances require temporary

reconfiguration of worship spaces, staggered time schedules, and enhanced cleaning and preventative protocols.

IX. Residential Facilities

A. Modified Move-In Schedule

A phased move-in to campus housing will begin on Aug. 8, 2020. By early July 2020, residential students will receive a survey to determine their mode of transportation to Washington, D.C., and the length of time required to make the trip. Typical early arrival groups (*i.e.*, student-athletes, student staff, etc.) as well as students traveling from international destinations will be given earlier move-in dates. Those living within reasonable day-trip driving distance to D.C. will most likely move in closer to the weekend of Aug. 22, 2020. A scheduling plan is in development to better ensure appropriate social distancing for move-in depending upon what phase of reopening D.C. is experiencing at any given time.

B. Capacity Limitations

To limit the potential spread of infection, the University is reducing the capacity of certain room configurations in its residence halls. Many students will reside in single rooms rather than double or larger rooms. Students living in suites or apartment units with private unit bathrooms will be considered a “family unit,” so that if one resident has been exposed to the virus all will self-isolate until medical clearance is provided.

C. Visitors

The University does not plan to permit external visitors in its residence halls during the fall 2020 semester.

D. Cleaning Supplies

Cleaning supplies are provided by the University for suite-style residences. University personnel will continue to follow enhanced cleaning protocols for common areas such as lounges, kitchens, and laundry facilities per CDC guidance and using EPA-approved substances.

E. Bathrooms

For the fall 2020 semester, students living in traditional residence halls with a common bathroom will be advised of maximum usage of the facility, and will practice physical distancing and other University-implemented health measures while using such bathrooms. Students living in “family units” will use *only* the shared bathroom for their unit and otherwise adhere to University-implemented health measures. All common bathrooms will continue to be cleaned and disinfected at an enhanced level by University staff per CDC guidance and using EPA-approved substances. Students in suites or apartments will continue to be responsible for cleaning their bathrooms.

F. Common Areas

Common areas such as kitchens, lounges, and laundry facilities will be appropriately set for social distancing, with capacity limited through measures such as rearrangement or removal of certain furniture. Current enhanced cleaning and disinfecting will continue for such spaces as noted in the General Facilities section above.



G. Signage

Notices and other signage about social distancing, hand washing, proper use of facial coverings, closure of common areas, bathroom schedules, and entry and exit routes will be placed prominently in all residence halls. (See the separate Signage section in this Plan for campus-wide signage information.)

X. Meals and Dining Facilities

A. Meals

There will be no on-campus dining opportunities during the summer of 2020 prior to the start of the residential move-in process. For the fall 2020 semester, or until such time as local and federal guidance and requirements are modified, only individual, pre-packaged, carry-out, or grab-and-go meals will be provided by the University. All meals will be accompanied by individual use, pre-packaged, disposable utensils.

Meals will be distributed by trained dining services staff, with directional signage and reminders about physical distancing prominently displayed. Students will have access to a mobile-ordering option to ease queuing, and meal accommodations will be made for students with disabilities or other special needs.

B. Dining Facilities

Once the academic year begins, the Student Restaurant will not be open for in-person dining, only for carry out. The University will provide covered space (large tents) just outside the dining facility for outside dining. It is expected that this space could also be used for study and student organization meetings, respecting distance protocols. Options under consideration for a future phase include indoor seating at reduced capacities, scheduled dining time slots, and meal delivery to the residence halls and other campus locations, all as determined by Student Affairs leadership after a careful and dynamic assessment of feasibility and risk, and consistent with local and federal guidance and requirements.

Thorough cleaning will be performed in all dining areas between meals according to protocols prescribed by Facilities, consistent with best practices and federal guidance. In addition, all individuals involved in preparation or delivery of food or the sanitation of the premises will undergo daily temperature checks and symptom checks. The [Dining Services Website](#) sets forth the enhanced cleaning and sanitation protocols using chemicals

designed for food service environments, hand hygiene, and food and product safety measures.

Proximity card readers, which are being evaluated for possible use, are designed to reduce the amount of person-to-person contact in the dining facilities, which will also route foot traffic in a way that minimizes congestion and risk. Similar analysis has been conducted and implemented for Starbucks and the food court.



C. Vendor Training

Aramark, the University's food service provider, will be required to provide appropriate food preparation and distribution training to its employees consistent with local and federal guidance and requirements for the pandemic.

XI. Instruction and Learning

A. General Physical Health and Safety Measures

All classrooms will be cleaned more often and more thoroughly by the Facilities Division. To accommodate social distancing, the University is working to reduce class sizes, increase the space between desks, schedule classes in larger rooms, increase the number of class sections, add acrylic shields and dividers where feasible, and add disinfectant spray or hand sanitizer dispensers in classrooms.

The University has modified the academic calendar to begin the semester one week early and conclude in-person instruction at the Thanksgiving holiday, which will be followed by

one week of remote learning and final examinations being administered as take-home versions or online.

Customized acrylic full-face shields are being evaluated for use by instructors as part of a multi-layered approach which, combined with moveable acrylic shields, are designed to provide protection comparable to the use of conventional face coverings, all subject to analysis that factors in feasibility and risk.

The University is temporarily implementing flexible and less restrictive attendance policies for students who cannot attend class or who choose to attend remotely due to concern even if they are themselves not sick.

The University also is likely to put in place other practices that reduce the risk of infection while enhancing student access to professors; for example, faculty will be encouraged to schedule office hours online, ensuring at least the same amount of access time to professors. The Instructional Continuity Task Force and its subgroups continue to assess and implement other health and safety measures, as appropriate.

Students will be asked by instructors on the first day of class to sit in the same seat for the remainder of the semester in the event contact tracing is necessary.

B. Instructional Continuity Measures

The University developed robust online capabilities in the spring of 2020 and is prepared for a mixed modality of in-person and online instruction in the fall semester, but will return to fully online instruction if circumstances dictate. See also the Resurgence section at the end of this Plan document.

1. Instructional Plan and Contingencies

The instructional plan for the fall 2020 semester will be in-person instruction at scheduled times with synchronous remote participation by students who are unable to attend. All classes will be designed with the assumption that some number of students may be unable to attend some classes in person due to distancing requirements, self-quarantine, or inability to be present on campus for other reasons. The goal is that, where feasible, most students on or near campus will meet in an in-person mode for all classes at least once a week.

The first contingency for the in-person instructional plan will be hybrid classes with a mix of in-person interactions (e.g., discussion sections) and remote content delivery. This option will be utilized for particularly large classes in which substantially fewer than half of students would be able to attend in person, classes that are not able to be scheduled in tech-equipped classrooms, etc. The final contingency for the in-person instructional plan will be fully online classes which will be utilized for classes where the instructor receives an accommodation due to age or underlying health conditions for themselves or members of their household, sections of classes where all or nearly all students are not on campus, etc.

For all of the above options, synchronous modes of instruction will be preferred, with appropriately protected recordings.

2. Instructor Contingency Plans

In the event an instructor has to quarantine or self-isolate, the instructor will enact a contingency plan and inform the appropriate dean. The individualized contingency plan could include synchronous remote teaching or providing content in an asynchronous fashion. In the event an instructor becomes unable to continue instruction, the University will assign a different qualified instructor — hiring additional instructors as necessary — to assume the duties of the course and avoid interruption of study. Instructors who have safety concerns regarding the fall 2020 semester will make those concerns known to their academic leadership and offer suggestions on how to serve the students they teach and satisfy safety concerns.

If, in the event of a resurgence of the virus, it becomes necessary to return to virtual instruction, the University is resourced and prepared for that eventuality.

The Instructional Continuity Task Force meets weekly to assess related issues on an ongoing basis, and coordinates with its various subgroups and with the other task forces.

C. Technology Improvements

The University is modifying classrooms to support mixed modality by adding flat screen displays, cameras, and microphones.



Students who have challenges with computing resources (i.e., computers or broadband services) will be directed to the Office of the Dean of Students for assistance in obtaining such resources to maintain instructional continuity. [Technology Services](#) also provides service and support regarding necessary classroom technology, course management, and emergency classroom needs for instructors.

D. Enhanced Online Content and Delivery

The Instructional Continuity Task Force has consulted with the Eternal Word Television Network (EWTN) to obtain advice regarding the development of more professional-grade in-house course production and online content in order to improve the quality of mixed-modality or fully online instruction. The University is exploring the creation of an “insert studio” with robotic cameras, basic lighting, and fiber connectivity that would be used for online course production as well as interviews and other video projects produced by University Marketing and Communications.

E. Academic Support

Using the virtual platforms and practices implemented in the spring of 2020, the University’s Center for Academic and Career Success will provide both in-person and virtual academic and career advising services, including but not limited to tutoring and writing support, access to internships, and job placement services. In addition, the Office of Disability Support Services will continue to provide reasonable accommodations for students with disabilities using the virtual platforms established in spring 2020.

F. Clinical Placements, Externships, Training, and Off-Campus Activities

Students enrolled in degree programs at the University with required clinical placements, externships, and other off-campus activities will be required to follow University and applicable accrediting body requirements as outlined by their respective programs. In the absence of such requirements, the University will assess and permit such activities only if they can be completed safely and consistently with current general health and safety guidance and requirements.

The department or school offering or overseeing such off-campus activities will provide to the applicable pandemic response team personnel the most up-to-date information regarding modifications and updates to degree requirements or off-campus placement requirements.

Students traveling to such off-campus activities will be instructed that, wherever possible, they should avoid public transportation and follow the posted requirements (generally regarding distance and face coverings) when they do. Individual transportation, such as biking, walking, and driving personal vehicles, will be recommended methods of travel.

Departments or schools that assign clinical work online will check to make sure the hours count towards licensure or other applicable academic requirements, and provide students with information about various state requirements for licensure so that students can make informed decisions.

G. Study Abroad

The University has suspended all study abroad programs for the fall 2020 semester for several reasons, including the uncertainty of reliable travel to many study abroad locations.

XII. Libraries

For the spring and summer sessions of 2020, University libraries were closed to patrons. On-demand digitization and electronic or curbside pick-up of library materials was utilized, along with online instruction and research consultations provided by University librarians.



The University plans to open University libraries during the fall 2020 semester. It is still considering whether libraries will operate on the regular fall schedule or whether changes will be needed to accommodate physical distancing for patrons and staff. Once open, seating will be reduced, in consultation with Facilities and based on guidance for such structures, adapted to the unique configurations of Mullen and other libraries. At this time, the University does not anticipate needing to enforce a fixed occupancy limit. However, in consultation with the Facilities division, library staff continue to explore options to ensure safe physical distancing.

In support of those unable to come into the main Library through the fall 2020 semester, the University will continue curbside pickup of materials, digitization of print materials on demand, and online instruction and research consultations.

XIII. Athletics, Fitness, and Student Organizations

A. Gyms and Indoor Fitness Facilities

Indoor athletics and fitness facilities were closed to students, staff, and faculty during Phase 1 of reopening, and then reopened for use only in accordance with local and federal guidance and requirements. Employees working in such facilities will continue to

do so consistent with current social distancing, telework, and other health measures in place and being adopted for the reopening.

Locker rooms were closed throughout Phase 1. They might reopen for limited use in Phase 2, after athletes begin to return to campus on Aug. 10, depending on local health requirements and continued adherence to distancing and sanitation protocols. Should these rooms open in Phase 2, the use of face coverings will be required.

When such facilities are opened in subsequent phases, all users will complete temperature checks and a quick review of symptoms (both conducted by trained medical staff) prior to entering the facility.

B. Athletics Teams and Clubs

The Athletics Action Team is devising a “return to play” path that follows the recommendations set forth by both local and federal health and sports organizations (NCAA). Intercollegiate (varsity) and recreational programs (intramurals, club sports, free play) had permission to use outdoor athletics facilities during Phase 1. Indoor facilities may become available for athletics and recreational use during Phase 2 but will be evaluated close in time to the return of student-athletes to campus. All athletic facility users will complete temperature checks and a review of symptoms (both conducted by trained medical staff) prior to entering the venue. Coaches are evaluating different and innovative methods of practicing that reduce the exposure of all team members to each other while accomplishing their athletic requirements.

No athletic events were held during Phase 1. Athletic events scheduled during Phase 2 may take place, pending pertinent health guidelines and requirements, but may not involve fans in attendance.

Based on NCAA recommendations, all varsity student-athletes will be required to complete daily screenings and temperature checks in order to participate. Varsity student-athletes showing symptoms of COVID-19 will be directed to remain at home and wait for follow-up from an athletic trainer. The athletic trainer, in consultation with University health officials, will determine whether the student-athlete must seek further medical attention and testing. Campus authorities will be notified as outlined in previous sections of this plan.

All activity during any reopening phase is subject to University distancing and other health requirements.



C. Student Organizations

Student organizations will be permitted to meet indoors in small groups as indicated by the stage of reopening, and subject to social distancing and other health requirements. As part of the routine fall training, student organizations will receive guidance on expectations when hosting meetings and events. Outside activities are permitted consistent with those of athletics teams and clubs and subject to the same requirements.

XIV. Chapels and Practice of the Faith

University chapels will be open for Mass and other Catholic religious services during all phases of reopening in accordance with guidelines issued by the [Archdiocese of Washington](#) and applicable local and federal regulations. Chapel seating has been reconfigured to provide for physical distancing, while signage and dividers to maintain distancing have also been installed. All participants in the liturgy will be expected to wear face coverings.



Worship aids will not be provided or will not be re-used, and hymns/singing will not be parts of the congregation's worship. Distribution of Holy Communion will be in the hand when at all feasible. Adoration of the Blessed Sacrament and other rituals and worship opportunities will be offered to the maximum extent possible, informed by guidance from the Archdiocese and applicable civic health measures.

Worship schedules will be adapted to provide sufficient time for thorough cleaning between services.

Campus Ministry oversees considerable student involvement in the local community. To the extent that interactions with the community are permitted under District guidelines (i.e., tutoring, service projects, volunteering at various facilities), Campus Ministry will reinforce the elements of safe contact with others to prevent student interactions if there is any possibility that the student has recently been exposed to the virus.

The Sacrament of Reconciliation will remain available, adapted to allow for social distancing and the seal of confession.

Students who are members of other faiths may continue to approach Campus Ministry for assistance in meeting their spiritual needs.

XV. Ongoing Communication and Reporting Mechanisms

A. Internal Communication

The University continually provides updates to the campus community regarding ongoing and new health and safety measures, as well as FAQ's, information for employees about where to get tested, the University points of contact for questions, and information about CARES Act and other resources for students and employees. Delivery vehicles include:

- ⇒ Weekly emails to the campus community, in periodic COVID-19 email updates(see, for example, updates of [May 28](#), [June 4](#), [June 11](#), [June 18](#), and [June 25](#))
- ⇒ The general [University Website](#) (see the specific information links for students, and for staff and faculty)
- ⇒ The [Roadmap 20/21 Preparing for a Return to Campus website](#)
- ⇒ The [Student Affairs Opening 2020 website](#) (covering Orientation, move-in, dining, instruction, athletics, testing and isolation/quarantine, etc.)
- ⇒ Targeted email communications to supervisors (Appendix H).

Per the Signage section above, posters and signage in both English and Spanish addressing social distancing, hand washing, use of face coverings, modified space and occupancy limits, and readjusted entry and exit routes are being posted in all buildings on campus. Examples may be found on the [Environmental Health and Safety Website](#).

As noted earlier in this Plan, health and safety training modules for employees and students, with links to additional resources, have been developed and will be implemented prior to reopening (Appendices E and G).

B. Raising Questions and Concerns

Students and employees who have questions or concerns have been informed of the University's dedicated email account (safereturnideas@cua.edu) for that purpose. Students and employees also will be reminded that they may use the University's [Compliance and Ethics Helpline](#) to raise questions or concerns anonymously.

C. External Communication and Coordination

The University will communicate and coordinate with the D.C. Department of Health in all matters pertaining to COVID-19. The University's primary point of contact for this Plan is Lawrence Morris, Chief of Staff and Counselor to the President, tel. (202) 319-5102 or morrisl@cua.edu.

As noted above, the University's primary point of contact for students who test positive is Dr. Loretta Staudt, Director of Student Health Services, staudt@cua.edu, (202) 319-5744, and the secondary contacts are Jonathan Sawyer, Associate Vice President and Dean of Students, sawyerj@cua.edu, (202) 319-5621, and Louis Alar, Senior Director of Environmental Health, Safety, and Risk Management, alar@cua.edu, (202) 319-5789. The primary point of contact for employees who test positive is the Office of Human Resources. The Chief Human Resources Officer is Matthew McNally, mcnally@cua.edu, (202) 318-5590/6412, and the secondary point of contact is Mr. Alar (listed above), the Senior Director of Environmental Health, Safety, and Risk Management.

The foregoing individuals will coordinate with the Task Forces and subgroups on all issues of coordination and communication for testing, contact tracing, isolation, and care provisions for potential cases, and will act as liaison between the University, the D.C. Department of Health, and other governmental or external entities as applicable.

XVI. Resurgence Plan

In the event of a resurgence of the COVID-19 pandemic the University will maintain coordination with the D.C. Department of Health, and will follow local and federal requirements regarding limiting or suspending on-campus operations consistent with the Coronavirus/COVID-19 Pandemic Compliance Plan that was initially implemented in spring 2020 (Appendix A).

In the event there is a need or requirement to limit or suspend on-campus operations, the University already has identified and supplied written credentials to essential personnel who must have continued access to campus to ensure safety and continuity of operations. The University also maintains telework and rotating shift arrangements for certain employees, and retains the capability to quickly transition to virtual delivery of student instruction.

Appendix A

Coronavirus/COVID-19 Pandemic Compliance Plan

Responsible Officials:

John Garvey, President of the University

Lawrence J. Morris, Chief of Staff and Counselor to the President

Aaron Dominguez, Provost

Last Revised: April 2, 2020

Overview of Compliance Plan

In response to the coronavirus/COVID-19 pandemic, Mayor Bowser issued a Declaration of Public Emergency, Emergency Order 2020-045, on March 11, 2020, and issued a [Stay-At-Home Order](#) on March 30, 2020, limiting the right to leave residences except to engage in essential activities and operate essential businesses. Additionally, the Order requires that the University, as an Essential Business, must adopt a Compliance Plan articulating its plans for complying with the requirement to minimize person-to-person contact and achieve Social Distancing to the greatest extent feasible, and to make that Compliance Plan available to the Department of Consumer and Regulatory Affairs (DCRA) upon request at any time. This document serves as the University's Compliance Plan.

As an educational institution, The University's academic and research activities make the University an essential business, and the functions that support those activities are essential functions.

Based on the foregoing, the University remains open during the pandemic, and the University adopts and complies with the Order's requirements, including minimizing person-to-person contact and achieving Social Distancing (defined below) to the greatest extent possible.

In furtherance of the Mayor's Order and the goals of protecting health, safety, and welfare, the University has implemented this Plan.

Corona Work Group

A Corona Work Group was convened by the President, meets daily, and consists of the President, Chief of Staff, Director of Student Health Services, Vice Provosts, Vice Presidents of Finance, Enrollment Management and Student Affairs, the Registrar, and representatives from Communications, Facilities, Environmental Health and Safety, Legal, and Compliance.

Steps Undertaken in Furtherance of Plan

The University has undertaken a number of steps in furtherance of this Plan. For example:

- moved all classes online
- limited residence on campus to exceptional cases
- implemented a [Social Distancing Policy for the Coronavirus/COVID-19 Pandemic](#)
- developed additional procedures and guidance for determining unit-specific health, safety, and welfare steps
- posted Social Distancing posters online and in high traffic areas of campus
- significantly expanded opportunities to [Work From Home](#)
- introduced rotations for employee schedules
- implemented a communication plan for students, staff, and faculty, with regular updates and FAQs posted on the [University's Home Website](#)
- limited live attendance at campus meetings to 10 participants
- cancelled all events for more than 10 participants
- facilitated online or telephonic participation in meetings
- closed all on-campus restaurants, dining halls and coffee shops
- liberalized use of available leave

Social Distancing Implemented

To protect the health, safety, and welfare of the campus community and the greater D.C. and regional communities, in compliance with the Mayor's Order, the University implemented a Social Distancing Policy. Per the Policy, under any of the limited circumstances in which individuals are allowed to leave their residences under the Mayor's Order, including while on campus, those individuals must comply with the following Social Distancing Requirements, to the maximum extent possible, as defined by the Mayor's Order:

- a. Maintaining at least six (6)-foot social distancing from other individuals;

- b. Washing hands with soap and water for at least twenty (20) seconds after contact with potentially-infected surfaces, to the greatest extent feasible or using hand sanitizer frequently;
- c. Covering coughs or sneezes, preferably with a tissue immediately disposed of, or into the sleeve or elbow, not hands;
- d. Regularly cleaning high-touch surfaces; and
- e. Not shaking hands.

The Social Distancing Policy further instructs employees to stay informed with federal, state, and local orders, as well as University communications, so that the health, safety, and welfare of the campus and broader communities is protected and furthered to the greatest extent possible.

Credentialing Letters for Essential Employees

As stated, the University's teaching and research functions, and the functions that support teaching and research, are essential under the Mayor's Order, and under similar orders issued by Maryland and Virginia. Therefore, employees performing essential functions have been provided with credentialing letters setting forth that the employee performs an essential function and must travel to campus to perform that function.

Posting and Communication

The requirements for Social Distancing found on the [D.C. Government Coronavirus Website](#) are posted on the [University Home Website](#), in the Social Distancing Policy, and in areas on campus where essential employees can view them. Additional posting locations are being evaluated on an ongoing basis.

Additional Departmental Health and Safety Guidance

To further implement the Mayor's Order and promote health, safety, and welfare, departmental supervisors and managers are being provided with additional guidance and resources to help assess the specific nature of each unit's functions, and thereby to develop any department-specific protocols needed in addition to Social Distancing.

Monitoring and Enforcement

The University's Senior Director for Environmental Health, Safety, and Risk Management, and the University's Chief Ethics and Compliance Officer, have been tasked with monitoring on a University-wide basis compliance with the Mayor's Order, this Plan, and the University's [Social Distancing Policy for the Coronavirus/COVID-19 Pandemic](#).

Appendix B

Coronavirus/COVID-19 Health and Safety Resources for Managers

This resource document is provided to assist department managers and supervisors in evaluating and implementing department or function-specific health and safety practices for the coronavirus/COVID-19 pandemic, including social distancing. This document should be read in conjunction with the University's [Social Distancing Policy for the Coronavirus/COVID-19 Pandemic](#).

Key Resources

[D.C. Government Coronavirus Website](#)

[Catholic University - Responding to the Novel Coronavirus \(Updates and FAQs\)](#)

[Human Resources Coronavirus FAQs for Staff and Faculty](#)

[CDC COVID-19 Website](#)

Additional Health and Safety Practices

Drivers of ride-sharing vehicles who must travel to campus should:

Have disinfecting spray or wipes in their vehicles and wipe down all surfaces potentially touched by a passenger after each ride;

Avoid having more than two (2) other persons in their ride-sharing vehicle at any time.

Drivers of all University vehicles should follow the same requirements as those above for ride-sharing.

Avoid in-person meetings unless essential. If in-person meetings are necessary, then avoid meeting with more than 10 people at a time and keep the meeting as brief as possible, maintaining social distancing per the University's [Social Distancing Policy for the Coronavirus/COVID-19 Pandemic](#);

Include phone/video information in every new calendar meeting invitation;

Update recurring calendar meeting invitations with this information.

Avoid lingering in common areas, offices, or other enclosed spaces with others;

Wash your hands with soap and water for at least 20 seconds, or use hand sanitizer, frequently or after contact with potentially-infected surfaces;

Avoid touching your eyes, nose, and mouth;

Cover all coughs or sneezes, preferably with a tissue immediately disposed of, or into the sleeve or elbow. Do not sneeze or cough into your hands;

Regularly clean high-touch surfaces (doorknobs, handrails desks, computers and keyboards, telephones, desk accessories, mobile devices, vehicle controls, etc.) with sanitizing wipes or other appropriate cleansers;

Do not use other employees' phones, desks, offices, or other work tools and equipment, unless unavoidable. If necessary, clean and disinfect them before and after use;

Follow any and all additional safety guidance issued by your supervisor, EHS, or other University officials;

Report all workplace injuries or illnesses per the [Workers Compensation Policy](#) *after seeking immediate medical care*;

Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor immediately and stay home; and

No individual who is suspected or confirmed to be infected with COVID-19 or any other transmissible infectious disease may be engaged in work activities on campus.

The Following Health and Safety Precautions Have Been Implemented in Some Departments in Addition to Social Distancing

Establish and operate on rotating off-campus/on-campus shifts and schedules, allowing fewer employees on campus at any given time to avoid contact;

Adjust shifts (e.g., four 10-hour work days) to minimize the number of employees in contact with one another and the public while maintaining the same coverage;

Split different functions within a unit (e.g. electrical and painting), with employees working from smaller, separate locations;

Modify work order assignments so employees work alone as much as possible and use radios in place of in-person communication;

Modify and spread out break room and lunch schedules to minimize the number of individuals on break and in one locale at the same time;

Adjust the employee time-clock process to avoid employees congregating at the time clock;

Stock disinfectant spray in University vehicles for vehicle and tool cleaning;

Alter supply and key distribution/return processes to minimize the number of employees touching such items;

Place all returned keys in a bucket of bleach before redistribution;

Disinfect all radios or other shared equipment when returned and place them in their chargers;

With respect to deliveries, adopt a system of real time communications between the supplier or delivery personnel and the recipient to avoid personal contact. For example, phone ahead to announce arrival at a designated spot so a package can be then left outside for pickup while the recipient monitors from inside the building;

Conduct as many functions online or via other electronic means as possible;

Documenting Health and Safety Protocols

The Department of Consumer and Regulatory Affairs (DCRA) may request at any time, and an Essential Business must provide, its plans for complying with the requirement to minimize person-to-person contact and achieve to the greatest extent feasible, social distancing. A copy of the University's plan is maintained by the Senior Director for Environmental Health, Safety, and Risk Management, and by the Chief Ethics and Compliance Officer. However, departments also should consider documenting any additional practices implemented.

Appendix C

Basics of COVID-19 Best Practices Information Card

SHARE YOUR CARE FOR OTHERS

Catholic University is a caring community. As the campus reopens, let's look out for one another even as we continue to keep a physical distance.

Here are a few helpful reminders:

- > Stay home if you are sick or show symptoms related to COVID-19.
- > Cover your nose and mouth with a cloth face covering when social distancing cannot be maintained.
- > Cover your nose and mouth with a tissue when you cough or sneeze and promptly wash your hands.
- > Wash your hands frequently for at least 20 seconds. When not near a sink, use hand sanitizer containing at least 60% alcohol.
- > Avoid touching your face with unwashed hands.
- > Keep a distance of at least 6 feet (two arm lengths) from others.
- > While the University has stepped up efforts to clean and disinfect workspaces, you can help by cleaning your work surfaces.
- > Check with your supervisor if you have questions or concerns.



THE CATHOLIC
UNIVERSITY
OF AMERICA



WELCOME BACK TO CAMPUS

The University is supplying a few items, including two “Share Your Care” face coverings for your personal use to help ensure your healthy transition back to the workplace.



Appendix D



10 Steps for Safely Returning to Campus

Introduction

In response to the coronavirus, the University took significant steps to protect the health, safety, and welfare of the campus community. We increased our campus cleaning efforts, implemented flexible work arrangements, modified work shifts and rotations, and implemented a [Social Distancing Policy](#).

The University is planning a gradual return-to-campus during Phase 1. We will follow federal and local guidelines as we do so. As we plan for a gradual return, our primary concern remains the health, safety, and well-being of our community.

In preparation, the University is taking a number of additional health and safety steps. While we will be modifying the [Social Distancing Policy](#) to allow for greater flexibility consistent with federal and local orders and guidance, at the same time we are installing plexiglass barriers, reconfiguring places of assembly, assessing entry and exit building patterns, and modifying them as needed to reduce foot traffic and limit the size of gatherings.

We also are reviewing options that may include reconfiguring classrooms to increase social distancing, reducing class sizes, adding course sections to keep class sizes small, and implementing technology and in-class rotation schedules to allow for hybrid online and in-classroom instruction.

In addition to the above University efforts, a healthy, safe, and phased return will need the cooperation and participation of the entire campus community. This online session is designed to provide you with information and support as to what you can do to care for yourself and for one another once we begin our return to campus.

1. Care for Yourself if You are Sick

First and foremost, take care of yourself! If you are sick, or if you experience symptoms, stay home, notify your supervisor, and seek medical attention. Common symptoms of coronavirus include:

- | | | |
|--------------|-----------------------------|-----------------------|
| →Cough | →Shortness of breath | →Difficulty breathing |
| →Fever | →Chills | → Muscle pain |
| →Sore throat | →New loss of taste or smell | |

If you are sick, use your available leave to take the time you need to get well, and return to campus when cleared by your medical provider. If you are showing

symptoms but still are able to work from home, do so. If you have questions, contact your supervisor and Human Resources.

If you have been sick and are not sure if you should return to work, contact your health care provider and then your supervisor or Human Resources for guidance.

If a coworker appears to be sick, encourage them to take care of themselves and follow the guidance above. We all must support one another in protecting our health.

If you are experiencing stress or anxiety during this time, it's normal! Keep in mind that the University's Employee Assistance Program, administered through Carebridge, offers free confidential counseling sessions to benefits-eligible staff and faculty employees. Carebridge can be reached at tel. 1-800-437-0911.

2. Continue to Use Flexible Work Arrangements When Appropriate

A return to campus will not happen all at once. Rotating shifts and a combination of telework and work on campus will occur. Work with your supervisor to determine when you will be scheduled to transition back to campus. Employees who experience difficulty with phased return-to-campus schedules due to personal or family needs and circumstances should contact their supervisors. Supervisors should be flexible and work with employees to tailor return-to-campus schedules in light of those needs and mission accomplishment.



It is important for employees who are over the age of 65 or who have underlying health conditions and may be vulnerable to continue working from home during Phase 1 as appropriate. Discuss your situation with your supervisor. Your health, and the health of those around you, is paramount.

3. Travel Safely

If you will be driving to campus, avoid having more than two (2) other persons in a ride-sharing vehicle at any time. Wear a face covering while traveling with others, and frequently disinfect high-touch surfaces in the vehicle.

Drivers of University vehicles should follow the same guidance as above.

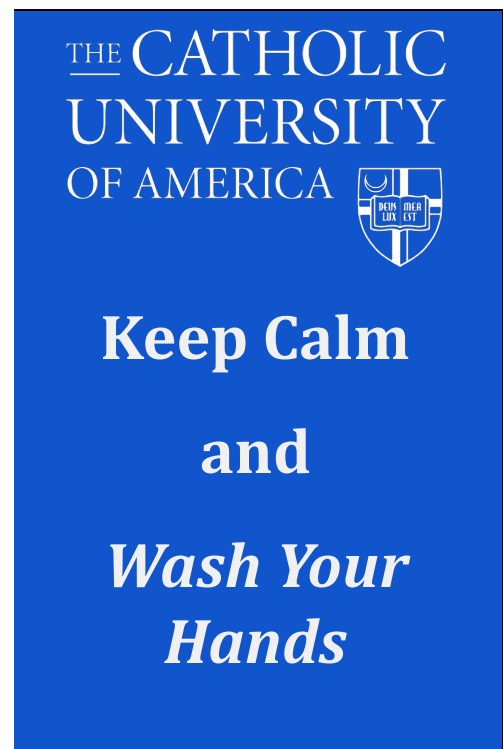
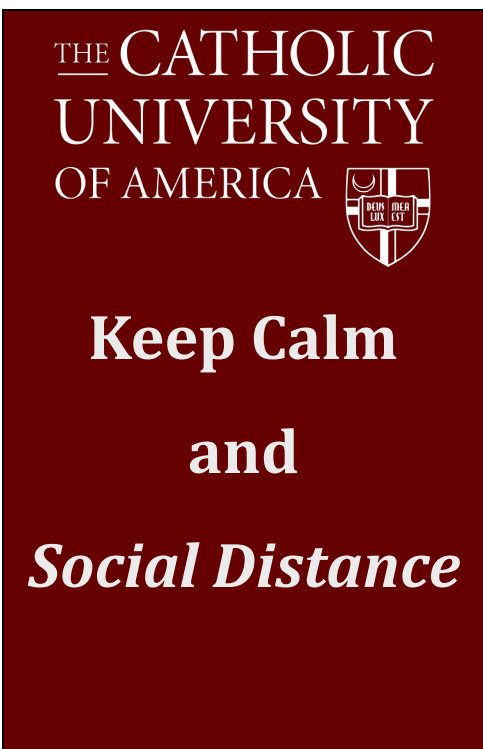
If you are using public transportation to get to campus, follow local government and transit guidance for maintaining health and safety when on trains, buses, or Metrorail.

See the [WMATA Website](#) for information. This includes, but is not limited to, avoiding high-touch surfaces, maintaining social distancing, and wearing a face covering.

University business travel remains prohibited during phase 1. With respect to any personal travel, be aware of international travel restrictions or limitations (see the [Department of State's Travel Website](#) for further information, as well as the [Transportation Security Administration's FAQ's](#) for possible restrictions upon re-entering the United States).

4. Minimize In-Person Contact

When on campus, continue to follow the guidance in the University's [Social Distancing Policy](#). This includes maintaining six feet distance from others if feasible and wearing face coverings when it is not (see below for further information).



Do not shake hands with others, wash your hands with soap and water for at least twenty (20) seconds or use hand sanitizer frequently, cover coughs or sneezes with a tissue, paper towel, or your elbow, and avoid touching your eyes, nose, and mouth.

Avoid lingering in common areas, offices, or enclosed spaces with others to the extent possible; only one person should be in an elevator at a time unless the individuals are family members. As noted below, the University is reconfiguring classrooms and other University spaces to increase social distancing, and you may request further reconfigurations of work spaces.

Avoid in-person meetings whenever feasible. Instead, use telephones, email, Zoom or Google Meet. Include phone/video information in every new calendar meeting invitation. Keep any in-person meetings short and focused, with no more than 10 people during Phase 1. Use face coverings during in-person meetings (see below).

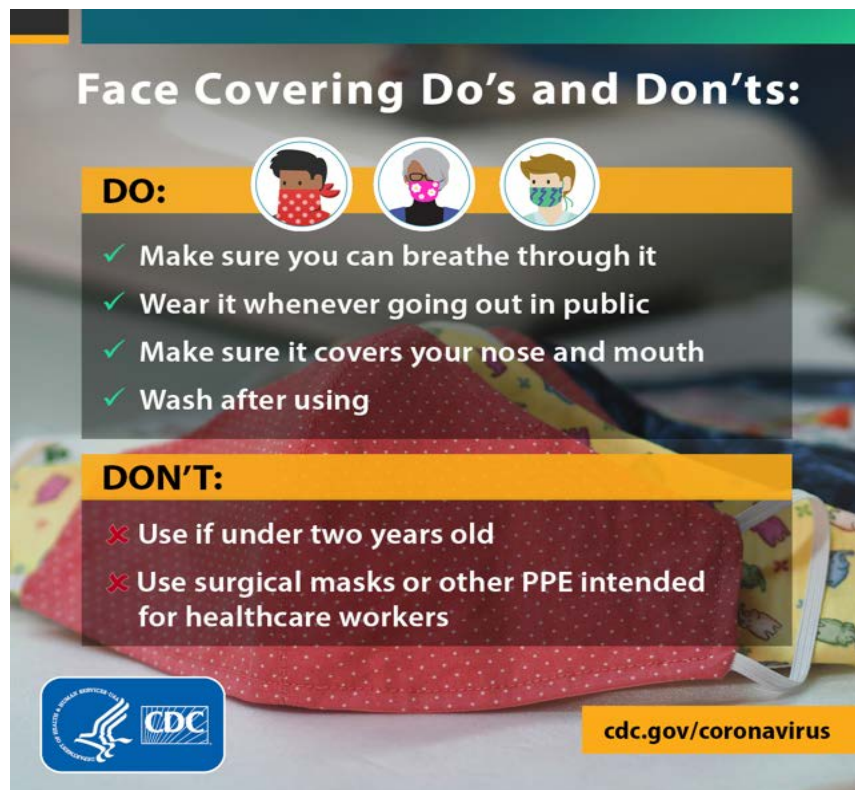
During Phase 1, try to keep track of your interactions with people at work you may come within 6 feet of or remain in their company for longer than 10 minutes. This will help if contact tracing efforts are needed. Note that this is not necessary for instructors in the classroom, as class rosters will enable the University to conduct contact tracing if needed.

5. Use Face Coverings

It's not necessary to wear a face covering when working alone, though you may choose to do so. Do, however, follow the [Social Distance Policy](#), which requires use of face coverings during Phase 1 whenever you are with groups or individuals. Use your own face coverings or those that the University is providing when you return. They might be uncomfortable, but they are an effective way to help keep your co-workers and

their families safe. In addition to the CDC “Do’s and Don’ts” below, see the [CDC Guidance](#) on making, wearing, and washing face coverings.

Remember, using a face covering is how you demonstrate your care for those around you.



6. Keep Work Areas Clean

Our Facilities staff will continue increased cleaning and sanitizing efforts across campus. However, we all have a part to play in keeping the campus clean. We each should regularly clean high-touch surfaces, such as doorknobs, handrails, light switches, telephones, mobile devices, keyboards, desktops and tables, copiers, printers, coffee machines, microwaves and refrigerators doors, desk accessories, vehicle

controls, vending machines, etc. To assist you, the University is making cleaning materials available in central locations in each building.

The University also is providing you with some initial hand sanitizer in your office or work station when you return, along with two face coverings and a quick-reference guide for healthy work practices.

Avoid using coworkers' phones, desks, offices, or other work tools and equipment whenever possible. If necessary, clean and disinfect them before and after use.



7. Request to Re-configure Your Workspace

In preparation for a return to campus, Facilities is reconfiguring a number of spaces on campus to avoid close contact and increase social distancing. This includes classrooms and office spaces. If you feel that you need to increase the space between you and others, submit a [Facilities Routine Service Request Form](#) or call tel. (202) 319-5121 for assistance. You also should feel free to move smaller office items (chairs, side tables, other light items) yourself if feasible for you to do so.

8. Eat Meals Safely

To minimize in-person contact, consider bringing meals to campus and eating at your work location or in an open area where social distancing can be maintained. Use single-use utensils, cups, plates, napkins, sponges, etc. to avoid potential contamination, and throw the items out after use. If you eat at your work location, be sure to clean it thoroughly before you start eating and when you are finished eating.

9. Know your Work Area

Each building and work area is different, so health and safety measures may be different. Look for any specific guidelines for your building, office, suite, or other location. If you don't see specific guidance, ask your supervisors.

10. Ask Questions and Stay Informed

Health and safety are extremely important. If you have questions about health and safety, contact Human Resources at safereturnideas@cua.edu or Environmental Health and Safety at cua-ehs@cua.edu.

Remember also that you can always submit a question or raise a concern anonymously through the University's Compliance and Ethics Helpline. The Helpline is available 24 hours a day, 7 days a week toll free at (855) 350-9396 or online at www.thecatholicuniversityofamerica.ethicspoint.com.

Employees working on campus also should review regularly the following:

- Share Your Care index card (available at your work space)
- [Catholic University - Responding to the Novel Coronavirus \(Updates and FAQs\)](#)
- Employee Assistance Program (Carebridge, tel. 1-800-437-0911)
- [White House Guide for Opening Up America](#)
- [D.C. Government Coronavirus Website](#)
- [CDC COVID-19 Website](#)
- [Occupational Safety and Health Administration COVID-19 Resources](#)
- [Human Resources - Resources and Initiatives](#)
- Notices and orders from the states where you live, as they may change frequently

Appendix E

Procedure for Reporting and Responding to Potentially-Positive COVID-19 Cases

Responsible Officials

Louis Alar, Senior Director for Environmental Health, Safety, and Risk Management

Dr. Loretta Staudt, Director, Student Health Services

Matthew McNally, Chief Human Resources Officer

Implemented: June 25, 2020

Purpose of Procedure. So that the University can identify and notify individuals who may have been in contact with an employee who may have COVID-19, supervisors and managers should report when one of their employees either:

- a) tested positive for COVID-19; or
- b) is presumed positive (meaning that the employee has been told by a health care provider that they are likely positive, even if they have not been tested or the results are pending.)

In the event that the University learns that an employee has tested positive or is presumed positive through a source other than an employee's supervisor, the Employee Relations Team, which handles matters of occupational health for University employees, will accept the notification from such alternate reporting sources and follow these procedures.

What to Report: Supervisor and managers should report as much of the following as is initially known; missing items will be developed in collaboration with the Employee Relations team:

- a) The name, job title, department, and division for the employee who has tested positive or is presumed to have tested positive;

- b) The name, job title, department, and division, if known for any “Close Contacts” with the affected employee. Close Contacts are defined as persons who were within 6 feet of, or were within the same room as, the affected employee when the affected employee had symptoms, or within 48 hours *before* the onset of those symptoms. Employee Relations will contact the supervisor to help develop this list if needed.

Example: Bill noticed he was feeling feverish Wednesday at noon, and was seen by his doctor the next day who told him he was likely infected and should be tested for COVID-19. Bill’s Close Contacts at work would include anyone who shared his office or spent time with him since the *previous Monday* at noon.

What to Ask the Employee. *First and foremost, meet and interview the employee away from other employees, maintain social distancing, and wear a mask. These steps will not only promote health and safety, but protect privacy.* To obtain the necessary information for the University to notify affected individuals, supervisors or managers should ask the employee the questions below.

- a) When did you first notice you had symptoms, and what symptoms did you have?

Setting the anchor for the following questions to be 48 hours BEFORE they first noticed symptoms, ask:

- b) Who have you been in contact with since the anchor time?

- c) For each of the people identified, describe:

1. The nature of the contact;
2. How far away you were;
3. For how long you were in contact;
4. The purpose of the contact; and
5. Whether you were symptomatic at the time of contact.

- d) Do you share an office or work with anyone closely?

- e) Did you share any common areas with others?

Where to Report: Reports should be made to the University via the designated email address CUA-CoronaResponse@CUA.EDU. The email address is monitored by the Senior Director for Environmental Health, Safety, & Risk Management, the Director of Student Health Services, and the Chief Human Resources Officer.

What Will Happen Next: Upon receipt of a report the University will take the following action:

- a) Notify the D.C. Department of Health.
- b) The Employee Relations Team within the Office of Human Resources will contact the supervisor, who in turn will provide to the Employee Relations Team the list of actual or suspected "Close Contacts" (defined below) by name, job title, department, and division, and whether the each potential Close Contact is an essential worker.
- c) The Employee Relations team will review the list of potential Close Contacts with the response team to determine which should be notified of potential exposure.
- d) The Employee Relations team will provide the supervisor with a customized version of the [email template](#), titled "Notice of Possible Workplace Exposure" to be used to notify the "Close Contacts." There are different versions for essential employees and students.
- e) The employee's supervisor or Employee Relations, at the choice of the supervisor, will send the approved note(s) to the list of "Close Contacts" with a cc to HR-EmployeeRelations@cua.edu for recordkeeping and audit purposes.
- f) Facilities Division personnel will assess the affected employee's workplace and places the affected employee visited on campus to determine what, if any, additional cleaning or other remedial measures are appropriate based on the nature and context of the event.
- g) The Director of Student Health Services may provide additional instructions and guidance, if appropriate and based on the context of the event.

How to Protect Privacy Further. Per the University's [Information Security and Assurance Policy](#), medical information, including information concerning COVID-19 symptoms or tests, is confidential and may only be shared with University personnel or external entities on a need-to-know basis.

Supervisors should report the names of employees with suspected illnesses, as well as Close Contacts and other pertinent information, only to the Employee Relations Team, the Senior Director for Environmental Health, Safety, & Risk Management, the Director of Student Health, or other personnel designated by the foregoing officials. Supervisors should not share the identities of employees with suspected illnesses with others, including Close Contacts.

Questions regarding privacy should be directed to the Chief Ethics, Compliance, and Privacy Officer at cua-compliance@cua.edu.

What to Do if You're Unsure. *Err on the side of caution.* If you are unsure whether an employee has COVID-19 or may have it, or if you are uncertain about how to follow this procedure, contact CUA-CoronaResponse@cua.edu and ask for guidance.

Appendix F

Student Training Content

In addition to the above University efforts, a healthy, safe, and phased return will need the cooperation and participation of the entire campus community. This online session is designed to provide you with information and support as to what you can do to care for yourself and for one another once we begin our return to campus.

1. Care for Yourself if You are Sick

First and foremost, take care of yourself! If you are sick, or if you experience symptoms, stay home, notify your supervisor, and seek medical attention. Common symptoms of coronavirus include:

- | | | |
|--------------|-----------------------------|-----------------------|
| →Cough | →Shortness of breath | →Difficulty breathing |
| →Fever | →Chills | → Muscle pain |
| →Sore throat | →New loss of taste or smell | |

If you are showing symptoms but still are able to take your classes from your place of residence please, do so. If you have questions, contact your faculty and/or academic advisor.

If you have been sick and are not sure if you should return to work, contact your health care provider and then your supervisor or Human Resources for guidance.

2. Travel Safely

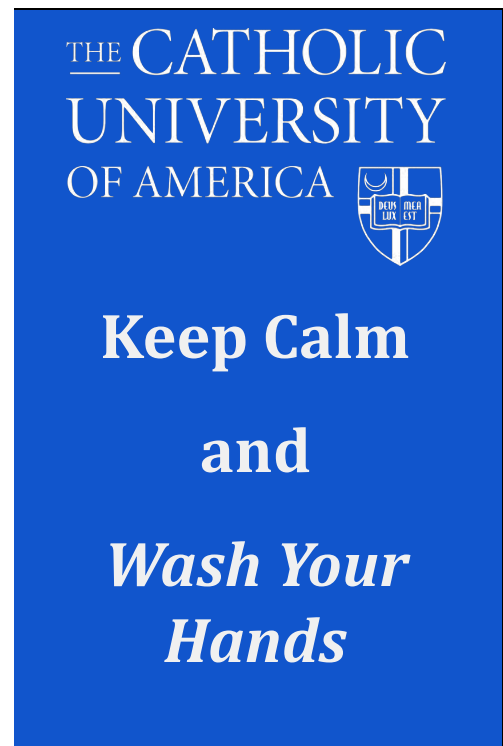
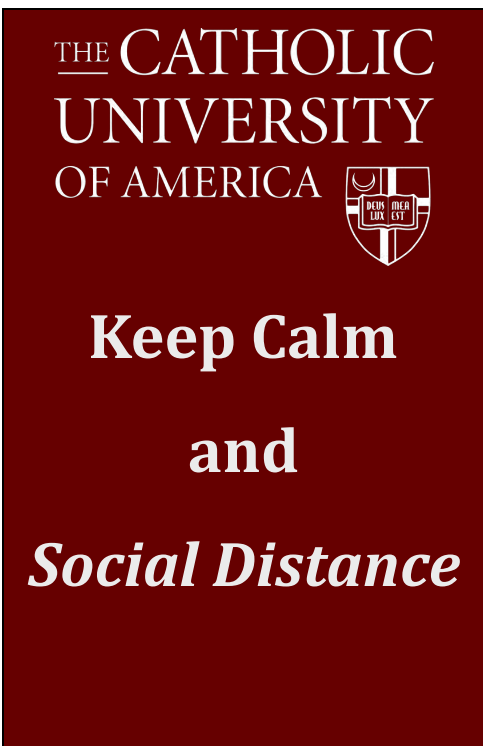
If you will be driving to campus, avoid having more than two (2) other persons in a ride-sharing vehicle at any time. Wear a face covering while traveling with others, and frequently disinfect high-touch surfaces in the vehicle.

If you are using public transportation to get to campus, follow local government and transit guidance for maintaining health and safety when on trains, buses, or Metrorail. See the [WMATA Website](#) for information. This includes, but is not limited to, avoiding high-touch surfaces, maintaining social distancing, and wearing a face covering.

University business travel remains prohibited during phase 1. With respect to any personal travel, be aware of international travel restrictions or limitations (see the [Department of State's Travel Website](#) for further information, as well as the [Transportation Security Administration's FAQ's](#) for possible restrictions upon re-entering the United States).

3. Minimize In-Person Contact

When on campus, continue to follow the guidance in the University's [Social Distancing Policy](#). This includes maintaining six feet distance from others if feasible and wearing face coverings when it is not (see below for further information).



Do not shake hands with others, wash your hands with soap and water for at least twenty (20) seconds or use hand sanitizer frequently, cover coughs or sneezes with a tissue, paper towel, or your elbow, and avoid touching your eyes, nose, and mouth.

Avoid lingering in common areas, offices, or enclosed spaces with others to the extent possible; only one person should be in an elevator at a time unless the individuals are family members. As noted below, the University is reconfiguring classrooms and other University spaces to increase social distancing.

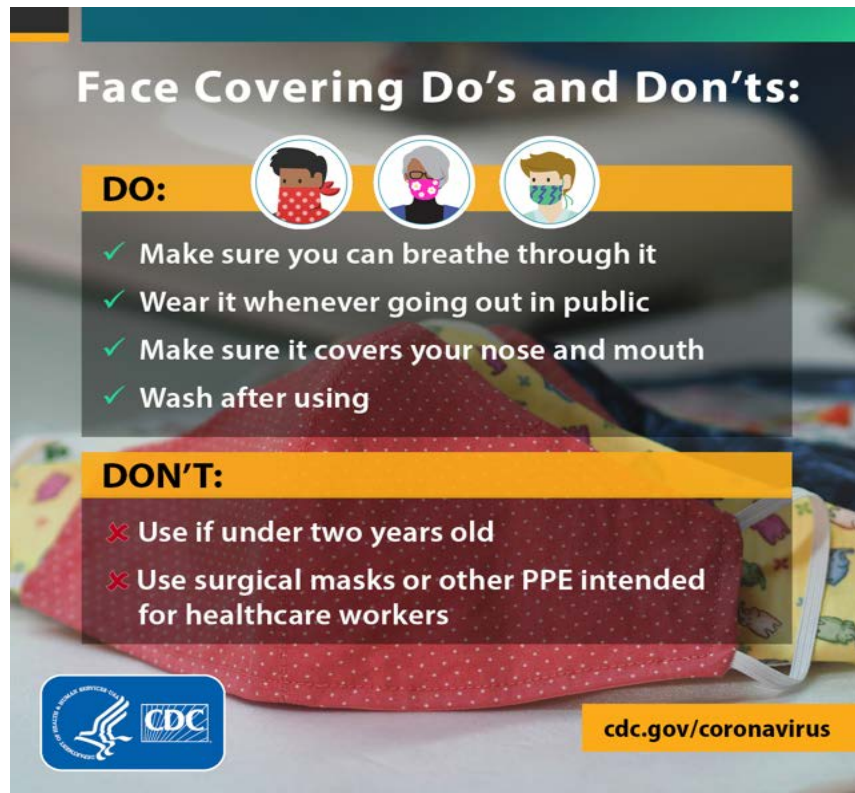
Avoid in-person meetings whenever feasible. Instead, use telephones, email, Zoom or Google Meet. Include phone/video information in every new calendar meeting invitation. Keep any in-person meetings short and focused, with no more than 10 people during Phase 1. Use face coverings during in-person meetings (see below).

Try to keep track of your interactions with people you may come within 6 feet of or remain in their company for longer than 10 minutes. This will help if contact tracing efforts are needed.

4. Use Face Coverings

It's not necessary to wear a face covering when you are alone, though you may choose to do so. Do, however, follow the [Social Distance Policy](#), which requires use of face coverings during Phase 1 whenever you are with groups or individuals. Use your own face coverings or those that the University is providing when you return. They might be uncomfortable, but they are an effective way to help keep your co-workers and their families safe. In addition to the CDC "Do's and Don'ts" below, see the [CDC Guidance](#) on making, wearing, and washing face coverings.

Remember, using a face covering is how you demonstrate your care for those around you.



5. Keep Classroom and Residential Areas Clean

Our Facilities staff will continue increased cleaning and sanitizing efforts across campus. However, we all have a part to play in keeping the campus clean. We each should regularly clean high-touch surfaces, such as doorknobs, handrails, light switches, telephones, mobile devices, keyboards, desktops and tables, printers. To assist you, the University is making cleaning materials available in central locations in each building.

THE CATHOLIC
UNIVERSITY
OF AMERICA



Keep Calm
and
Clean and
Sanitize

6. Eat Meals Safely

Concern for yourself and for others requires us to modify how we consume the food that will be provided by Dining Services. The Student Restaurant will not be open for in-person dining, only for carry out. The University will provide covered space just outside the Pryz for outside dining (this space might also be available for student meetings and study, properly distanced). Options under consideration for a future phase include indoor seating at reduced capacities, scheduled dining time slots, and meal delivery to the residence halls and other campus locations, all as determined by Student Affairs leadership after a careful and dynamic assessment of feasibility and risk, and consistent with local and federal guidance and requirements.

Thorough cleaning will be performed in all dining areas between meals and all individuals involved in preparation or delivery of food or the sanitation of the premises will undergo daily temperature checks and symptom checks. The [Dining Services Website](#) sets forth the details. We hope to be able to use proximity card readers to further reduce the amount of person-to-person contact in the dining facilities, which will also route foot traffic in a way that minimizes congestion and risk in the Student Restaurant as well as at Starbucks and the food court.

7. Ask Questions and Stay Informed

Health and safety are extremely important. If you have questions about health and safety, contact Dean of Students - deanofstudents@cua.edu

Student also should review regularly the following:

- Cardinals Care index card with pertinent information

- [Catholic University - Responding to the Novel Coronavirus \(Updates and FAQs\)](#)
- [White House Guide for Opening Up America](#)
- [D.C. Government Coronavirus Website](#)
- [CDC COVID-19 Website](#)

Appendix G

Detail of Student Health Services Preparation Protocols

- Staff have been trained in the proper use of personal protective equipment (PPE). They have been trained what PPE to use depending on the circumstance.
- Staff have been required to keep up to date with the most current CDC and D.C. Department of Health information regarding COVID-19.
- Multiple staff members have taken online contact tracing classes to better inform themselves and enhance our ability to assist the D.C. Department of Health in contact tracing of positive COVID-19 patients.
- All patients must be screened for COVID-19 symptoms and possible exposure when they call for an appointment. They will be screened again the day before an appointment and at the time of check in.
- All patients will be required to have a face covering to come into the building. All staff must wear surgical masks for all routine face to face patient encounters as well as when they cannot maintain a safe distance from another staff member when in the office.
- One examination room in the office will be a dedicated isolation room for any patient with possible COVID-19 symptoms. Protocols have been developed such that after a patient is seen in that room, all touch points and surfaces must be wiped down with an approved disinfectant before it may be used again.
- All exam rooms will be wiped down twice daily and more frequently if needed.
- Student Health Services will be encouraging virtual appointments with providers when indicated. Scheduling has been altered and the office will have routine, well, and patients with non-Covid related symptoms in the morning. The afternoon appointments will be for “sick” visits or patients with potentially COVID-19 related symptoms. The number of patients allowed in the waiting room at one time will be limited.

- All COVID-19-positive students will be monitored daily by a provider through virtual appointments.
- Open and direct communication with the DOH regarding COVID-19 patients will be maintained and the office will communicate with DOH in a timely fashion.
- Student Health Services is working with the Facilities division to develop a one-way traffic flow within the office. Facilities personnel are providing assistance with appropriate signage, adding additional wall-mounted hand sanitizers within the facility, and in evaluating our HVAC system.
- Furniture in the waiting room will be reconfigured to provide social distancing and reduce any touch point areas.
- Patients needing testing for COVID-19 are currently referred to a local DOH site or alternate testing site. The University is in the process of evaluating different vendors to provide onsite testing for students starting Aug. 10.

Appendix H

Additional Examples of University Communications

Email Subject: Corona Guidance for Supervisors: Return to Campus Planning

June 4, 11:10 am

From: Chief Human Resources Officer

To: cua-cfs-managers; HR-Leadership

Dear Supervisors,

First and foremost, my thanks to everyone who took the time to participate in the Safety Town Hall yesterday. Spending two hours listening to a Zoom presentation takes real stamina! It was heartening, though, to see the care and attention you all show for one another as a larger community.

I want to cover some of what I shared, but with a bit more detail as we begin the more formal Return to Campus planning process. Understanding that many of you have been on campus all along keeping things running, for which we are all extremely grateful, this note focuses on how we envision the balance of the staff returning safely to campus.

Phased Return to Campus

While tracking the DC Department of Health, CDC, and OSHA guidelines, the University is planning to maintain modified schedules for the summer that continue to support some Work from Home while safely bringing the balance of our staff to campus to support the needs of our community. Some *areas* will have greater needs for on-campus presence than others as dictated by each area's responsibilities. Similarly, some *roles* lend themselves to Work from Home, where others are only possible to fulfill on-campus. Supervisors will continue to tune their areas' schedules as both governmental guidance and business needs evolve.

Of note, in support of social distancing, most areas will not return right away to all staff being on campus at the same time. Supervisors are directed to use rotation and shift schedules, in combination with some Work from Home, to meet their areas' objectives. Alternative campus work locations are also under consideration for some areas in further support of social distancing.

As supervisors, you are asked to take into consideration the nature of the work and services your area provides as you develop your area's staffing model. Which activities are customer-facing? What seasonal load informs your capacity needs at

any given time? Which of your staff have private offices, which in open areas? Other constraints such as those around the realities of limited child care and public transportation might inform your model, as will the safety of vulnerable individuals. Which is to say, there's a lot to keep in mind!

Taking all of that into account, our high-level phases for the summer are:

1. Planning Phase for June 8 through July 2

- a. While meeting their ongoing responsibilities, supervisors use this phase to work with their area's leadership and the Office of Human Resources to build, where practicable, staffing models which include the usage of rotation and shift schedules, core hours, and some continued Work from Home
- b. Supervisors start coming to campus at least one day a week starting June 8 if they aren't already, remaining staff start a similar one day a week rotation starting June 22 if they haven't already - the balance of one's work may continue using Work from Home as long as business needs are met
- c. All employees complete *Returning to Campus Training by July 2*

2. Summer Work Phase, starting as early as July 6, around when DC moves to Stage 2 in "Re-open DC's 4-Stage Approach"

- a. Supervisors tune their on-campus presence to at least 2 to 3 days per week on campus
- b. Overall campus presence gradually increases, driven primarily by each area's business needs and objectives

3. Back to School Phase activities, starting as early as Aug. 3, around when DC expects to enter Stage 3.

- a. Targeting an overall campus density of 50% as appropriate - some areas will have more employees on campus than others to meet their area's needs - some employees will be on campus more often than others

Over the last four weeks, I've been meeting with the VP's and their leadership teams to develop the phased approach described above, and am happy to join you in your local planning sessions as well. Having been through the detailed planning for a number of different teams on campus already, it's clear that each area is best served by developing a customized plan that balances the localized needs of its employees with that area's business objectives.

A few of the approaches, many of which are often combined:

- rotating individuals in for whole weeks to ease their ability to plan for child care
- rotating individuals in by days when they have shared offices or in support of child care

- rotating one staff on each floor and a supervisor every day
- rotating in by roles and activities - everyone takes their turn on campus as the “X for the Day” and works as “Y for the Day” when Working from Home
- scheduling in waves to best support the campus events or programs they manage
- having “early” and “late” start teams that overlap for a few core hours every day

Which is simply to say, supervisors are enabled and directed to design a staffing model that meets the unique needs and challenges for their area. Meeting our business objectives will be challenging, to be sure, but continuing to meet those objectives plays a crucial role in the University’s overall success.

Given the dynamic nature of our current environment, I would be remiss not to mention that we will surely revise our thinking over time. This is not to say we are not committed to our plans. Only that we will responsibly and continuously adapt those plans as things evolve. I ask for your patience in advance as we navigate these challenges together.

As always, my best to you and yours,

Matthew McNally

CHRO | CIO | The Catholic University of America

202.319.4374 | mcnally@cua.edu

Email Subject: Supervisor Guidance: Facial Coverings Policy While With Others

May 14, 1:39 pm

From: Chief Human Resources Officer

To: cua-cfs-managers

Dear Supervisors,

Although the start of our phased, general return to campus is still a few weeks away, many of our essential staff are already working on campus. To that end, I wanted to share our new guidance around wearing facial coverings - in short, wearing a mask is now required while you're with others on campus. Here's the specific language from our announcement:

"While the majority of our workforce continues to work from home, there is still plenty of activity on campus as we conclude one academic year and gear up for the next. Ideally, we try to maintain the six-foot (2 arm lengths) social distance from each other, but that is not always practicable. Because of that reality, **it is University policy that when employees are on campus and within six feet of another, they wear a face covering.** Further, even when you are not within six feet of another, if you work in a client-facing role where it is reasonable to expect someone might walk into your area, you should have a face covering on hand for immediate use. Our policy is informed by the CDC and local governments, and most of us have had that experience navigating the commercial world in recent weeks.

Following this policy means that all of us are doing our part to stop the spread of the virus by looking out for each other. Remember, the face covering doesn't protect the person wearing it, it protects the people we come in contact with. As all of us will come in contact with people closer than six feet at times, an easy way to stay prepared is to always have a face covering around your neck and then to pull it up when you are in an environment where you are close to others."

We'll have facial coverings available for all during the general return, but can also make them available now for people who are on campus and in need of one now. Send me a note and we'll hook you up!

My thanks to all in advance as we adjust to the new 'fashion normal.'

Matthew McNally

CHRO | CIO | The Catholic University of America

202.319.4374 | mcnally@cua.edu

Appendix I

Additions to The Catholic University of America's COVID-19 Phased Campus Reopening Plan, originally submitted on June 30, 2020.

This appendix consists of two components: (1) the University COVID-19 pledge, amended as requested by the District of Columbia, and (2) Catholic University's Quarantine Plan, revised in response to the Mayor's Order 2020-081: Requirement to Self-Quarantine After Non-Essential Travel During the COVID-19 Public Health Emergency.

1. **Revised Pledge.** The pledge has been revised to expressly include a commitment not to host or attend a gathering of more than 10 individuals.



Cardinals Care Pledge

As members of the Catholic University community, our relationships are governed by the commandment to "love your neighbor as yourself." I pledge to do my part to take responsibility for my own health and the protection of others, and to help keep our community safe from the spread of COVID-19. I take this responsibility with the utmost seriousness and will follow the instructions and expectations provided by the University.

As a student at Catholic University, I agree to the following:

1. I will perform a daily health screening and seek advice from Student Health Services if I have responded "yes" to any of the following symptoms associated with COVID-19 or have come into close contact (within 6 feet for 15 or more minutes) with a confirmed positive COVID-19 person:
 - o Fever of 100.4°F or higher
 - o Cough
 - o Shortness of breath or difficulty breathing
 - o Fatigue, muscle aches or body aches
 - o Headache
 - o New loss of taste or smell
 - o Sore throat
 - o Congestion or runny nose

o Nausea, vomiting or diarrhea

2. I will follow the directions of Student Health Services and stay in my residence when I am experiencing symptoms, except to seek medical care.

3. I will, whenever possible, maintain social distance of at least 6 feet from other people.

4. I will regularly wash my hands with soap and water or use hand sanitizer.

5. I will always wear a face covering in all campus buildings when other people are present, and outdoors when keeping a six-foot distance cannot easily be achieved. Exceptions include when eating or drinking or within my assigned residence hall room.

6. I will regularly clean and disinfect my room, shared common spaces, personal belongings, and clothes.

7. I will help enforce safety measures on campus by respectfully reminding others to wear face coverings and follow good personal hygiene practices.

8. I will use doors marked as entrance and exit appropriately and follow any building flow arrows in the proper direction, even if this means having to exit the building and re-enter.

9. I will follow all COVID-19 signage instructions.

10. As a resident of Brookland, Ward 5, and the greater Washington, D.C. community, I will practice responsible citizenship, abide by D.C. regulations regarding face coverings, and not engage in disruptive or unsafe behavior on or off campus. I will not host or participate in social gatherings with greater than 10 individuals physically in attendance.

I acknowledge that I have read, understand, and will follow the Cardinals Care Pledge.

Signature

Printed Name

2. Revised Quarantine Plan.

In order to abide by the Mayor's order, to assist in mitigating the spread of COVID-19 in the District, and to protect the health, safety, and welfare of District residents, The Catholic University of America will ask all returning campus residents (regardless of the state in which they live or are coming from) to quarantine upon their arrival to campus through Sunday, September 6. The University has substantially reduced its resident population and will welcome freshmen only to campus residence halls, plus supporting staff and a few unique cases (international students unable to travel and students who are homeless or have no other safe and realistic housing options), a total of 650-700 residents.

All students returning to D.C. and residing off campus (regardless of the state in which they live or are coming from) will be asked to return to their District residences by Sunday, August 23 and to remain in quarantine through Sunday, September 6. We will ask all students to refrain from travel for the Labor Day weekend. All academic classes will be held virtually through Saturday, September 5, with in-person instruction commencing on Tuesday, September 8.

While in quarantine, all Catholic University of America students studying in-person on campus will:

- **Stay in their residences**, leaving only for essential medical appointments or treatment, for exercise (without in-person contact and wearing proper facial covering), or to obtain food and other essential goods when the delivery of food or other essential goods to their residence is not feasible.
 - Campus residents with meal plans will receive their meals each day from a meal distribution location close to their residential community and at a scheduled time to allow for social distancing. Due to the Labor Day holiday meals will continue to be picked up in these locations until the Przybyla Student Center reopens in September.
 - Avoid using public transportation except for essential purposes as outlined above.
- **Not invite or allow guests** into their quarantined residences both on and off campus. There will be no visitors, external to the residential community, permitted in the residence halls during the fall semester.
- **Not share personal items** with others in their suites, apartments, or off-campus homes.
- **Self-monitor for symptoms** of COVID-19, take their temperatures daily and complete a short health survey each morning on the daily health checker app. They shall seek appropriate medical advice or testing if COVID-19 symptoms arise,

by contacting Student Health Services at tel. 202-319-5744. The daily health checker will be sent to all students every morning; faculty and staff may opt in.

- Comply with any additional University or D.C. COVID-19 related requirements pertaining to health and safety.

The Catholic University of America will continue to employ enhanced cleaning protocols through Facilities and Maintenance and encourage residents to increase cleaning through one-on-one conversations with Residence Hall staff and passive campaigns. Students will be reminded to maintain social distance, practice good hygiene (*e.g.*, frequent hand washing, avoiding touching the face, covering coughs and sneezes), and wear a face covering. They will receive these reminders on multiple platforms, to include mandatory online training, social media campaigns, posters, videos, and virtual conversations with University staff.

In accordance with the University's Social Distancing Policy and Face Covering Policy all members of the University community are required to wear face coverings whenever they are on campus, including when walking outdoors. They need not wear face coverings in their own residence hall rooms or while eating in dining tents.

During the required 14-day initial quarantine period, all common areas of the residence halls and all other campus buildings (with the exception of Student Health Services) will be closed to students through September 7.

In order to decrease the number of buildings students may need to travel to during quarantine the University Post Office will set up remote locations for package pickup and delivery within the residential community.

All University staff working within the quarantine locations both during this mandatory quarantine and during individual quarantines throughout the semester will be required to wear a mask and gloves and keep a six-foot distance from the residents in the spaces.

In order to move all students on campus efficiently and with the least risk during the move-in period, a small group of approximately 65 students from states not listed as "hot spot" states will be permitted to return prior to the scheduled move in dates. These students will assist with move in as required and quarantine with the rest of the student population beginning on Sunday, August 24.

Enforcement. Students are expected to follow the quarantine as outlined. If a student is found in violation of the quarantine, a verbal request for compliance will be made to educate, encourage, and persuade individuals to quarantine. If a student refuses to comply, the Office of the Dean of Students will be notified through the on-call protocols and the student may be required to return home to resume classes virtually.