



## **Trinity Renaissance 2020**

***Principles, Framework and Plans for Reopening Trinity's Campus  
In Response to the Covid-19 Pandemic***

***And Strategic Foundation for Managing Trinity's Programs, Services,  
Personnel and Facilities Going Forward***

*As of 6/8/2020*

*This paper guides Trinity's work in planning the best possible methods for reopening the campus and moving forward with changes in programs, pedagogy, staffing, technology and other aspects of campus life. Trinity senior executive staff created this document in dialogue with their respective staff teams; the entire campus community --- students, faculty, staff, trustees --- received and commented on this document in the week of June 1, and their feedback is incorporated in this edition. This document will continue to be updated and changed as circumstances require.*

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## EXECUTIVE SUMMARY

With just about 1800 students slated to attend in Fall 2020, and just about 225 residential students, Trinity is a relatively small university compared to others in the Washington region. In response to the Covid-19 pandemic, and consistent with the guidance and regulations stated in Re-Open DC, the CDC, American College Health Association and other sources, Trinity anticipates a reopening sequence that starts with some offices reopening on a rotational staff schedule in late June and July, fully remote new student orientations through the summer, and then a modified fall class schedule with these variations:

- 62% of all courses delivered online in Fall 2020; 22% hybrid; 9% face-to-face; 7% other (clinical, internship or practicum);
- Professional and Graduate Schools (PGS, including SPS, BGS, EDU) will continue with all online classes through the fall semester, and these classes will start at the previously scheduled times on the academic calendar;
- Nursing and Health Professions (NHP) will have a blended course delivery model with much online but some Face-to-Face (F2F) for lab and simulation;
- College of Arts and Sciences (CAS) classes will start after Labor Day, on September 8, and will have some online courses and some F2F courses, with greater emphasis for first year courses on campus and more upper division courses online, and all may include hybrid instructional modes;
- Residence Halls will have one resident per room. Move-in will occur on an appointment schedule starting August 29; specific prevention protocols for residence halls and dining services;
- 100% ID check throughout campus and visitors limited to specific areas;
- Conferences and Trinity Center gym/health club will not resume until mid-to-late fall pending DC achieving Phases 2-3 and approval of reopening gyms/health clubs;
- Gathering sizes align with rules for DC phases and prevention protocols followed for gatherings when they resume.

Trinity complies with all directions and regulations of the D.C. Department of Health for prevention of the spread of Covid-19 and mitigation of the disease, and this plan specifies the essential rules for each area of operation including wearing masks, sanitizing, hand washing, screening, testing, quarantine and all related requirements.

### **Key Trinity Managers for Reopening and Covid-19 Response**

Overall Management and Direction:	President Patricia McGuire <a href="mailto:president@trinitydc.edu">president@trinitydc.edu</a> 202-884-9050
Health Services:	Dr. Jacqueline Newsome-Williams Director of Health Services <a href="mailto:Newsome-williamsJ@trinitydc.edu">Newsome-williamsJ@trinitydc.edu</a> 202-884-9615
Student Affairs:	Dr. Karen Gerlach Vice President for Student Affairs <a href="mailto:gerlachK@trinitydc.edu">gerlachK@trinitydc.edu</a> 202-884-9203
Academic Affairs:	Dr. Carlota Ocampo Provost <a href="mailto:ocampoC@trinitydc.edu">ocampoC@trinitydc.edu</a> 202-884-9209
Facilities Services:	Mr. William Shaffer Director of Facilities <a href="mailto:shafferW@trinitydc.edu">shafferW@trinitydc.edu</a> 202-884-9333
Human Resources:	Ms. Tracey Prince Ross Executive Director of Human Resources <a href="mailto:princeTr@trinitydc.edu">princeTr@trinitydc.edu</a> 202-884-9126

### **Note on Reverting to 100% Remote Environment in the event of a Resurgence;**

DC DOH guidelines ask for plans to end campus activities and return to fully remote operation in the event of a resurgence of Covid-19. As this plan indicates, Trinity's campus operations will be quite limited in the Fall of 2020. Hence, if circumstances require a return to fully remote operation, Trinity will be able to do so quickly.

Trinity did permit some resident students who needed housing to remain in campus dormitories throughout the spring of 2020 and this occurred safely. If Trinity needs to stop on-campus operations again, some residential students would remain as before and Trinity would provide for their safety and essential care.

Trinity Security personnel (Allied Universal) and Facilities personnel (Aramark) are essential employees and have continued their duties on campus throughout the pandemic, and will continue to provide essential services in the event of another interruption of operations.

May 29, 2020

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## Reopen DC Guidance

### **Coronavirus 2019 (COVID-19): Guidance for Colleges and Universities**

As District Colleges and Universities re-open their campuses, the following measures should be taken to reduce the risk of COVID-19 transmission among students and staff. Furthermore, the below questions should be addressed in each institution's reopening plans. For additional information, see <https://coronavirus.dc.gov/reopendc>.

**Trinity Washington University responses in red throughout this document, and this document accompanies the master plan for the university.**

**For overall questions about Trinity's plan contact President Patricia McGuire, 202-884-9050 [president@trinitydc.edu](mailto:president@trinitydc.edu)**

### **Prevention Measures**

District Colleges and Universities should ensure the following provisions are followed:

- No more than 10 people clustered or grouped in any one area, **(Yes, referenced throughout Trinity's Plan)**
- Six feet spacing between individuals for academic and non-academic activities, **(Yes, throughout plan)**
- Cancel large gatherings of students and/or staff, such as assemblies and in-person social events, **(Yes, throughout plan, no large gatherings)**
- Universal non-medical face coverings (face mask) for all students and staff during in-person academic or non-academic activities, especially when social distancing is difficult. **(Yes, masks required throughout, masks available at all public locations)**
  - Exceptions should be made for those with medical contraindications to face coverings. **(Yes, Health Services will make accommodations)**
- High Risk Individuals should be advised by a medical professional prior to engaging in in-person campus activities. This includes individuals 65 years of age and older, as well as those with the following conditions: **(Yes, noted in the plan)**
  - Chronic Lung Disease,
  - Moderate to severe Asthma,
  - Serious heart conditions,
  - Immunocompromised conditions,
  - Severe obesity (>40 Body Mass Index),
  - Diabetes,
  - Chronic Kidney Disease, and/or
  - Liver Disease
- All facilities should be regularly cleaned according to District and CDC guidance, **(Yes, in the Facilities part of the plan)**
- Schools who are reopening after a prolonged facility shutdown should ensure all ventilation and water systems and features are safe to use, per CDC guidance, **(Yes, in the Facilities part of the plan)**
- Regular (multiple times a week to daily) symptom screening should occur for all students and staff. This can be done through questionnaires. If objective measurements are taken (i.e. thermometer for temperature), then appropriate protocols with personal protective equipment and trained staff should be utilized. Specific symptoms to screen for include: **(Yes, we will use a mobile app, see general community guidance and throughout the plan)**
  - Fever (subjective or with a temperature greater than 100.4 degrees Fahrenheit)
  - Cough

- Nasal congestion or runny nose
  - Sore throat
  - Shortness of breath
  - Diarrhea
  - Nausea or vomiting
  - Fatigue
  - Headache
  - Muscle Pain
  - poor appetite
  - Loss of taste or smell
  - Or any other symptom of not feeling well.
- v
- Students and staff who are returning from domestic or international travel should have a health screen (symptoms or test-based) and closely monitored for development of symptoms. This is in addition to following any CDC and District of Columbia travel advisories. **(Yes, throughout the plan)**

### Prevention-related Questions

The following questions should be addressed within a college or university's reopening plans:

- How are the above prevention measures going to be implemented in the vast array environments students and faculty are in throughout their time on campus? **(Trinity's plan is arranged by major operational area and addresses the prevention measures for each operational area, some are redundant but repeated throughout to reinforce)**
  - Specific environments include classes, dormitories, dining halls, social focused (i.e. fraternities and sororities), research spaces, etc. **(Yes)**
  - If all preventative measures cannot be accommodated in a specific environment (i.e. social distancing in dormitories), then what actions is your institution taking to minimize risk? **(Resident students will be one to a room, residence hall plan has specific requirements for prevention)**
- What is the process to screen and monitor students who have recently had domestic or international travel? **(Clearance process through Health Services coordinated with Student Affairs and Residence Life)**

### Containment and Mitigation Measures

District Colleges and Universities should ensure the following provisions are followed:

- Students and staff who have either tested positive, results pending, or showing symptoms for COVID-19 should be immediately isolated while ensuring their medical, social, and academic needs are met. **(Trinity will quarantine resident students in a wing of Kerby Hall that has private rooms with private bathrooms and is separated from the other parts of the dormitory. Commuter students and personnel will quarantine at home.)**
- Any student or staff member who has symptoms or has had close contact with an exposure should be able to get tested preferably through college health services or their primary healthcare provider. DC Health public testing sites are also available. **(Trinity Health Services will do testing and also coordinate with DC Health.)**
- The District of Columbia Department of Health will contact trace every positive case of a DC resident. Colleges and Universities should coordinate and communicate closely with DC Health when there is a positive case in order to quarantine close contacts and ensure follow up care. **(Yes. Trinity Health Services coordinates contact tracing with DCDOH)**
- Colleges and universities should identify a clear communication plan internally and to DC

Health for reporting of positive cases between the institution and DC Health. DC Health will report positive cases to the University when campus exposures are involved. Universities should be able to quickly provide lists of people at any in-person activities. **(Yes, Trinity Health Services has a communication link with DCDOH and Trinity will provide lists for contact tracing as necessary.)**

- Colleges and university should have a clear plan for reporting all data collected with respect to COVID-19 exposure investigation to DC Health. **(Yes, through Trinity Health Services.)**

### **Containment and Mitigation-related Questions**

The following questions should be addressed within a college or university's reopening plans:

- What is your process and plan for isolating potential positive cases? **(Resident students with Covid-19 symptoms or positive tests will be quarantined in Kerby Hall C wing; commuter students and employees will be directed to self-quarantine at home.)**
- Detail your institution's health services capacity to test those who might need it and to medically care for those who are showing mild to moderate symptoms. **(Trinity Health Services Director Dr. Jacqueline Newsome-Williams will conduct testing and supervise the medical care of resident students; commuter students and employees will be referred to their personal medical providers.)**
- In the event of a return of significant community transmission of COVID-19, what is your plan to draw down in person campus activities? **(Trinity will return to 100% remote instruction if needed, as in spring 2020.)**
- Detail the communication structure with DC Health, including medical points of contact, to coordinate contact trace, isolation, and care provisions for potential cases.
  - **Trinity communication structure with DC Health:**
    - Dr. Jacqueline Newsome-Williams, Director of Health Services (202-884-9618, [Newsome-WilliamsJ@trinitydc.edu](mailto:Newsome-WilliamsJ@trinitydc.edu) )
    - Dr. Karen Gerlach, Vice President for Student Affairs (202-884-9203, [GerlachK@trinitydc.edu](mailto:GerlachK@trinitydc.edu) )



# Trinity Renaissance 2020

## *Principles, Framework and Plans for Reopening Trinity's Campus And Managing Trinity's Programs, Services, Personnel and Facilities Going Forward*

*As of 6/8/2020*

*This paper guides Trinity's work in planning the best possible methods for reopening the campus and moving forward with changes in programs, pedagogy, staffing, technology and other aspects of campus life. Trinity senior executive staff created this document in dialogue with their respective staff teams; the entire campus community --- students, faculty, staff, trustees --- received and commented on this document in the week of June 1, and their feedback is incorporated in this edition. This document will continue to be updated and changed as circumstances require.*

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The Covid-19 pandemic that spread devastating illness rapidly, injured the global economy and forced the closure of most schools, colleges and universities, businesses and places of public gathering is, in the words of a Johns Hopkins University paper, "...an organic event marked by uncertainty" but "...it is certain that the health crisis will eventually end. At the same time, the need to adapt to sudden or long-term shifts in conditions will not end." The Hopkins paper, [\*Public Health Principles for a Phased Reopening During Covid-19\*](#), speaks to governors and public officials but its general guidance is equally valid for considerations about how to reopen Trinity's campus in the months ahead.

This document expresses the principles, framework and plan for reopening Trinity's campus in Fall 2020 during the Covid-19 pandemic, and points to future strategic planning opportunities to make some of the temporary changes more permanent. The principles and practices outlined here draw from the Hopkins paper as well as these sources:

[CDC Guidelines](#) for Colleges and Universities  
[American College Health Association guidelines](#) for reopening  
[ReOpen DC](#) Recommendations to the Mayor for reopening

**PART ONE** of this document is the "reopening" phase that lays out in considerable detail the specific plans for reopening Trinity's campus in summer and fall 2020. We invite the Trinity community to provide feedback on this document during the week of June 1-5, 2020, and with that feedback we will be submitting this plan to the District of Columbia for review and approval.

**PART TWO** of this document, available later this summer, will provide details of longer-term strategic changes that the pandemic era will foster, a "renaissance" shaping Trinity's future. We are a learning community and this crisis, while deeply difficult and unsettling, has also taught us new ideas that we can take into the future, and clearly identified some old practices that must be retired permanently.



## **PART ONE: REOPENING TRINITY'S CAMPUS**

With just about 1800 students slated to attend in Fall 2020, and just about 225 residential students, Trinity is a relatively small university compared to others in the Washington region. But the challenges of the Covid-19 pandemic remain the same regardless of size, and taking clear and firm action steps to prevent and contain the spread of this disease must be everyone's top priority.

As one of the nation's historic Catholic women's colleges serving a population of predominantly black and Latina students, Trinity has a large mission commitment to ensure the protection of life and health for all in our care, as well as to ensure equity and justice for persons who face additional health and safety risks due to the deleterious impacts of chronic racism, poverty and social marginalization on the communities we serve. Our students need this education to advance economically, professionally and personally; but they also need to obtain this education in a safe and healthy environment that reduces the risk of exposure to disease.

As a learning institution with considerable intellectual capital, Trinity has embraced the urgency of change that the pandemic demands, creating new forms of teaching and learning while also sustaining the academic quality, rigor, creativity and integrity that have long been hallmarks of a Trinity education.

The following principles guide our planning for reopening Trinity's campus in Fall 2020:

### **Principles for Reopening Trinity's Campus**

1. The health and safety of every person on Trinity's campus and in the larger community is our chief priority and takes precedence over other considerations. Prevention of the spread of Covid-19 is essential. Therefore, Trinity is establishing specific health screening protocols for students, faculty, staff and others to be able to return to the campus, and will maintain specific health requirements for all individuals on campus.

- In consultation with public health authorities and DC-wide guidance, Trinity will determine the best method for ascertaining clearance for return to campus and implementation of prevention procedures including social distancing, wearing masks as necessary, hand washing, sanitizing procedures and related health protocols
- In all cases the deep cleaning and sanitation procedures that are already in place will continue with our partners at Aramark facilities management, working in conjunction with Health Services and Student Affairs to ensure maximum cleanliness.

2. Trinity will act in full compliance with all public orders from the Mayor of the District of Columbia and may take additional health and safety measures based on our own assessment of conditions within the campus community. These measures aim to protect Trinity's campus community including:

- ***Students:*** the changes to schedules, delivery systems, campus access policies and disease prevention practices are all intended to protect students while also ensuring their continuing progress toward degrees and equitable access to all essential dimensions of their higher education experience
- ***Faculty:*** Trinity will ensure that faculty have the training, equipment and support necessary to deliver instruction through alternative modalities as well as in person on campus when “live” instruction can continue; faculty will also receive training in Covid-19 prevention on campus
- ***Staff:*** Trinity will ensure that staff employees are able to work in safe and functional environments, and staff will have the training, equipment and support necessary to continue working whether at home or on campus as necessary; staff will also receive training in Covid-19 prevention on campus.
- ***Students, Faculty, Staff:*** Trinity will ensure that all students, faculty and staff who need to continue to work, teach, participate in classes and study remotely may do so without penalty for an extended period of time even after the campus reopens.
- ***Partners:*** The same concern that Trinity has for students, faculty and staff extends to the personnel of our partners including Aramark, Allied Universal, Metz Dining, Barnes & Noble and other vendors serving the needs of Trinity’s campus community. Trinity also expects the personnel of our vendor partners to participate in the protection protocols of this plan.
- ***Visitors:*** While Trinity loves to welcome visitors and guests in normal times, until the pandemic abates Trinity will have only limited access for visitors on campus. We urge our campus community to welcome visitors virtually and to make online appointments.
- ***Conference Guests and Trinity Center Members:*** Trinity Conference Services and the Trinity Center will reopen for guests and members later in the fall semester aligned with D.C. meeting density rules and D.C. rules on the resumption of gyms and health clubs.

3. Trinity must also protect the integrity of all academic programs and curricula when developing instructional modalities appropriate for the pandemic response. Trinity must ensure that all students are able to continue to make progress toward degrees in an equitable manner such that no student is unduly disadvantaged in learning and academic progress solely as a result of the choice of instructional modalities;

- Trinity will strive to ensure equity for all students in delivery of academic and co-curricular programs through providing equitable technology access including

supplying laptops as needed and establishing accessible wifi hotspots on campus in safe locations;

- Accreditation and licensure considerations may impose limits on Trinity's ability to continue instruction in some academic programs, especially where clinical instruction is a requirement, and Trinity will make every effort to inform students of any regulatory restrictions that will delay degree completion.

4. Trinity will make every effort to remediate significant social and financial inequities among students through the careful and effective management of resources including availability of safe housing, access to emergency funds and food pantry resources, access to healthcare and counseling resources, and other supports. Trinity will make reasonable fee adjustments as necessary to accommodate change in instructional modalities and campus support services.

5. External conditions and public orders will drive Trinity's decisions about when the campus may be open again for sports, conferences, major events with large gatherings, and Trinity will establish protocols for these based on public health guidance.

#### **NOTE:**

Trinity and the D.C Department of Health remind all those with risk factors for Covid-19 to consult with their medical providers to determine whether to engage in any in-person activities. This includes individuals 65 years of age and older, as well as those with the following conditions:

- Chronic Lung Disease,
- Moderate to severe Asthma,
- Serious heart conditions,
- Immunocompromised conditions,
- Severe obesity (>40 Body Mass Index),
- Diabetes,
- Chronic Kidney Disease, and/or
- Liver Disease

No student or employee is required to be on campus. Trinity will work with individuals to ensure the best possible solutions in each case.

## **Scenario Planning**

Trinity has considered a range of scenarios for the operation of the university in Fall 2020, ranging from full operation on campus to remaining fully remote. All planning scenarios depend upon the course of the coronavirus and public health orders, and any choice must include the flexibility to pivot if conditions change. Trinity has created several different budget scenarios to forecast different financial impacts of each possible situation.

Having considered many different possibilities, this document now presents the most likely scenario and this scenario is the basis for the detailed planning that follows.

### ***Preferred Scenario and Basis for Planning:***

With the District of Columbia moving into Phase One, Trinity anticipates a reopening sequence that starts with some offices reopening on a rotational staff schedule in late June and July, fully remote new student orientations through the summer, and then a modified fall class schedule with these variations:

- 62% of all courses delivered online in Fall 2020; 22% hybrid; 9% face-to-face;
- Professional and Graduate Schools (PGS, including SPS, BGS, EDU) will continue with online classes through the fall semester, and these classes will start at the previously scheduled times on the academic calendar;
- Nursing and Health Professions (NHP) will have a blended course delivery model with much online but some Face-to-Face (F2F) for lab and simulation;
- College of Arts and Sciences (CAS) classes will start after Labor Day, on September 8, and will have some online courses and some F2F courses, with greater emphasis for first year courses on campus and more upper division courses online, and all may include hybrid instructional modes;
- Residence Halls will have one resident per room. Move-in will occur on an appointment schedule starting August 29; specific prevention protocols for residence halls and dining services;
- 100% ID check throughout campus and visitors limited to specific areas;
- Conferences and Trinity Center gym/health club will not resume until mid-to-late fall pending DC achieving Phases 2-3 and approval of reopening gyms/health clubs;
- Gathering sizes align with rules for DC phases and prevention protocols followed for gatherings when they resume.

## **Prevention Protocols**

Clear universal standards for coronavirus prevention apply to every person on campus. The purpose of these standards is to prevent the spread of coronavirus, to mitigate any known exposures to reduce risks, to monitor and coordinate our responses with the public health authorities, and to be able to respond in the event of a resurgence of disease.

Protocols:

- Trinity will adopt a mobile app to screen personnel returning to campus on a daily basis; commuter students will also use a mobile app; resident students will have a specific personal screening at move-in and then use the mobile app for daily checks;
- Required use of prevention methods including:
  - Masks must be worn in any place where an individual will encounter others; supplies of disposable masks will be available at all desks; *(persons who cannot wear masks for specific health reasons should consult with Health Services)*
  - Hand washing practiced continuously and instructional signage at all sinks;
  - Availability of hand sanitizer, and sanitizing supplies in classrooms, offices, residence halls, bathrooms, common areas;
  - Acrylic screening in public counters, tables, desks, other locations as needed;
  - No more than 10 individuals may gather in any location during Phase One;
  - 6-foot spacing in classrooms, labs, lounges and other meeting locations;
  - No out-of-town or international travel sponsored by Trinity;
  - Personnel and students with Covid symptoms or who have been exposed report immediately to Health Services for further assessment;
  - Resident students with Covid-19 symptoms or positive diagnosis will be quarantined in Kerby Hall C wing;
  - Persons with specific risk factors advised of heightened risk and possibility of staying home; (see note p. 4)
  - Persons who have other illnesses must stay home.
- Mitigation protocols including assessment, testing, contact tracing as public health authorities require and as Trinity has the capacity; Trinity Health Services responsible for overall coordination of testing, contact tracing and health compliance with DD DOH.

The next page provides a specific timetable for this scenario.

### **Timetable for Reopening**

June 22	Start of soft reopening of some offices and services: <ul style="list-style-type: none"> <li>○ Key offices have limited reopening for personnel on a variable schedule to reduce density: Admissions, Enrollment Services, Student Affairs, other</li> <li>○ Library reopening on limited hours by late-June</li> <li>○ Faculty may return to offices and laboratories on a limited basis</li> <li>○ All summer classes continue fully online, no classrooms open</li> <li>○ Faculty development programming for online/hybrid fall</li> </ul>
July 6	Depending on public orders and results of “soft” reopening in June: <ul style="list-style-type: none"> <li>○ More staff return to offices on rotational schedules</li> <li>○ Preparation of classrooms and residence halls underway</li> <li>○ Faculty development programming continues</li> <li>○ Virtual orientations begin</li> </ul>
August 1	Preparations underway for reopening of campus for fall semester
August 18	Term 1 classes (PGS includes SPS, BGS, EDU) begin <b>online</b>
August 21	Monthly classes (PGS) begin <b>online</b>
August 24	Weekly classes begin <b>online</b>
August 29	Resident students may begin to move into rooms based on an appointment schedule that reduces density at any given time
September 7	Labor Day Holiday
September 8	Day classes (CAS) begin with some on campus F2F and some online
October 12	NOT A HOLIDAY because of the schedule changes Trinity will still have classes on Indigenous Peoples Day (holiday formerly known as Columbus Day)
Nov. 25-29	Thanksgiving Break (depending on the course of the virus we may ask students and personnel to avoid travel outside of the Washington region over this break)
Dec. 18	Fall semester ends

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KEY AREA:	<b>A. GENERAL REQUIREMENTS APPLICABLE TO ALL</b>
	<b>Everyone who comes onto Trinity's campus must comply</b> <i>Overall Responsibility for this plan in all parts: President Patricia McGuire</i>
GENERAL PROTOCOLS	<p>Daily screening for all via a mobile app</p> <p>Campus access limited to students, faculty and staff who have assignments to be on campus at any given time; 100% ID check</p> <p>No person (students, faculty staff) required to be present if personal health conditions or preferences require remote access to classes/work;</p> <p>Online and hybrid courses predominate with some CAS F2F and some NHP; students who cannot do F2F will have alternative instruction</p> <p>Visitor restrictions – if visitors come to camps for specific reasons, they will need to present identification and wait in designated areas; visitors will not be admitted to private offices or residential rooms;</p> <p>Meeting sizes limited by Mayor's order depending on phase (e.g., Phase One limited to 10 persons); campus activities limited</p>
	Signage throughout reminding all of prevention measures
HEALTH REQUIREMENTS	<p>Clearance process to return to campus;</p> <p>Masks required for all in public spaces and F2F meetings/classes; disposable masks available at all entrances <i>(persons who cannot wear masks for specific health reasons should consult with Health Services for alternatives)</i></p> <p>6 foot distance requirements mapped out and enforced</p> <p>Hand sanitizer stations throughout; sanitizing supplies available throughout</p> <p>Signage throughout with CDC/DC guidance</p> <p>Sick people stay home</p>
FACILITIES REQUIREMENTS	<p>Deep cleaning of all public use spaces daily or more frequent schedule</p> <p>Masks and sanitizing supplies available throughout</p> <p>6 foot spacing markings and maps; designated entrance/exit locations</p> <p>Acrylic screens on all public-facing counters and desks</p> <p>HVAC systems thoroughly cleaned and monitored daily</p>
OTHER REQUIREMENTS:	<p>Boosted wifi – parking lots, other areas to provide more access for students; chromebooks available for students with limited tech</p>



KEY AREA:	<b>B. HEALTH SERVICES</b>
	<b>Central Role in Sustaining Prevention and Mitigation Actions</b> <i>Responsibility: Dr. Jacqueline Newsome-Williams, Director of Health Services</i>
GENERAL PROTOCOLS	<b><i>See the complete Health Services Plan Appendix F (starts p. 66)</i></b>
HEALTH REQUIREMENTS	<ul style="list-style-type: none"> <li>• Testing: HS works in cooperation with DC Department of Health; exploring feasibility of conducting testing on campus</li> <li>• Screening: HS develops and implements screening process for all return-to-campus individuals</li> <li>• Contact Tracing: HS works with DC DOH; exploring capacity to conduct contact tracing on campus</li> <li>• Case Management: HS currently manages all reported cases including reporting to DC DOH, advising patients on quarantine and care, monitoring while isolated, supporting basic needs</li> <li>• Telemedicine: as possible students and others seeking HS help are encouraged to make contact by phone and online</li> <li>• Masks required for all persons on campus</li> <li>• Visitors who are not patients may not access the Health Center</li> <li>• Maintain agreements and relationships with local EDs and hospitals</li> <li>• Maintain supply of PPE for HS and advise Trinity on purchasing</li> <li>• Education of campus population about Covid-19, critical importance of personal hygiene practices (hand washing) and prevention methods</li> <li>• Advise Trinity management of status of campus cases and need to make adjustments in prevention and mitigation actions</li> </ul>
FACILITIES REQUIREMENTS	<ul style="list-style-type: none"> <li>• Segregated waiting areas and separate staff office spaces</li> <li>• Acrylic screening for staff desks and patient counters</li> </ul>
OTHER REQUIREMENTS:	Evaluate Health Services personnel needs and provide additional medical or other professionals as necessary.

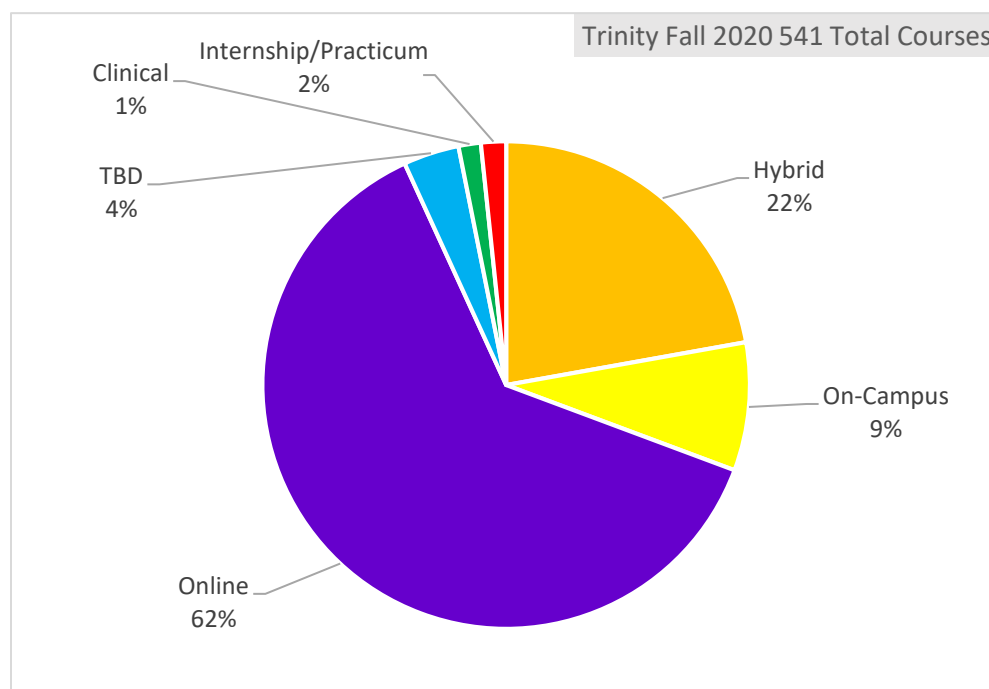
KEY AREA:	<b>C. FACILITIES SERVICES</b>
	<b>Responsibilities for Preventive Action Steps</b> <i>Responsibility: Mr. William Shaffer, Director of Facilities Services</i>
GENERAL PROTOCOLS	Implementation of CDC and ACHA recommendations
HEALTH REQUIREMENTS	<p>Deep cleaning and continuous sanitizing of all public spaces, offices, classrooms, restrooms, lounges, corridors and dining hall</p> <p>Cleaning and maintenance of HVAC systems</p> <p>Provide and maintain hand sanitizer stations throughout the campus</p> <p>Provide and maintain sanitizing supplies for patron self-help to wipe down desks, countertops, computer keyboards, touchscreens, etc.</p> <p>Measuring and marking 6-foot distancing requirements in classrooms, lounges, restrooms, offices, library and all areas where necessary</p> <p>Purchase and install acrylic screens for desktops, work stations, customer service counters and all designated areas</p> <p>With Creative Services, create and install required signage at entrances, on corridors and in other locations as necessary</p> <p>Eliminate shared items for staff and replace with disposables or items dedicated to staff members</p> <p>Procure and maintain supplies of masks, hand sanitizer, soap, sanitizing products and related prevention supplies</p>
FACILITIES REQUIREMENTS	<p>Rearrange furniture in all areas according to the 6-foot spacing requirements</p> <p>Ensure routine cleaning of HVAC systems, filters, ductwork</p> <p>Mark elevators for reduced capacity and post signs limiting number of people on each elevator</p> <p>Continuous monitoring of guidelines promulgated by Aramark, CDC, ACHA, DC and organizations with expertise in the roles and responsibilities of Facilities management to prevent Covid-19 and mitigate conditions</p>
OTHER REQUIREMENTS:	

## D. ACADEMIC AFFAIRS

Delivering high quality academic programs is Trinity's mission and most important priority after ensuring the health and safety of everyone on campus. Trinity's provost, deans and faculty of the schools and programs have developed the most appropriate course schedule for Fall 2020 in light of the constraints of the pandemic crisis and the public orders about gatherings and prevention of the spread of the virus. The various academic administrators responsible for services have also developed plans that place prevention as the top priority while continuing to deliver effective services to students and faculty. (See *Appendices A-B-C* for more detailed academic plans.)

Prevention of the spread of coronavirus remains the top priority for Academic Affairs at Trinity, and consequently, this plan reduces the density of the campus population and frequency of campus interactions by using the best possible approaches to online and alternative instruction. In Summer 2020, nearly all of the faculty who are scheduled to teach in Fall 2020 are engaging in very intensive professional development programs to improve their capacity to deliver high quality instruction online. This professional development is taking place in cooperation with Quality Matters, one of the nation's leading organizations for developing online capacity.

Consequently, for Fall 2020, Trinity will deliver the majority of the course schedule online, including all of the courses in Professional and Graduate Studies (PGS, which includes SPS, BGS and EDU) and most of the courses in the School of Nursing and Health Professions (NHP). Courses in the College of Arts and Sciences (CAS) will be delivered in multi-modal ways, with some face-to-face (F2F), some hybrid (meaning both online and F2F) and some completely online. The graphic below shows the overall breakdown of course modalities for the 541 courses listed for Fall 2020; Provost Ocampo has the complete list by course and delivery mode.



KEY AREA:	<b>D. 1. Academic Programs: General Reopening Protocols</b>
	<i>Overall Responsibility: Dr. Carlota Ocampo, Provost</i>
GENERAL PROTOCOLS	<p><b>See: Academic Affairs Planning Document, <i>Appendix A (page 35)</i></b></p> <p>ALL Professional and Graduate Courses Remain Online Fall 2020;</p> <p>62% of courses offered online, another 22% hybrid</p> <p>NHP will offer some F2F for labs and simulation</p> <p>CAS will have mix of online, hybrid and F2F courses; 95% of F2F courses in the Payden Center</p> <p>No time slot has more than 13 courses taking place at any given time</p> <p>F2F Courses will have no more than 10 per classroom</p> <p>Classrooms and labs arranged according to distancing guidelines</p> <p>Library and academic services available online and limited F2F services</p>
HEALTH REQUIREMENTS	<ul style="list-style-type: none"> <li>• Masks required throughout</li> <li>• 10 person limit on any F2F classes</li> <li>• Classrooms measured for minimum 6 ft. distancing</li> <li>• Hand sanitizer and sanitizing materials available in all classrooms and public areas</li> <li>• Acrylic screening where possible</li> <li>• Entrance/Exit pathways indicated</li> <li>• Signage throughout</li> </ul>
FACILITIES REQUIREMENTS	<p>Cleaning schedule daily for all classrooms and public areas for academic services</p> <p>Sanitizing materials and supplies available in all classrooms and public areas</p> <p>Furniture arrangement for 6 foot spacing in classrooms and lounges</p>
OTHER REQUIREMENTS:	<p>Technology support for Hyflex modality for some classes</p> <p>Webcams and chromebooks for distribution as needed</p>

KEY AREA:	<b>D. 1. (a) Academic: Professional/Graduate Studies (BGS/SPS/EDU)</b>
	<i>Responsibility: Dean Peggy Lewis</i>
GENERAL PROTOCOLS	<p>PGS courses continue online for fall semester.</p> <p>PGS staff and advising services mostly remote for fall semester.</p> <p>In-person advising by appointment only and in spaces separate from individual offices.</p> <p>PGS students may come to campus for library, enrollment services, other services but must wear masks and follow health protocols on campus.</p>
HEALTH REQUIREMENTS	<p>Masks required when on campus.</p> <p>Symptomatic individuals must not come to campus and should consult their own healthcare provider; as well, symptomatic individuals or those diagnosed with Covid-19 should notify Trinity Health Services for record-keeping purposes</p> <p>Testing should be done through the individual's healthcare provider.</p> <p>Contact tracing if campus personnel/students affected.</p>
FACILITIES REQUIREMENTS	<p>PGS staff and faculty may have desktop screens as necessary if they are working in their Trinity offices.</p> <p>PGS Academic Advisors will have separate rooms available for academic advising appointments;</p>
OTHER REQUIREMENTS:	<p>Technology Support</p> <p>Chromebooks for students who need them</p> <p>Wifi access – parking lots, other campus locations</p>

KEY AREA:	<b>D. 1. (b) + (c) ACADEMIC: Nursing and Health Professions (NHP)</b> <i>Responsibility: Dean Mary Romanello</i>
GENERAL PROTOCOLS	<p><b>See NHP Clinical Plan Appendix B (page 40)</b></p> <p>NHP courses largely online in fall semester.</p> <p>NHP clinical instruction may need some face-to-face with protocols established by NHP faculty in cooperation with clinical sites</p> <p>NHP working with area universities and BON on variations for clinical education with simulation</p> <p>Nursing students required to complete Johns Hopkins Contact Tracing Certificate Program</p> <p>NHP students receiving Covid-19 training</p>
HEALTH REQUIREMENTS	<p>Masks required when on campus.</p> <p>Sanitizing procedures in place following healthcare protocols</p> <p>Symptomatic individuals must not come to campus and should consult healthcare provider.</p> <p>Testing should be done through the individual's healthcare provider</p> <p>Report Covid-19 cases to Trinity Health Services</p> <p>Contact tracing if campus personnel/students affected</p> <p>Follow guidelines of partner healthcare providers for any clinical or other in-person contacts.</p>
FACILITIES REQUIREMENTS	<p>NHP staff and faculty may have desktop screens as necessary if they are working in their Trinity offices.</p> <p>Screens in laboratories as needed and spacing/distancing guidelines</p>
OTHER REQUIREMENTS:	<p>Technology support</p> <p>Chromebooks for students who need them</p> <p>Wifi access – parking lots, other spots on campus</p>

KEY AREA:	<b>D. 1. (d) ACADEMIC: College of Arts and Sciences (CAS)</b>
	<i>Responsibility: Dean Sita Ramamurti</i>
GENERAL PROTOCOLS	<p><b>See CAS Detailed Plan Appendix C (Page 54)</b></p> <p>CAS will have a mix of F2F and online/hybrid courses in Fall 2020. Density reduction planned into course rotations.</p> <p>52% of 162 CAS classes will be online 31% will be hybrid 14% will be F2F</p> <p>All orientations online through the summer</p> <p>Virtual arrangements for internships, research opportunities</p>
HEALTH REQUIREMENTS	<p>Masks required when on campus.</p> <p>Symptomatic individuals must not come to campus and should consult healthcare provider or Trinity Health Services; symptomatic resident students quarantined in Kerby Hall C wing</p> <p>Trinity Health Services will conduct Covid-19 testing for CAS students as necessary; commuter students and employees should seek testing through their healthcare providers or DC testing sites.</p> <p>Report Covid-19 cases to Trinity Health Services.</p> <p>Contact tracing if campus personnel/students affected</p> <p>Course schedule rotations to reduce density</p>
FACILITIES REQUIREMENTS	<p>Classrooms, lounges, gathering spaces will have 6 ft spacing</p> <p>Intensive cleaning of classrooms and sanitizing products available for continuous use</p> <p>Acrylic screening and social distance spacing in areas where students meet with individual staff members or seek in-person services (e.g., faculty offices, advisors, enrollment services, library, academic services, career services)</p>
OTHER REQUIREMENTS:	<p>Technology Support</p> <p>Chromebooks for students who need them</p> <p>Wifi access</p>

KEY AREA:	<b>D.1. (e) Internships, Clinicals, Undergrad/Grad Research Projects</b>
	<i>Responsibilities: Deans and Program Directors</i>
GENERAL PROTOCOLS	<p>Deans and faculty working with internship providers to ascertain which internships can be conducted virtually</p> <p>No F2F internships anticipated for Fall 2020</p> <p>Clinical experiences (NHP – see Appendix B; and EDU programs) designed for virtual instruction</p> <p>In some cases where licensure requirements cannot be adapted (Occupational Therapy, e.g.) didactic instruction will continue in the fall but clinical experience may be delayed until F2F resumes</p>
HEALTH REQUIREMENTS	<p>Clinical experiences (Nursing, OT, school-based) that have a F2F component must comply with both Trinity's health requirements AND the requirements of the facility where the clinical occurs. Trinity's academic deans and program directors are responsible for working with the facilities to develop the specific plans for each clinical.</p> <p>No F2F internships in Fall 2020; we will determine whether resumption is possible in Spring 2021</p>
FACILITIES REQUIREMENTS	
OTHER REQUIREMENTS:	



KEY AREA:	<b>D. 1. (f) Academic Technology</b>
	<i>Responsibility: Provost Ocampo + Director of Academic Technology Katie Wanschura</i>
GENERAL PROTOCOLS	Given the large demands for online instructional support, Trinity is increasing capacity for faculty development in online course delivery and also support for students who need assistance in the successful use of online learning tools.
HEALTH REQUIREMENTS	<p>Techniques to avoid eye-strain and over-exposure to screens are part of faculty and student training guidelines for online</p> <p>For accessible computers on campus, routine sanitizing and ready availability of sanitizing materials for patrons to participate in sanitizing with each use</p> <p>6-foot spacing for any accessible computer stations on campus</p>
FACILITIES REQUIREMENTS	On-campus computer carrels with acrylic screens
OTHER REQUIREMENTS:	<p>Improved wifi access on campus including parking lots</p> <p>Chromebooks available for students as needed</p>

KEY AREA:	<b>D.2. (a) Academic Services: LIBRARY</b>
	<i>Responsibility: Ms. Trisha Smith, University Librarian</i>
GENERAL PROTOCOLS	<p><b>See Academic Plan <i>Appendix A</i></b></p> <p>Online library services continue through Fall 2020</p> <p>Library building reopens with reduced hours, reduced staffing in July</p> <p>Library access limited in Fall 2020 to students, faculty, staff with ID</p> <p>Volume of patrons may be limited</p> <p>Staff will handle all requests for printing/copying to reduce number of people touching equipment and supplies</p>
HEALTH REQUIREMENTS	<p>Masks required</p> <p>6 foot social distance at tables and computer stations</p> <p>Sanitizing supplies throughout; patrons asked to sanitize computer keyboards and other spaces they use before and after each use</p>
FACILITIES REQUIREMENTS	<p>Acrylic screens installed throughout to separate users</p> <p>Facilities will clean and sanitize routinely</p>
OTHER REQUIREMENTS:	

KEY AREA:	<b>D.2. (b) (1-4) Academic Services: Writing Center, Career Services, Academic Support, Disability Services</b>
	<i>Responsibility: Provost Ocampo</i>
GENERAL PROTOCOLS	<p><b>See Academic Plan <i>Appendix A</i></b></p> <p>Online academic services continue through Fall 2020</p> <p>Virtual Tutoring Center continues 9 am to 9 pm; in-person tutoring by appointment</p> <p>Academic Services will make F2F appointments on a schedule with guidelines</p> <p>Career Services continues to offer virtual services through Fall 2020; in-person visits by appointment only</p> <p>Disability Services continues online through Fall 2020; in-person consultation by appointment</p>
HEALTH REQUIREMENTS	<p>Masks required for all in-person appointments</p> <p>6 foot social distance at tables and computer stations</p> <p>Sanitizing supplies throughout</p>
FACILITIES REQUIREMENTS	<p>Academic Services Center in the Library will have acrylic screens at all work stations and student tables; sanitizing supplies throughout</p> <p>Facilities will clean and sanitize routinely</p>
OTHER REQUIREMENTS:	

KEY AREA:	<b>D.2. (c) Academic Services: Academic Advising</b>
	<i>Responsibility: Deans of the academic schools</i>
GENERAL PROTOCOLS	<p><b>See Academic Plan <i>Appendix A</i></b></p> <p>Advising services for each academic unit continue online</p> <p>Starfish continues as the primary advising and communication platform</p> <p>F2F advising available starting in July with appointments</p> <p>Separate appointment rooms available so that advisors can meet with students outside of office spaces</p> <p>Advising events (Registration Rush, Success Fairs) continue online</p>
HEALTH REQUIREMENTS	<p>Masks required for F2F appointments</p> <p>6 foot social distance in advising offices and on corridors</p>
FACILITIES REQUIREMENTS	<p>Acrylic screens on advisor desktops</p> <p>Facilities will clean and sanitize routinely</p>
OTHER REQUIREMENTS:	

KEY AREA:	<b>D.2. (d) Academic Services: BOOKSTORE</b>
	<i>Responsibility: Provost Carlota Ocampo</i>
GENERAL PROTOCOLS	Trinity is working with Barnes & Noble on specific plans for reopening the Bookstore. Online services remain fully available.
HEALTH REQUIREMENTS	<p>When the Bookstore reopens for service:</p> <p>Masks required</p> <p>6 foot social distance for all patrons</p> <p>Limits on number of people in the store at the same time</p> <p>Continuous sanitizing of contact areas</p>
FACILITIES REQUIREMENTS	<p>Acrylic screens installed at counter and elsewhere as needed</p> <p>6 foot lines placed inside and outside</p> <p>Facilities will clean and sanitize routinely</p>
OTHER REQUIREMENTS:	

## E. STUDENT AFFAIRS

*Overall Responsibility: Dr. Karen Gerlach, Vice President for Student Affairs*

KEY AREA:	<b>E. 1. RESIDENCE HALLS</b>
	<i>See Appendix D (p. 60) for extended residence life plan</i>
GENERAL PROTOCOLS	<p>All resident students will be in single rooms at the basic room rate; no surcharges for singles in Fall 2020.</p> <p>Residents will receive specific clearance instructions prior to return and will have additional screening at move-in; Move-in scheduled by appointment</p> <p>Common spaces will have furniture placed for social distance.</p> <p>Bathrooms marked for social distance.</p>
HEALTH REQUIREMENTS	<p>All residents must be cleared for living on campus --- Health Services to determine the protocols and residents will receive these in July.</p> <p>Masks required when out of individual bedrooms.</p> <p>Students with any kind of illness should report to Health Services and follow instructions carefully.</p> <p>Symptomatic individuals must report to Health Services immediately.</p> <p>Health services will test or secure testing for symptomatic residents.</p> <p>Quarantine space in Kerby Hall C wing.</p> <p>Contact tracing on campus as well as through DC DOH</p>
FACILITIES REQUIREMENTS	<p>Daily intensive cleaning of bathrooms, corridors, common spaces in residence halls</p> <p>Sanitizing products available in all common spaces; residents also instructed on sanitizing their personal rooms and areas</p> <p>Screening and furniture arrangement for distancing</p> <p>Bathroom dividers to ensure distancing at sinks</p>
OTHER REQUIREMENTS:	<p>No visitors in student rooms.</p> <p>Limited visitors in common spaces on first floor.</p>

KEY AREA:	<b>E.2. Student Affairs: Dining Services</b>
	<i>Responsibility: Dr. Gerlach and Metz Director Mr. Alfonso White</i>
GENERAL PROTOCOLS	<p><i>See Dining Services plan Appendix E (p. 64)</i></p> <p>Met Food Service and Trinity developing plan cooperatively using ACHA, CDC, DC and other guidelines</p> <p>All personnel and dining patrons subject to the rules for masks, distancing, sanitary practices</p>
HEALTH REQUIREMENTS	<p>Masks required</p> <p>Seating distancing required</p> <p>No buffet; all food served by staff</p> <p>Sanitizing supplies available throughout</p> <p>Limited number of patrons in the dining hall at any given time; students will receive time appointments for meals</p> <p>Most meals provided in “grab and go” format</p> <p>Only resident students on meal plans in dining hall; limited service for faculty, staff, commuters at Deli</p> <p>Safe food delivery arranged to any student in quarantine</p>
FACILITIES REQUIREMENTS	<p>Acrylic screening throughout</p> <p>Remove extra furniture and arrange tables for 6 foot spacing</p> <p>Deep cleaning and sanitizing routinely including kitchen and staff areas as well as student areas</p> <p>Provide sanitizing supplies in all areas</p>
OTHER REQUIREMENTS:	

KEY AREA:	<b>E. 3. Student Affairs: ATHLETICS</b>
	<i>Responsibility: Dr. Gerlach and Athletics Director Ms. Monique McLean</i>
GENERAL PROTOCOLS	<p>Trinity is in the process of determining whether intercollegiate athletics can occur in Fall 2020. Management is reviewing NCAA guidelines along with DC rules, ACHA guidance, CDC.</p> <p>Trinity will have a detailed plan if sports occur in the fall. Alternative plan will relocate soccer and volleyball to spring seasons.</p> <p>Plan will be forthcoming once the guidance is clear.</p>
HEALTH REQUIREMENTS	Any sports activity occurring in Fall 2020 must comply with all health requirements along with additional protections for athlete safety.
FACILITIES REQUIREMENTS	
OTHER REQUIREMENTS:	



KEY AREA:	<b>E. 4. Student Affairs: CAMPUS MINISTRY</b>
	<i>Responsibility: Dr. Gerlach and Campus Minister Sr. Ann Howard, SND</i>
GENERAL PROTOCOLS	<p>Campus Ministry continues to conduct prayer, worship and service opportunities online</p> <p>Campus Ministry will develop a limited schedule for on campus activities when possible</p>
HEALTH REQUIREMENTS	<p>All health requirements pertain to Campus Ministry activities</p> <p>Masks required</p> <p>6 foot spacing for any gatherings</p> <p>10 person limit on gatherings including liturgies</p> <p>Sanitizing of all spaces and careful observance of personal hygiene rules</p>
FACILITIES REQUIREMENTS	<p>Furniture arrangement and 6 foot spacing in 2<sup>nd</sup> Floor Chapel</p> <p>Acrylic Screen as needed in Campus Ministry office and work rooms</p>
OTHER REQUIREMENTS:	

KEY AREA:	<b>E. 5. Student Affairs: STUDENT ACTIVITIES</b>
	<i>Responsibility: Dr. Gerlach and Dean Michele Bowie</i>
GENERAL PROTOCOLS	<p>All student activities must observe social distancing and other health requirements</p> <p>No outside participation</p> <p>All new student orientations online for Fall 2020</p>
HEALTH REQUIREMENTS	<p>Masks required for all F2F student activities</p> <p>10 person restriction</p> <p>6 foot social distancing</p> <p>Sanitizing materials readily available</p>
FACILITIES REQUIREMENTS	<p>Furniture arranged in lounges and other gathering spaces to ensure 6 foot distancing</p> <p>Use of acrylic screens as necessary</p>
OTHER REQUIREMENTS:	

## F. General Administration

*Primary Responsibility: President Patricia McGuire*

KEY AREA:	<b>F. 1. General Administration: HUMAN RESOURCES</b>
	<i>Responsibility: Executive Director of HR Tracey Prince Ross</i>
GENERAL PROTOCOLS	<p>Staff teleworking continues with some rotational in-office staffing late summer into fall; HR and supervisors work on specific schedules</p> <p>Employees with risk factors or who do not feel safe working on campus will not be required to do so</p> <p>Most services delivered online with some F2F by appointment only</p> <p>Customer-services offices (e.g., Enrollment Services) will have separate meeting rooms for student appointments;</p> <p>Covid-19 safety training and management available for all personnel</p>
HEALTH REQUIREMENTS	<p>Staff returning to work on campus will use a mobile app daily to check for symptoms and issues that could impede return to work. Health Services and HR collaborate on cases requiring additional screening.</p> <p>Masks required when on campus in public spaces or meetings</p> <p>Personnel with any kind of illness should not come to work in-person.</p> <p>Covid-19 Symptomatic individuals must not come to campus and should consult their healthcare provider for access to testing and treatment. Personnel who have tested positive for Covid 19 must have clearance from their healthcare providers as well as from Trinity Health Services to return to work after negative testing.</p>
FACILITIES REQUIREMENTS	<p>Office cleaning/sanitizing; Common spaces cleaned, sanitizing products available; staff should also routinely sanitize their keyboards and work surfaces</p> <p>Acrylic screening in open space and customer-facing offices</p>
OTHER REQUIREMENTS:	<p>Staff meetings conducted online whenever possible</p> <p>Limitation on visitors on campus --- seek online meetings first</p> <p>Report any travel outside of the DC area for any reason – self-quarantine may be required depending on location and risks</p>

KEY AREA:	<b>F. 2. General Administration: Technology Services</b>
	<i>Responsibility: VP/CTO Mr. Michael Burback</i>
GENERAL PROTOCOLS	<p>Trinity's technology must be able to operate at high capacity and with minimal downtime throughout the pandemic</p> <p>Improving capacity and service speed are priorities</p> <p>Ensuring the equipment and training necessary to operate most of the campus programs and services virtually is essential</p> <p>Every member of the faculty and staff must be able to operate online from home, and this may require additional purchasing of laptops, webcams, other peripherals</p>
HEALTH REQUIREMENTS	Tech services staff who work on campus to service equipment and systems must follow all health protocols.
FACILITIES REQUIREMENTS	
OTHER REQUIREMENTS:	

KEY AREA:	<b>F. 3. General Administration: Security</b>
	<i>Responsibility: CFO Walter Brooks and Allied Universal</i>
GENERAL PROTOCOLS	<p>Trinity is working with Allied Universal on a detailed plan.</p> <p>Security personnel must be on campus on schedules arranged with Allied Universal management.</p> <p>All Security personnel must comply with all health directions for prevention of Covid-9 spread.</p>
HEALTH REQUIREMENTS	<p>Masks required; gloves and other PPE as necessary</p> <p>6 foot distance in all campus encounters</p> <p>Security team training in managing duties during Covid-19 with emphasis on keeping personnel and all others safe</p> <p>Hygiene rules --- personal and also for offices, desks, guard booths</p>
FACILITIES REQUIREMENTS	<p>Deep cleaning and sanitizing of all security desks and areas, and provide supplies for ongoing sanitizing by security personnel as shifts change</p> <p>Acrylic screens at all security desks</p> <p>Furniture re-arrangement as necessary</p>
OTHER REQUIREMENTS:	

KEY AREA:	<b>F.4. General Administration: Shuttle Service</b>
	Responsibility: CFO Walter Brooks with Sunny's Limo Service
GENERAL PROTOCOLS	<p>Sunny's and Trinity are developing a plan for return-to-service of the campus shuttle when conditions permit in late August.</p> <p>Passengers will be limited on each shuttle run and all must wear masks.</p>
HEALTH REQUIREMENTS	<p>Masks required when riding the shuttle.</p> <p>Deep cleaning of the bus and ready availability of sanitizing supplies.</p>
FACILITIES REQUIREMENTS	Cleaning and sanitizing supplies.
OTHER REQUIREMENTS:	

KEY AREA:	<b>F. General Administration: POST OFFICE</b>
	<i>Responsibility: Ms. Tracey Prince and Ms Debra Mattern</i>
GENERAL PROTOCOLS	<p>Post Office has continued operation through the pandemic; staff rotate shifts</p> <p>When Trinity returns to more campus operations, Post Office will establish rotational hours of service</p> <p>All health and safety requirements apply</p>
HEALTH REQUIREMENTS	<p>Masks must be worn by PO personnel and all patrons</p> <p>Acrylic screen on counter in PO</p> <p>6 foot distancing among patrons</p> <p>Gloves and other PPE for PO staff when handling mail and deliveries</p> <p>Sanitizing supplies available and routine deep cleaning</p> <p>Signage posted for personal hygiene and safe practices</p>
FACILITIES REQUIREMENTS	<p>Acrylic screens on counter</p> <p>Deep cleaning and sanitizing supplies</p> <p>6 foot distance floor markings</p>
OTHER REQUIREMENTS:	

**G. AUXILIARY SERVICES***Primary Responsibility: CFO Walter Brooks*

<b>KEY AREA:</b>	<b>TRINITY CENTER</b>
	<i>Responsibility: Mr. Brooks with Trinity Center Director Rob Hanlen</i>
<b>GENERAL PROTOCOLS</b>	<p>Detailed plan in development.</p> <p>The Trinity Center is operating only virtually at present.</p> <p>The Trinity Center health club and patron services will resume operation in mid-to-late fall pending DC health regulations for reopening.</p> <p>Limited opening may occur for athletics staff and students with specific protocols for use of space and equipment.</p>
<b>HEALTH REQUIREMENTS</b>	All health protocols apply, more may occur with detailed planning.
<b>FACILITIES REQUIREMENTS</b>	
<b>OTHER REQUIREMENTS:</b>	



KEY AREA:	<b>G. Auxiliary Services: CONFERENCES</b>
	<i>Responsibility: Mr. Brooks with Conferences Director Annette Coram</i>
GENERAL PROTOCOLS	<p>Detailed planning underway.</p> <p>Conferences not currently operating on Trinity's campus.</p> <p>Conferences to reopen at the earliest in mid-Fall 2020 depending upon DC rules and Trinity capacity to manage more guests on campus.</p>
HEALTH REQUIREMENTS	
FACILITIES REQUIREMENTS	
OTHER REQUIREMENTS:	

## **APPENDIX A: Academic Affairs Re-Opening Plan**

Academic Affairs' reopening plan is driven by two principles: to ensure the health and safety of each member of the campus community and to continue to offer the exceptional educational experience for which Trinity is known, to include the student learning experience, advising, library services, academic services, and academic support.

### **Executive Summary**

To ensure the health and safety of each member of the campus community, Academic Affairs plans a phased re-opening that eliminates large classes, campus gatherings, and academic events. To reduce density, many classes will be offered in on-line or hybrid formats and detailed social distancing procedures will apply in the case of necessary face-to-face learning (labs and clinicals, experiential learning, first-year courses, etc.). All on-campus courses will cap at no more than 10 in a classroom at one time. Residential move-in and the start of most courses have been adjusted to a later date to provide adequate time for preparation and avoid crowding. First-year orientation and other academic success programs are being transformed into virtual events rather than meeting en masse on campus. Library and academic support services will be available virtually or in-person with social distancing, screens and masking, and on a rotating schedule basis. Please find details for the phased re-opening plan for each area below.

To preserve the unique Trinity learning experience, Trinity full-time and part-time faculty will undergo rigorous professional development and training regarding best principles and practices of on-line instruction over summer 2020. Deliverables will include the overhaul of course syllabi and LMS course shells to incorporate these best practices. Trinity Sister Helen Sheehan Library and all academic offices – Advising, Career Services, Academic Services, Disability Services, etc. - have been charged with creating detailed plans for fall 2020 (please see brief summaries below).

### **Adjustments to the Academic Calendar**

The majority of Trinity's courses are offered in the College of Arts and Sciences. Trinity has adjusted the start date for these courses by two weeks to September 8, after Labor Day weekend. Courses in graduate and professional units will be offered in on-line or hybrid formats and will maintain their regular start dates. No students will be in face-to face courses until Sept. 8 or after. Residential student phased move-in is also delayed by two weeks, and will begin on August 29. First-year orientation will not occur in person; instead, a series of topical virtual orientation sessions will occur over the summer, starting in mid-June. These adjustments will allow Trinity the time to adequately prepare for social distancing, reducing density, and the elimination of crowding.

### **Courses on Campus**

In fall 2020, Trinity will offer a grand total of 541 courses. Of those, 62% will be offered fully on-line and another 22% will be offered in hybrid format (see attached spreadsheet). The total number of courses that will require some or all meetings to be on-campus is:

- 46 fully face-to-face courses (44 CAS, 2 NHP)
- 120 hybrid courses (95 CAS, 25 NHP)

95% of these classes will be accommodated in the Payden Academic Center, with the remainder largely in Main Hall.

### ***Size of classes:***

Classes will not exceed more than 10 per class per meeting. Most face-to-face courses will be capped at 10; hybrid sessions will be capped at 20 such that dividing courses into A/B groups will keep the courses within capacity. On-campus science labs will meet in 1.5 hour blocks in the A/B group format (10 students per group). Math courses will meet in 3 groups of 10 whereby live instruction will be recorded/ streamed so the rest of the class can participate remotely.

The number of courses meeting in each university timeslot ranges from 1-13. In no case does the number of on-campus courses in a given timeslot exceed 13 courses. Additionally, no more than 6 labs are scheduled in any given timeslot (see attached). Technology will be available in all classrooms to live-stream classes via mounted HD webcams connected to the classroom lectern computer to allow optimal video and audio quality. An institutional zoom license will ensure all faculty have access to all features to support remote synchronous instruction.

### ***Plans for social distancing in each classroom:***

Desks will be arranged 6 feet apart, with one seat per desk and markers for seating. Masks and social distancing will be required in classrooms, hallways, and all academic buildings. Hallway signage will provide instruction on masking, social distancing, handwashing, sanitizing, etc.; sanitizing stations will be available in the hallways and at classroom entry. Sanitizing spray/wipes and disposable masks will be available to serve all classrooms; Trinity will require that students, faculty, and staff clean proximate surface areas beginning and after each class session. Porous and extraneous objects will be removed from classrooms, and hallway seating areas will be adjusted to observe social distancing practices. Congregating in hallways, offices, or classrooms will not be permitted, and students will enter and exit classes via separate doors where possible, and observing 6 foot distancing.

### **Faculty Development and Training**

All fulltime faculty and adjuncts hired for the fall have been offered professional development grants to participate in trainings to prepare for online or hybrid teaching as needed. This includes best practices and fundamentals for online teaching as well as rethinking content and assessments for the online environment. Faculty assigned to teach an online course in the fall

will also engage in a two-week workshop offered by a premier on-line consultancy to develop their courses. Additional trainings and supports for using Moodle and Zoom have also been made available weekly throughout the summer.

### **Advising**

Academic Advising will be conducted using a “hyflex” model. A rotational schedule will ensure that one advisor from each unit will be on campus daily during operational hours and others will work remotely. To minimize density, students will be encouraged to interact in advance via Starfish, Trinity’s on-line advising and student success platform. Many advising features have already shifted to Starfish, and this modality will continue. Walk-in appointments will be accepted, however appropriate signage will ensure all social distancing guidelines are followed. Open “zoom” rooms will also be staffed for virtual drop-in appointments. Advising events such as Registration Rush will continue as synchronous online events, as they did successfully in spring 2020. Advising forms are now available as fillable pdf’s and procedures are already in place to process these all via email, with no need for students visit offices and gather signatures. Academic Success Fairs will be completed using the Success-Plan function in Starfish.

### **Sr. Helen Sheehan Library Phased Reopen**

The library plans a phased re-opening process to begin in summer, if regulatory guidance permits. During the initial phases, the library will continue to offer services in remote and digital formats to promote social distancing and lower density. These services include research consultations, workshops and programming, summer class consultations, etc. Staff will be scheduled on a mixed telework/in-house rotating basis to limit the number of individuals physically present in the library at any given time.

When Trinity beings to reopen, the Library will enter the next phase of the reopening plan, and allow active members of the campus community (Trinity students, faculty, and staff only) access to the library building. In this phase, the library will observe reduced hours and all patrons must follow masking and social distancing guidelines. Only Trinity students, faculty and staff with IDs may enter. Other public patrons must continue to use remote services only.

The library will require that all persons in the building wear a mask. During open hours, the librarians will keep track of the number of patrons in the building and may choose to limit access or reduce time spent in the building depending on the volume. The Library will install plexi-glass shields around service desks and designated patron-use computers, will create socially distanced seating areas, and will tape floor areas where lines sometimes form at 6’ distances. Reduced hours will allow the library to operate with two staff members per day, and staff will be able to rotate shifts, daily and weekly, alternately teleworking.

The library will limit some in-person services, such as public use of technology (computers, copy machines, printers). Printers will no longer be self-service, but staff-operated: students may release print jobs or digitally request scanning jobs from their computers, but staff will retrieve

the jobs and deliver them to specific library locations. The library will designate several socially distanced pick-up areas, organized by first letter of student last names.

Patron-use computer areas will be outfitted with plexiglass screens and computers will be distanced. Sanitizer wipes and waste stations will be placed at each computer area and patrons will be asked to clean the keyboard, mouse, and computer station area before and after each use.

### **Academic Services**

In fall 2020, Academic Services also anticipates a phased reopening involving a mix of face-to-face and virtual services and programs. To reduce density in the library where Academic Services is housed, the majority of tutoring services will continue in virtual format through the Virtual Tutoring Center, available from 9 am and 9 pm. During peak hours, tutors provide immediate help for high-demand subjects. Student who require in-person tutoring because they are unable to access online services or have learning needs that cannot be addressed via online assistance will be able to request in-person tutoring. Academic Services will offer online workshops both live and in pre-recorded “on-demand” video format. Students will have the option to schedule workshop follow-up sessions, conducted via Zoom or by phone, to discuss additional questions or review workshop assignments. Academic Services will continue phone outreach to students, especially those on academic probation, and will make individual student meetings available.

Testing Services will include using Moodle for Trinity’s biology assessment for students intending to major in health professions and for language testing. Students will upload their assessments to Moodle to avoid transfer of paper. Academic Services will work with faculty to offer alternative assignments for students who need make-up exams.

Students may still request face-to-face, on-campus appointments, which will be considered in the overall library occupancy plans. Student will receive guidelines for in-person appointments to include safety and social distancing requirements. These requests apply to tutoring services as well as individual student meetings.

Academic Services will coordinate with library and Career Services staff to identify hours of service to meet recommended guidelines for building capacity. Finally, safe use guidelines will be emphasized for Academic Services encounters with all staff, students and faculty. This includes physical distancing, wearing masks, avoiding sharing and transferring items such as pens and paper, and cleaning surfaces with disinfectant between each visitor.

### **Career Services**

The Office of Career Services will offer virtual services to students and alumni in fall 2020. The Office will continue to connect students to credit-bearing and non-credit bearing internship opportunities. Career Services has compiled a list of employers offering remote internships and micro internships so that students can gain skills in major and/or career fields of interest. Employers offering remote and micro internships have outlined tasks that students can complete from home such as administrative duties, program/curriculum development, webinars,

community outreach via phone, etc. Additionally, if an internship site requires limited in-person contact, the Office of Career Services will implement clear health and safety guidelines for students to adhere to such as wearing personal protective equipment, social distancing six feet, and prohibiting work in confined areas to less than 10 people.

The Office of Career Services will continue to collaborate with faculty to develop alternate career readiness assignments for students to complete in lieu of internship hours. Students in health care and education majors will engage in virtual simulations for patient care/student teaching experiences to fulfill their required clinical and practicum hours to the extent allowed by licensure agencies. In a very few cases, due to licensure requirements, some students may not be able to meet all their clinical requirements via simulation or alternate assignments experiences. In these cases, the students' program leaders will work to revise their academic plans to enable them to move forward until such time as they may safely meet their requirements.

Lastly, students will be able to engage in career readiness programs and employer info sessions virtually via google meet and zoom. A list of virtual resources and internship safety guidelines will be available on the Trinity Career Services webpage, Career Services Newsletter and the career services management tool, Handshake. Handshake, Trinity's on-line career platform that links Trinity students, alumnae and alumni directly to employment opportunities, will continue to be a career services hub.

### **Disability Services**

Disability Services functions and processes have been available on-line as of spring 2020. The Office of Disability Services plans to maintain electronic processing and communication for fall 2020 utilizing on-line forms, email, digital fax, and phone sessions for consultation, intake, document submission, document dissemination, and communication with students and professors. Students with disabilities will continue to receive embedded course services, including accommodations, notetakers, and ASL interpreter services, both in virtual and face-to-face formats (observing social distancing, masking, and safety procedures). Students who require in-person proctoring of exams will be accommodated through Trinity's academic testing services, observing safety guidelines, at socially distanced desks. The Office will work with faculty to schedule proctored exams to manage density and ensure social distancing.

**1. Nursing Skills/Assessment Lab Spaces**

- a. Maximum occupancy during COVID-19 Precautions is 10 individuals in each nursing skills/assessment lab.
- b. Each skills lab can hold eight (8) students and one (1) lab instructor. This allows for one Lab Coordinator to enter the lab as needed while maintaining a maximum of 10 individuals in the nursing lab space.
- c. Each lab instructor **MUST** evaluate each student prior to allowing the student to enter the nursing lab and evaluate the students' workspaces before letting the students leave the lab space using the following guidelines (***allow for extra time at the beginning and end of each lab session for these protocols***).
- d. **Skills Labs (AC 211 / AC 214)**
  - i. Students **MUST** wear a facemask following CDC guidelines (over nose and mouth – See Appendix A) to **ENTER** any nursing lab.
  - ii. Student must complete the short evaluation questionnaire **PRIOR** to entering lab (See Appendix B).
    1. If the student is cleared – enter lab.
    2. If the student is not cleared the student may **NOT** enter the lab. Send to Trinity Wellness Center.
  - iii. Students **MUST** wash their hands following CDC guidelines at the sink immediately inside the lab doorway prior to going to assigned workspace (See Appendix C).
  - iv. Student should place their personal belongings in one of the cubbies designed for belongings next to the sink after they wash their hands.
  - v. **NO** food or drinks will be allowed during in any nursing lab space.
  - vi. Students should enter nursing lab **one-at-a-time** and wait until the prior student has washed their hands, stowed their personal belongings, and gone to their assigned workspace. Maintain 6-foot physical distance while waiting to enter lab and while in the lab.
  - vii. Students will be assigned by the lab instructor to their workspace.
    1. Student should draw the curtain on **BOTH** sides of their assigned workspace so that the curtain goes from the wall to the foot of the bed in the assigned workspace.
    2. Each workspace has one over-the-bed table that can be used by the student to organize materials and work.
    3. Each workspace has a wall mounted laptop holder that telescopes out from the wall and can be used by the student to open and use their laptops in the lab.
    4. Each workspace has one rolling stool that allows the student to sit in their workspace.
    5. Students are **NOT** to sit on the hospital bed in their workspace.
    6. Students are **NOT** to fully draw the curtains around their workspace which prevents the lab instructor from seeing into the workspace during the educational work session.

## **APPENDIX B: Trinity Nursing Skills/Simulation Lab Guidelines – COVID-19 Precautions Fall 2020**

- viii. During the work session, should the student need to leave their workspace to retrieve materials (linen, Workstation on Wheels, gloves, materials from their personal belongings, etc.) the student should:
    - 1. Stop at the end of their hospital bed workstation and survey the areas of the lab they need to traverse.
    - 2. If the area is clear the student should retrieve the needed materials and return to their workspace safely.
  - ix. Upon completion of the lab learning sessions ALL students should clear their workspace of any materials used, throw away all trash.
  - x. Before leaving their workstations the students MUST:
    - 1. Remove all linens used during the work session.
    - 2. Discard the dirty linens in the linen hamper.
    - 3. Clean ALL surfaces in their workspace with the provided CDC approved cleansing solution/wipes.
      - a. Over the bed oxygen/suction headboard.
      - b. Bed, bed rails, mattress (if needed), headboard and footboard, IV poles of the hospital bed.
      - c. Over-the-bed table.
      - d. Stool surface and release ring to raise/lower stool height.
      - e. Wall mounted cabinet and handle.
      - f. Wall mounted sharps container/glove holder.
      - g. Laptop holder (all surfaces).
    - 4. Replace all missing linen with clean linen from the linen cart.
    - 5. Place ALL equipment in the workspace back to the location found:
      - a. Hospital bed FLAT and in lowest position.
      - b. Laptop holder folded against the wall.
      - c. Over-the-bed table at the foot of the hospital bed.
      - d. Stool rolled to the head of the bed against the wall.
      - e. ALL curtains should be pulled back against the wall to open the workspace to the room.
  - xi. Students should retrieve ALL of their personal belongings from the belongings cubbies prior to leaving the lab.
  - xii. Students MUST wash their hands following CDC guidelines at the sink immediately inside the lab doorway prior to leaving the skills lab. Maintain 6-foot distance while waiting to wash hands.
- e. Assessment Lab (AC 224)**
- i. Students MUST wear a facemask following CDC guidelines (over nose and mouth – See Appendix A) to ENTER any nursing lab.
  - ii. Student must complete the short evaluation questionnaire PRIOR to entering lab (See Appendix B).
    - 1. If the student is cleared – enter lab.
    - 2. If the student is not cleared the student may NOT enter the lab.



## APPENDIX B: Trinity Nursing Skills/Simulation Lab Guidelines – COVID-19 Precautions Fall 2020

- iii. Students MUST wash their hands following CDC guidelines at the sink immediately inside the lab doorway prior to going to assigned workspace (See Appendix C).
- iv. Student should place their personal belongings in one of the cubbies designed for belongings next to the sink after they wash their hands.
- v. NO food or drinks will be allowed during in any nursing lab space.
- vi. Students should enter nursing lab **one-at-a-time** and wait until the prior student has washed their hands, stowed their personal belongings, and gone to their assigned workspace. Maintain the 6-foot physical distance in the hallway and within the lab.
- vii. Students will be assigned by the lab instructor to their workspace.
  - 1. Student should draw the curtain on BOTH sides of their assigned workspace so that the curtain goes from the wall to the foot of the bed in the assigned workspace.
  - 2. Each workspace has one assessment table that can be used by the student to organize materials and work.
  - 3. Each workspace has a wall mounted laptop holder that telescopes out from the wall and can be used by the student to open and use their laptops in the lab.
  - 4. Each workspace has one rolling stool that allows the student to sit in their workspace.
  - 5. Students are NOT to sit on the assessment table in their workspace.
  - 6. Students are NOT to fully draw the curtains around their workspace which prevents the lab instructor for seeing into the workspace during the educational work session.
- viii. During the work session, should the student need to leave their workspace to retrieve materials (Workstation on Wheels, gloves, materials from their personal belongings, etc.) the student should:
  - 1. Stop at the end of their assessment table workstation and survey the areas of the lab they need to traverse.
  - 2. If the area is clear the student should retrieve the needed materials and return to their workspace safely.
- ix. Upon completion of the lab learning sessions ALL students should clear their workspace of any materials used, throw away all trash, and retrieve all personal belongings.
- x. Before leaving their workstations the students MUST:
  - 1. Remove any used table paper by pulling new paper over table, tear old paper off and discard in the trash.
  - 2. Clean ALL surfaces in their workspace with the provided CDC approved cleansing solution/wipes.
    - a. Wall mounted ophthalmoscope/otoscope headboard.
    - b. Top and sides of assessment table.
    - c. Stool surface and release ring to raise/lower stool height.
    - d. Wall mounted cabinet and handle.

## APPENDIX B: Trinity Nursing Skills/Simulation Lab Guidelines – COVID-19 Precautions Fall 2020

- e. Wall mounted sharps container/glove holder.
- f. Laptop holder (all surfaces).
- g. ANY assessment equipment used from the assessment table drawer (Stethoscope, Reflex hammer, etc.)
- 3. Place ALL equipment in the workspace back to the location found:
  - a. Laptop holder folded against the wall.
  - b. Stool rolled to the head of the bed against the wall.
  - c. ALL curtains should be pulled back against the wall to open the workspace to the room.
  - d. ALL assessment equipment to the assessment table drawer.
- xi. Students should retrieve ALL of their personal belongings from the belongings cubbies prior to leaving the lab.
- xii. Students MUST wash their hands following CDC guidelines at the sink immediately inside the lab doorway prior to leaving the skills lab.

### 2. Simulation Sessions

- a. Each simulation session will require the use of AC 212 for prebriefing and debriefing activities as well as one of the simulation suites (AC 213A or 213B).  
**Note:** Should simultaneous simulation sessions be required to meet clinical rotation needs, AC 201 across the hall from the simulation suites can be used as a second prebriefing/debriefing space.
- b. Maximum occupancy during COVID-19 Precautions is 10 individuals in each nursing simulation session.
- c. Each simulation session can accommodate eight (8) students and one (1) clinical instructor. This allows for one Simulation Facilitator to enter the prebriefing/debriefing space while maintaining a maximum of 10 individuals in the nursing lab space.
- d. The simulation technician will stay in the Control Room until AFTER each simulation session and enter the empty simulation suite for cleaning between each student group during the simulation session day.
- e. Each clinical instructor MUST evaluate each student prior to allowing the student to enter the nursing session prebriefing/debriefing room (***allow for extra time at the beginning of each simulation session for these protocols***).
- f. Protocols:
  - i. Students MUST wear a facemask following CDC guidelines (over nose and mouth – See Appendix A) to ENTER any nursing simulation prebriefing/debriefing room and the simulation suites.
  - ii. Student must complete the short evaluation questionnaire PRIOR to entering rooms and suites (See Appendix B).
    - 1. If the student is cleared – enter room/suite.
    - 2. If the student is not cleared the student may NOT enter the room/suite. Send to the Trinity Wellness Center.
  - iii. Students MUST wash their hands following CDC guidelines at a sink in the bathroom found in immediate hallway of the simulation center (See Appendix C).

## **APPENDIX B: Trinity Nursing Skills/Simulation Lab Guidelines – COVID-19 Precautions Fall 2020**

- iv. Student should place their personal belongings on the floor against the wall of the prebriefing/debriefing room.
- v. Students should sit at the tables in the prebriefing/debriefing room leaving at least ONE seat between other persons in the room. Maintain 6-feet physical distance where possible.
- vi. Students should enter the prebriefing/debriefing room **one-at-a-time** and wait until the prior student has washed their hands, stowed their personal belongings, and gone to their seat at a desk.
- vii. Students may use their personal laptops at the desk.
- viii. NO food or drinks will be allowed during the simulation session.

### **ix. Prebriefing**

- 1. Students will undergo the prebriefing session together.
- 2. Groups of no more than three (3) students will be permitted into the simulation suite at one time.
  - a. Following prebriefing and prior to each simulation session group experience, small groups of students may enter the simulation suite to make themselves familiar with the simulation environment, equipment, and processes (Workstation on Wheels log-in, function of the patient monitor, function of the IV pump, functions of the high-fidelity manikins in use for the simulation session that day, etc.). These small groups will rotate until all students have completed the prebriefing process.

### **x. Simulation Session Activity**

- 1. Small groups of no more than three (3) students can complete the simulation session activity. Each student in the group will be assigned a student ZONE in the simulation suite (See Appendix D) with an appropriately assigned role (primary nurse, secondary nurse, family observer, charge nurse, unlicensed assistive personnel, etc.).
  - a. Students must stay in their assigned zone during the simulation activity.
  - b. Each zone is more than six (6) feet from other student learners but close to all equipment needed to complete the simulation activity and learning objectives.
  - c. Should the simulation session activity require students to don and doff personal protective equipment (PPE):
    - i. The students **MUST** leave their original face masks in place and don any additional face mask needed for the simulation session activity **OVER** their original face mask.
    - ii. When doffing the PPE for the simulation session activity the student should leave their original face mask in place.
- 2. Following the completion of each simulation session activity:

## APPENDIX B: Trinity Nursing Skills/Simulation Lab Guidelines – COVID-19 Precautions Fall 2020

- a. The small group will return to the prebriefing/debriefing room one-at-a-time maintaining appropriate distancing until all are seated back at their desk spaces.
- b. Simulation facilitator and technician will clean the simulation suite surfaces following CDC guidelines (See Appendix E) and reset the simulation area for the next small group to complete the simulation session activity. **NOTE:** *The process will add time to the simulation day and this should be communicated clearly to student learners by clinical instructors.*

### xi. Debriefing

1. Students will undergo the debriefing session together.
  2. Small groups should reseal themselves near each other but maintain at least ONE empty seat between each group member. Maintain 6-foot physical distance where possible.
  3. Small groups will complete the group activity together including:
    - a. Group feedback form.
    - b. Group whiteboard concept map creation.
      - i. Each group will use a whiteboard space at least six (6) feet separated from other groups in the room.
      - ii. Only ONE member of each group may be up and writing/drawing on the appropriate group whiteboard space at one time.
      - iii. Each student writing/drawing on the whiteboard should select ONE marker for their use. Students should NOT share markers. **NOTE:** Markers will be provided for the debriefing sessions.
      - iv. All whiteboard markers/spaces will be cleaned following CDC guidelines between every group use.
  4. Following completion of the small group activity the students will complete the debriefing discussion and individual simulation evaluation form as a group seated with distancing at their desk spaces.
- g. Before leaving their simulation session day the students MUST:
- i. Retrieve ALL of their personal belongings from the seminar room floor prior to leaving the lab.
  - ii. MUST wash their hands following CDC guidelines at a sink in the bathroom located in the hallway immediately outside the prebriefing/debriefing room.

## Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

### How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

### CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

### Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

### How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

### How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



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[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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Fall 2020**

**APPENDIX B**

*(To be provided by Dr. Newsome from Trinity Health and Wellness Center)*



## Stop Germs! Wash Your Hands.

### When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



### How?



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

LIFE IS BETTER WITH

**CLEAN HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

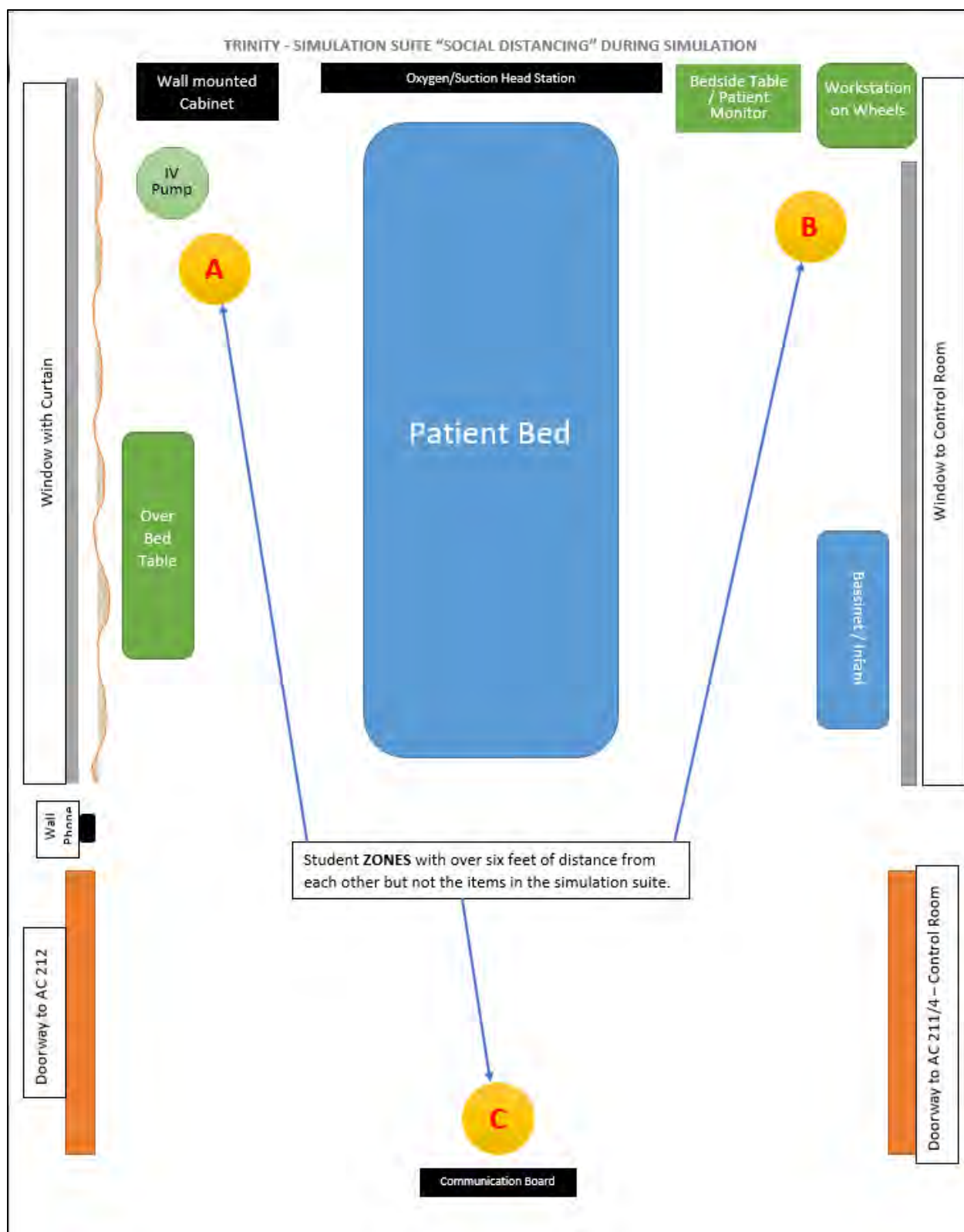
This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



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**APPENDIX B: Trinity Nursing Skills/Simulation Lab Guidelines – COVID-19 Precautions  
Fall 2020**

**APPENDIX D**





APPENDIX B: Trinity Nursing Skills/Simulation Lab Guidelines – COVID-19 Precautions  
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APPENDIX E

# GUIDANCE FOR CLEANING & DISINFECTING

## PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE  
FOR MORE  
INFORMATION

### 1 DEVELOP YOUR PLAN

**DETERMINE WHAT NEEDS TO BE CLEANED.**

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

**DETERMINE HOW AREAS WILL BE DISINFECTED.** Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

**CONSIDER THE RESOURCES AND EQUIPMENT NEEDED.** Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

### 2 IMPLEMENT

**CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER** prior to disinfection.

**USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT.** Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

**ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL.** The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

### 3 MAINTAIN AND REVISE

**CONTINUE ROUTINE CLEANING AND DISINFECTION.**

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

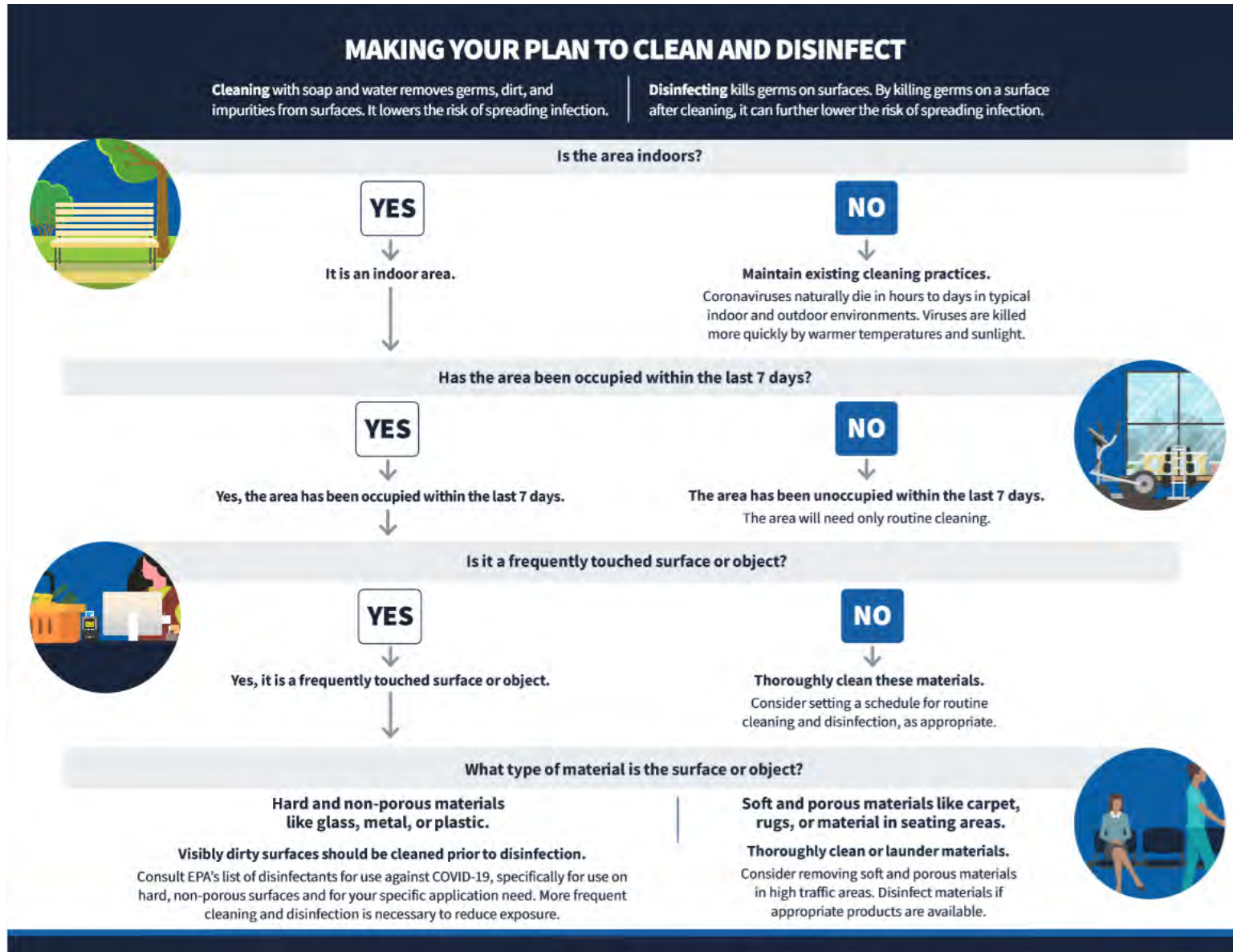
**MAINTAIN SAFE PRACTICES** such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

**CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE.** Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit **CORONAVIRUS.GOV**



## APPENDIX B: Trinity Nursing Skills/Simulation Lab Guidelines – COVID-19 Precautions Fall 2020



**APPENDIX B: Trinity Nursing Skills/Simulation Lab Guidelines – COVID-19 Precautions  
Fall 2020**

## **APPENDIX C: College of Arts & Sciences Plans for Fall 2020 Reopening**

### Virtual New Student Orientation

#### Virtual Sessions

Our plan includes offering 5 virtual sessions for our incoming students –

- Session I - Faculty session
- Session II - Academic Success session
- Session III - FY Instructional Specialists session
- Session IV - Moodle Technology and Library session
- Session V - Special session

The special session will cover a variety of topics linked to various offices on campus such as Student Affairs, Career Services, Academic Support, and Disability Support. Some of the topics include Exploring Career Pathways, Balancing Parenting, Work, and School, Keys to Success in Online/Hybrid Courses, Going back to school for non-traditional-aged students, and Self Care for College Success.

We will have special welcome sessions for the Honors Program cohort (both accepted and invited students) on various dates in June, July, August, with the first session scheduled for June 2, 2:00 – 3:00pm via Google Meet.

#### Grouping the Incoming Students

We will group our incoming CAS students into 5 groups according to their disciplinary interest. The undecided students, usually many in number, will be distributed among the groups –

- Group 1 - Interested in Nursing & Health Services
- Group 2 - Interested in Global Affairs
- Group 3 - Interested in Sciences & Math
- Group 4 - Interested in Humanities
- Group 5 - Interested in Social Sciences

#### Summer Timeline

We will offer the New Student Orientation (NSO) sessions on various dates in July and August (the students will be finishing their HS in June) to keep them continuously engaged with Trinity; Session facilitators will prepare in June for the sessions.

NSO sessions will start on July 13 and end on Aug 14 and will be offered in the following format –

Group 1 – every Monday	(I-07/13, II-07/20, III-07/27, IV-08/03, V-08/10)
Group 2 – every Tuesday	(I-07/14, II-07/21, III-07/28, IV-08/04, V-08/11)
Group 3 – every Wednesday	(I-07/15, II-07/22, III-07/29, IV-08/05, V-08/12)
Group 4 – every Thursday	(I-07/16, II-07/23, III-07/30, IV-08/06, V-08/13)

Group 5 – every Friday

(I-07/17, II-07/24, III-07/31, IV-08/07, V-08/14)

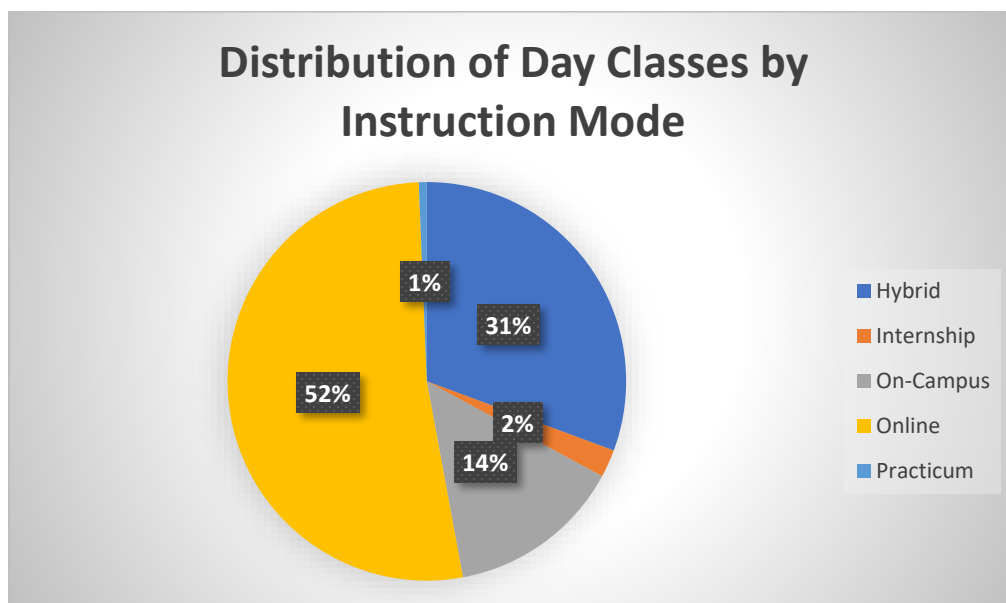
All Groups, All Sessions-

Group 1 Nursing & Health Services 2:00pm – 3:00pm Mondays	Group 2 Global Affairs 2:00pm – 3:00pm Tuesdays	Group 3 Sciences & Math 2:00pm – 3:00pm Wednesdays	Group 4 Humanities 2:00pm – 3:00pm Thursdays	Group 5 Social Sciences 2:00pm – 3:00pm Fridays
<b>Monday, 07/13</b> Faculty session	<b>Tuesday, 07/14</b> Faculty session	<b>Wednesday, 07/15</b> Faculty session	<b>Thursday, 07/16</b> Faculty session	<b>Friday, 07/17</b> Faculty session
<b>Monday, 07/20</b> Academic Success Session	<b>Tuesday, 07/21</b> Academic Success session	<b>Wednesday, 07/22</b> Academic Success session	<b>Thursday, 07/23</b> Academic Success session	<b>Friday, 07/24</b> Academic Success session
<b>Monday, 07/27</b> FY Instructional Specialists session	<b>Tuesday, 07/28</b> FY Instructional Specialists session	<b>Wednesday, 07/29</b> FY Instructional Specialists session	<b>Thursday, 07/30</b> FY Instructional Specialists session	<b>Friday, 07/31</b> FY Instructional Specialists session
<b>Monday, 08/3</b> Moodle Technology & Library session	<b>Tuesday, 08/4</b> Moodle Technology & Library session	<b>Wednesday, 08/5</b> Moodle Technology & Library session	<b>Thursday, 08/6</b> Moodle Technology & Library session	<b>Friday, 08/7</b> Moodle Technology & Library session
<b>Monday, 08/10</b> Special session	<b>Tuesday, 08/11</b> Special session	<b>Wednesday, 08/12</b> Special session	<b>Thursday, 08/13</b> Special session	<b>Friday, 08/14</b> Special session

### Fall Course Schedule

#### CAS Fall Courses according to Instruction Mode (Hybrid, Online, On-Campus)

COLLEGE	ACADEMIC_SESSION	Instruction Mode	Count of Instruction Mode
CAS	DAY	Hybrid	95
		Internship	7
		On-Campus	44
		Online	162
		Practicum	2
	TERM1	Online	1
	TERM2	Online	1
<b>Grand Total</b>			<b>312</b>



As noted above, 162 or 52% of the Day classes will be delivered completely online.

#### CAS Plans for Hybrid Courses

We have 95 sections coded as hybrid. There is only one section among these that is capped at 30. We have 3 plans for this class (A) Hold the class in a 36 or 48-seater classroom if A/B groups of 15 are allowable, (B) If we can adopt the Hyflex model for instruction, the class can be divided into A/B/C groups of 10, with each group meeting in-person while the rest of the class will view the live stream of the lecture or review the class material asynchronously via a recording of the class lecture, and (C) The alternate plan will be to go completely online.

29 hybrid sections are capped at 20, 30 sections are capped at 18 - For these classes, the plan is to use the 36 or 48- seater classroom with A/B groups of 10 students or fewer in class at one time.

3 hybrid sections have a cap of 15. We will use the 36- seater classroom if the entire group can meet; otherwise we will split the class into A/B groups of 8 each.

The rest of the hybrid sections are capped at 10 or below and can meet as a group with social distancing in place.

#### CAS Plans for On-Campus Courses

We have 44 sections coded as on-campus. One of these sections has a cap of 25, 2 lecture sections are capped at 23, 1 lecture section is capped at 22, 1 lecture section is capped at 21, 4 sections are capped at 20. These classes will require the 72- seater classroom which can seat up to 20 with social distancing. If possible, we will adopt the Hyflex model for this class, live and virtual teaching simultaneously whereby the class will meet in 3 groups of 10.

The rest of the on-campus lecture sections are capped at 10 or below and can meet as a group with social distancing in place.

#### CAS Plans for Science Labs

All CHEM, BIOL, PHYS, ENVS lab sections have been capped at 24 or below. Our plan for the science labs is to split the 3-hour lab meeting into two 1.5-hour blocks so that groups of 8 – 12 students can be in the lab at one time with social distancing in place. Dr. Ray has said that with the oblong shape of the tables, labs could accommodate 12 students - 2 each at the four smaller tables, and four at the double-size table in the center.

#### CAS Plans for Internships/ Practicum/Student Teaching

For the PSYC 490 Practicum class, the stakeholders have been contacted. An example of one response we have received: *"Fall interns will participate in Distance Learning platforms: Follow 2 students through their distance learning and collect baseline data on one targeted behavior each (Zoom). (This could be 10 hours a week and be completed in 4 weeks) or Participate in Distance Learning with a class and become embedded with the class for the summer or a combination of both or if the college is comfortable AND the intern is comfortable maybe go in the building (empty other than me and the intern) and do some filing once every other week if they want to knock out some hours all in one day. We can also send them some materials and they can make/create some things that support students' abilities to self-regulate like Zones of regulation posters for sensory rooms or for students homes, or sight word cards, or they can put together some social emotional themes that we can incorporate monthly when we get back."*

EDTE 491, Practicum II will be online.



For the Student Teaching classes- EDTE 471, Student Teaching Early Childhood Education & EDTE 473, Student Teaching Elementary Education, our plan is to connect Student Teachers with DC Public School or DC Public Charter School teachers that are teaching remotely to serve as their cooperating teacher.

For the 7 Internship classes in the fall – SOCY 491, PHIL 491, NSCM 498, HUMR 491, ENGL 491, CJUS 492, BADM 491, our plan is to continue conversations with the identified sites to gauge the possibility of engaging in the internship activities remotely. If remote work is not possible, we have gathered, with the help of Career Services, a list of projects that faculty can assign to students in lieu of internship hours –

#### Option 1 – Internship Reflection Paper

Student will complete 3-4-page paper reflecting on the internship experience up to this point. The paper should follow the following structure:

*Section 1 - Introduction*

*Section 2 - What I did – Description of internship*

*Section 3 - What I learned – Benefits gained*

*Section 4 - What I will do next – Next steps*

#### Option 2 – Career Preparation Activities

Select and complete 4 of the activities from the following list:

- ☐ Update your resume with your internship information.
- ☐ [Register for Symplicity](#)- Trinity's primary internship and job search tool.
- ☐ Apply to three separate jobs consistent with your career goals. List the companies along with a description of how/where you applied. Use [Symplicity](#), Career Services Newsletter and web search engines to find positions of interest.
- ☐ Obtain permission from 2 professionals in your career field (not related to you) who will be willing to be professional references for you. List their names and professional position/company.
- ☐ Watch [What is LinkedIn](#) and [LinkedIn for Beginners](#). Update/create your LinkedIn profile and "connect" with key people at your internship company. Add your LinkedIn address to your resume.
- ☐ Using LinkedIn, search for at least five professionals who are in careers of interest for you and connect with them; search for at least six organizations to follow and do so. Share your LinkedIn profile with your faculty so s/he can review this work.
- ☐ Write a handwritten thank you note to your supervisor and 1 or 2 other people at your internship site that had an impact on you. Keep in touch with these people after your internship ends. Record name and position for each person that you wrote.

#### Option 3 – Career Research

Conduct research on 2 job titles that you are interested in pursuing after graduation on [Bureau of Labor Statics- Occupational Outlook Handbook](#) and [ONet Online](#) . Write a 1 page summary profile for each job title covering the following information:

- Salary
- How to Become One- education and certifications required
- Important Qualities/ Skills. Identify the skills you have and how you plan to build the other one(s)
- Job Outlook
- Similar Occupations



Describe how your current internship course has/will prepare for this position. Identify key skills/theories/concepts mentioned in class.

#### Option 4: SWOT Analysis

Develop a SWOT analysis of your internship site. Think about our observations to date and identify the company/organization's, strengths/ weaknesses/opportunities and threats. You may even consider writing this analysis based on the company/organizations recent responses to the current health threat. This should be written from an objective stand point.

### Academic Advising

#### Advising Model

The CAS advising team will work on a M/W/F and T/Th rotation. Two advisors will be on campus at a time. For example, Team 1 will work M/W/F/ during week 1, T/Th during week 2, M/W/F during week 3, T/Th during week 4, and so forth.

Advisors working on campus will be present from 10:00 a.m. - 4:00 p.m. while advisors working remotely will be available from 8:00 a.m. - 6:00 p.m. (will stagger hours as we do now).

Each day, advisors will have virtual office hours, where students will be able to log into a Google Meet room where one or two advisors will be available to answer general questions.

Registration Rush will be held virtually, as it was during spring 2020. Students responded well to connecting with their advisor via phone/email and having their next semester courses emailed to them. This method also makes record-keeping easier for advisors, as there is record of what courses students should be registering for.

The Academic Success Fair will be completed via Starfish. Each student will receive a list of To-Do items that will involve watching videos on the different academic resources on campus. They will be able to do this over the period of a week, at their own convenience.

All academic advising forms (Change of Advisor, Course Withdrawal, Major/Minor Checklists, etc.) should be available to students in a PDF fillable format and easily accessed on the Trinity website.

Advisors would like students to have the ability to sign up for text alerts- although students may not always read emails, they do more frequently check their text messages. This would be a good way to relay important announcements.

#### Advisor offices/hallway - Physical Set-Up/ Social Distancing

Each advising office will have a desk set up 6+ feet away from advisor's desk so that students can sit. At this time, all advisors except Tabatha have a desk (she will need one).

Advisors will remove the chairs from in front of their desk to prevent students from sitting too closely.

A clear shield/plastic partition should be placed in front of each advisor's desk.

Students will always be required to wear masks during in-person meetings (this means masks will have to be made available to students).

Only a certain number of chairs should be available in the advising hallway and they should be placed six feet away from each other.

Place markers on the floor in advising hallway spaced six feet apart to remind students to maintain their distance from others.

Hand sanitizing dispensers should be made available to students in hallway.

Before advisors return to campus, offices should be deep cleaned.

## **APPENDIX D: Campus Housing – Residence Hall Guidelines Post Covid 19**

### **As of June 6, 2020**

The following guidance was created to help housing staff – working together with residents, staff, health and wellness center and dining services – prevent the spread of COVID-19.

Residents and staff living and working in residence halls often gather together, and may have challenges with [social distancing](#) to prevent the spread of COVID-19. This guidance is sourced from the guidance from the CDC and the DC Department of Health and are prevention measures.

#### **Overview: The goals of this plan include:**

- Develop plan for Housing Assignments and Move in to reduce density and to encourage social distancing
- Create plans to protect the staff and residents from spread of COVID-19 and help them put in place [personal preventive measures](#).
- Ensure that shared areas are [Clean and disinfected](#) (such as lounges, laundry facilities, shared bathrooms, and elevators) and frequently touched surfaces in coordination with Facilities..
- Identify services and activities that might need to be limited or temporarily discontinued. Consider alternative solutions (e.g., virtual services) that will help programs continue while being safe for residents.
- Identify a list of healthcare and self-care resources that residents with symptoms, concerns or COVID-19 can receive appropriate care, if needed.

#### **Housing Assignments and Fall 2020 Move in**

Residence Halls will open on an appointment schedule starting August 29 with one student occupant per room, charged at the basic room rate with no single surcharge, and with specific protocols for clearance to be in residence.

- Placement
  - Beginning in June, returning residents will be placed in single rooms based on their building preference on the Fall 2020 Room Selection form.
  - Returning residents will be placed in Kerby Hall, Alumnae Hall and Main Hall.
  - Incoming first year students will be placed in single rooms in Cuvilly Hall.
  - Current summer residents, and out of state residents will have priority placement.
  - Placements will be distributed evenly amongst floors to reduce density.
- Move In
  - Returning and New Residents will move in during extended move in from August 29<sup>th</sup> through September 5<sup>th</sup>.
  - Move in will be limited to 35 residents per day, per building.

- Move in appointment slots will be between 9am – 6pm, allowing 9 slots per day, with a maximum of 4 residents per time block per building.
- Appointment slots will be confirmed upon Financial Clearance from Enrollment Services
- Residents will only be permitted to have 1 person enter the building with them to assist with move in. All guests must wear face coverings while assisting with move in.
- Campus Housing staff will set up a no contact check in point in each residence hall to facilitate social distances for check in and key distribution.

### **Resident and Staff Personal Preventative Measures**

- Encourage staff and residents to prepare and take [action to protect themselves and others](#)
- Follow the guidance and [directives on community gatherings from DC](#)
- Encourage [social distancing](#) by asking staff and residents to stay at least 6 feet (2 meters) apart from others and wear [face coverings](#) in any shared spaces, including spaces restricted to lounges and laundry rooms.
- Consider any special needs or accommodations for those who [need to take extra precautions](#), such as older residents, people with disabilities, and people of any age who have serious underlying medical conditions.
- Limit staff entering residents' rooms unless it is necessary. Use virtual communications and check ins (phone or video chat), as appropriate.
- Limit the presence of non-essential staff and visitors in shared areas, when possible. Because of coronavirus restrictions, visitors may not be in residence halls in the Fall 2020 semester. A location for visitors on campus will be designated.
- Use physical screenings, such as acrylic shields, extra tables or chairs, to protect front desk/check-in staff who will have interactions with residents, visitors, and the public.
- Provide COVID-19 prevention supplies for staff and residents in common areas, such as soap, alcohol-based hand sanitizers that contain at least 60% alcohol, tissues, trash baskets, and, if possible, [face coverings](#) that are washed or discarded after each use.
- Consider any special communications and assistance needs of your staff and residents, including [persons with disabilities](#).
- Residents should keep up-to-date lists of medical conditions and medications, and periodically check to ensure they have a sufficient supply of their prescription and over-the-counter medications.
- Residents should contact their healthcare provider to ask about getting extra necessary medications to have on hand for a longer period of time, or to consider using a mail-order option for medications.
- Make sure that residents are aware of serious symptoms of their underlying conditions and of [COVID-19 symptoms that require emergency care](#), and that they know who to ask for help and call DPS dispatch for RC on Duty and EMS.

- Encourage residents who live alone to seek out a “buddy” in the residence hall who will check on and help care for them and safely make sure they are getting basic necessities, including food and household essentials.

### Communication to Residents

Use all platforms including email, website, virtual meetings, social media, newsletters, and flyers to help communicate information on:

- Guidance and directives from Trinity, and DC health department.
- How residents and staff are helping to prevent the spread of COVID-19.
- How additional information will be shared, and where to direct questions.
- How to stay healthy, including [videos, fact sheets, and posters](#) with information on [COVID-19 symptoms](#) and how to stop the spread of germs, [how to wash your hands](#), and what to do [if you are sick](#).
- How staff and residents can [cope and manage stress](#) and protect others from [stigma and discrimination](#).

### Considerations for Common Spaces in Residence Halls

- Ensure that [social \(physical\) distance](#) can be maintained in shared rooms, such as lounges, kitchens and laundry rooms, between everyone in common spaces.
- Shared Kitchens in Residence Hall
  - Restrict the number of people allowed in the kitchen at one time so that everyone can stay at least 6 feet (2 meters) apart from one another.
  - People who are sick, their roommates, and those who have higher risk of severe illness from COVID-19 should eat or be fed in their room
  - Do not share dishes, drinking glasses, cups, or eating utensils. Non-disposable food service items used should be handled with gloves and washed with dish soap and hot water or in a dishwasher. [Wash hands](#) after handling used food service items.
  - Use gloves when removing garbage bags and handling and disposing of trash. [Wash hands](#)
- Laundry rooms
  - Maintain access and adequate supplies to laundry facilities to help prevent spread of COVID-19
  - Restrict the number of people allowed in laundry rooms at one time to ensure everyone can stay at least 6 feet (2 meters) apart.
  - Provide disposable gloves, soap for washing hands, and cleaners and [disinfectants](#) for residents and staff to clean and disinfect buttons, knobs, and handles of laundry machines, laundry baskets, and shared laundry items.

- Post [guidelines](#) for doing laundry such as washing instructions and handling of dirty [laundry](#).
- Shared bathrooms
  - Shared bathrooms will be cleaned regularly by Facilities staff
  - Bathrooms will be continuously stocked with soap and paper towels or automated hand dryers. Hand sanitizer will also be made available.
  - Trash cans emptied regularly.
  - Provide information on how to wash hands properly. Hang [signs](#) in bathrooms.
  - Residents should be instructed that sinks could be an infection source and should avoid placing toothbrushes directly on counter surfaces. Totes could also be used for personal items to limit their contact with other surfaces in the bathroom.

**If a resident has COVID-19 (suspected or confirmed)**

- If a resident notifies staff that they may or have a confirmed case of COVID-19, it will be reported to Dr. Newsome-Williams to determine whether further medical evaluation is needed along with quarantine.
- If Health Services determines that quarantine is necessary, the resident student will be moved to Kerby Hall C wing or may have the option to return home if able to travel
- Dr. Newsome-Williams will also work with the DC Department of Health on contact tracing
- The Health Center will provide the ill person with information on [how to care for themselves](#) and [when to seek medical attention](#).
- Only staff with a need to visit a Covid-19 resident in quarantine may do so for specific services, and staff must follow all prevention guidelines for masks and wearing PPE, hand washing, sanitizing and other guidance
- Staff at [higher risk](#) of severe illness from COVID-19 should not have close contact with residents who have suspected or confirmed COVID-19, if possible.
- Those who have been in close contact (i.e., less than 6 feet (2 meters) with a resident who has confirmed or suspected COVID-19 should contact Health Services for further instructions, monitor their health and call their healthcare provider if they develop [symptoms suggestive of COVID-19](#).

## **APPENDIX E: Metz/Dining Services – Reopening Plan As of June 7, 2020**

The following guidance was created to help Dining Services staff, Resident diners and faculty, staff and commuter customers to prevent the spread of COVID-19. This guidance is sourced from the guidance from the CDC and the DC Department of Health and Metz corporate for the Trinity Dining locations.

### **Overview**

- Develop plan for Residential Dining and casual dining to reduce density and to encourage social distancing
- Create plans to protect the staff and customers from spread of COVID-19 and help them put in place [personal preventive measures](#).
- Ensure that shared areas are [Clean and disinfected](#) and frequently touched surfaces using [EPA-registered disinfectants](#) more than once a day if possible.
- Identify services that might need to be limited or temporarily discontinued. Consider alternative solutions (e.g., grab-and-go) that will help service continue while being safe for staff and customers.

### **Dining Service Facility Operations**

- The Dining Hall will reopen for resident meal service in conjunction with residence hall move in beginning on Saturday August 29, 2020. The Deli will reopen on Tuesday September 8, 2020.
- Limiting the number of individuals dining in a single facility at one time. The number should be chosen with the goal to achieve appropriate physical distancing of diners.
  - Dining hall: during Phase One, only resident students will access the dining hall and all meals will be provided “to go” so that there is no congregating in the dining hall
  - During Phase Two, resident students may eat in the dining hall according to the rules that DC establishes for the number of patrons permitted in a room at any given time; meals will also be available “to go”
  - Deli service will be available starting on September 8; faculty, staff and students may patronize the Deli observing 6-foot spacing and wearing masks; all Deli meals are “grab and go” and no more than 10 persons may sit in the Deli area
- Access control: once the target number is reached, patrons are only allowed to enter when another customer leaves.
- Physically spaced (6-foot) floor markers for waiting lines outside and inside the facility.
- Appropriately spaced and limited numbers of tables and chairs per table.
- Use physical barriers, such as acrylic shields, extra tables or chairs, to protect front desk/check-in staff who will have interactions with customers.
- Sanitation of common items in between all table seating and all food-contact surfaces must be sanitized throughout the day

### **Food Services Considerations**

- Eliminate buffet-style self-serve food or beverage stations and replacing with staff-served meal stations.
- Use of Single-Use Disposable plates, drinkware, silverware and single-use condiments
- Provide a bagged take-out meal option at every meal. Consider kosher, vegetarian, vegan, and gluten-free options, as requested or appropriate to the customer base.
- Arrange food delivery to students in isolation or quarantine.

### **Customer Requirements**

- Customers will be required to wear face coverings while in the Dining facility. Since an individual cannot eat and drink while in a mask, masks should be worn during movement in the facility and can be removed when sitting and dining.
- Do not share dishes, drinking glasses, cups, or eating utensils.
- Communication to customers via email, website, virtual meetings, and flyers to help communicate information on procedures and requirements for Dining Services

### **Staff Requirements**

- All Dining staff are required to wear face masks and gloves at all times while working and interacting with the public.
- Dining Staff are required to follow infection prevention guidelines including:
  - Staying home when ill.
  - Practicing physical distancing whenever possible at work.
  - Practicing proper hand hygiene.
  - Avoiding touching the eyes, nose, and mouth with unwashed hands.
  - Cleaning and disinfecting frequently touched surfaces throughout the workday.
  - Undergoing temperature checks prior to shift.
- Encourage [social distancing](#) by asking staff and residents to stay at least 6 feet (2 meters) apart from others and wear [cloth face coverings](#) in any shared spaces.
- Consider any special needs or accommodations for those who [need to take extra precautions](#), such as older persons, people with disabilities, and people of any age who have serious underlying medical conditions.
- Limit the presence of non-essential staff and visitors in food service and prep areas.





APPENDIX F: HEALTH SERVICES PLAN

**Coronavirus 2019 Plan 2020**

**Jacqueline Newsome-Williams Ph.D., RN, ANP-BC, FNP-BC**

*Director, Health and Wellness Center*

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**70% ethanol/70%% isopropyl alcohol Frequently**

**Answered Questions**

**21-23**

**The following appendices are available at Trinity Health Services upon request:**

**Appendices: Entry Sign**

**Appendix I: Facts COVID-19**

**Appendix II: Screening Questionnaire**

**Appendix III: Use of the Face Mask**

**Appendix IV: Centers for Disease Control: Guidance for Cleaning and**

**Disinfecting Appendix V: Symptoms of Coronavirus Disease 2019, posting**

**Appendix VI: Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to  
Coronavirus 2019**

**Appendix VII: Centers for Disease Control: Human Infection with 2019 Novel  
Coronavirus Case Report Form**

## **Introduction**

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. Initially identified in Wuhan, China, the virus has spread to many other countries around the world, including the United States. This document summarizes the Trinity Washington University response to, and action plan for COVID-19, based on traditional infection prevention measures, hygienic practices, and guidelines issued by the Centers for Disease Control (CDC). The use of a multistep, coordinated plan and implementation strategy, guided by best practices and evidence-based research on the spread of infectious disease, are in an effort to prevent, minimize, and/or control community exposure at Trinity Washington University.<sup>1</sup>

This plan is intended to provide information on the risk factors associated with COVID-19 and to document the appropriate control measures that should be implemented based on a risk assessment of on-campus activity and person-to-person transmission of the virus. This document will be adjusted, as necessary, as COVID-19 outbreak conditions change, including new information about the virus, its transmission, and impacts, becomes available and to maintain compliance with public health officials and District of Columbia government directives,

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<sup>1</sup> Centers for Disease Control, "Considerations for Institutes of Higher Education" <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

## About COVID-19

### Symptoms of COVID-19

An infection of SARS-CoV-2, the virus that causes COVID-19, may cause illness that range from mild to severe and, in some cases, can be fatal. The infection presents with a number of symptoms, most typically they include: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat and new loss of taste or smell. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the Centers for Disease Control, (CDC) symptoms of COVID-19 may appear in as few as two (2) days or as long as fourteen (14) days after exposure.<sup>2</sup> This is called the “incubation period.”

### How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

The CDC website provides the latest information about COVID-19 transmission.<sup>3</sup>

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<sup>2</sup> Centers for Disease Control: “Symptoms of Coronavirus,” Coronavirus Disease 2019 (COVID-19) May 13, 2020 <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<sup>3</sup> Centers for Disease Control, “Transmission” <http://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

## **Measures to Prevent the Spread of COVID-19**

The following measures must be implemented to minimize exposures to SARS-CoV-2:

- Require Use of Face Coverings when in indoor public spaces as indicated by posted signs at all entrances.
- Install physical barriers, such as clear plastic sneeze guards, where feasible
- If public interaction is necessary, require face coverings to be worn.
- Consider strategies to minimize face-to-face contact (e.g., phone-based communication, telework).
- Conduct a Risk Assessment to determine health status and risk for spreading the disease among students, faculty, and staff
- Conduct assessment for need for additional Personal Protection Equipment (PPE) or other controls where appropriate
- Daily cleaning measures to prevent the spread of the disease

## **COVID-19 Daily Self-Screening Protocol**

All persons should be reminded that they should stay home if they are feeling sick and/or if on campus, they should leave immediately if they begin to feel unwell. If they need to remain on campus for a period of time, the impacted individual should remain isolated in a closed-off area that is well ventilated, and refrain from all unnecessary contact with non-infected persons, staff, students, administrators, and faculty members. This may be a dedicated space, identified as a unit for extended quarantine. All persons entering campus are required to conduct a self-screening entry protocol daily, which will include, at a minimum, a questionnaire that covers symptoms and suspected or confirmed exposure to people with possible COVID-19. Refer to the Daily Self-screening protocol. Workers in certain areas such as construction and research are required to do more extensive screening protocols. All university students, faculty, and staff are encouraged to report symptoms to advisor, supervisor, and the Health and Wellness Center at 202-884-9615.

## **COVID-19 Positive Cases, Contact Tracing and Notification**

Individuals that test positive for COVID-19 should report the findings to the Health and Wellness Center office, 4<sup>th</sup> Floor, Main Building at 202-884-9615 guidance for self-isolation and next steps will be provided. Individuals who test positive for COVID-19 by the Health and Wellness Center will be notified and the plan of care discussed. The Health and Wellness Center will report every case immediately to the D.C. Department of Health (DCDOH) and DCDOH will conduct contact tracing to identify any person who has been exposed to the infected person.

Contact Tracing is a public health tool that has been used for decades to identify people who have come in contact with diseases such as an SARS-CoV-2 positive individual in an attempt to reduce the spread of the disease. Contact tracing conducted by DCDOH will:

- Alert individuals who may have been in close contact of the potential exposure;
- Identify localized outbreaks and ultimately control the spread of illness across campus. Medical confidentiality and privacy will be maintained. Contacts will only be told they have been exposed to a positive case, but the identity of that case will NOT be directly revealed. Sensitivity to individual situations will be maintained. Individuals with a confirmed or suspected case of COVID-19 can return to the campus only after they are no longer infectious, quarantined for a minimum of 14 days and presentation within the past 72 hours 2 negative SARS-CoV-2 tests results without any of antipyretic agents (acetaminophen or ibuprofen) during that 72 hour period and/or according to the latest guidelines from the Centers for Disease Control and Prevention.

### **Training**

All employees on-site are required to take COVID-19 Training that includes at a minimum updated information as it becomes available from recognized sources such as the CDC that covers the following:

- Workplace infection controls practices
- The proper use of personal protective equipment
- Steps individuals must take to notify the university of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19
- How to report unsafe working conditions. The latest information on COVID-19 is provided in Appendix .

## Health and Safety Measures

Protecting individuals from exposure to SARS-CoV-2 is dependent on requiring basic infection prevention measures to be in place. The following are required practices that must be put part of all campus plans and enforced as standard practices for health and safety. Floor markings to indicate six (6) feet distance, signage and barriers will be provided to provide safety in reduce the spread of the disease.

### Face-coverings

In accordance with the mandate the District of Columbia Office of the Mayor (2020), any individual able to medically tolerate a face covering must wear a covering over his or her nose and mouth—such as a homemade mask, scarf, bandana, or handkerchief—when in any enclosed public space. Therefore, we interpret the Executive Order to require the use of a face covering when you are:

1. Indoors in a place other than your home and in an area where you cannot self-isolate (e.g., you cannot close the door and expect other individuals not to come into the room); and,
2. With other individuals in the same space or where you are likely to encounter another individual. Refer to Appendix , Guidance for more information on the donning, doffing, use and care of a face covering, Face Covering Usage for COVID-19.

Research has shown that the use of face masks can reduce the transmission of respiratory illnesses (such as COVID-19) by 50%.<sup>4</sup>

### Donning and Use of Face Coverings

- Each day a newly deposal or laundered face covering should be used.
- If you are resting the face covering during the day, take care to ensure you are using the same side of the covering toward your face.
- Before putting on the face covering, wash your hands or use hand sanitizer.
- Don the face covering by securing with ties or ear loops or other means to secure as appropriate.
- Be sure the face covering fits snugly but comfortably against the side of the face.
- Do not touch your face or face covering after putting on the face covering.

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<sup>4</sup> MacIntyre, C. R., Cauchemez, S., Dwyer, D. E., Seale, H., Cheung, P., Browne, G., Fasher, M., Wood, J., Gao, Z., Booy, R., & Ferguson, N. (2009). Face mask use and control of respiratory virus transmission in households. *Emerging infectious diseases*, 15(2), 233–241. <https://doi.org/10.3201/eid1502.081167>



- The face covering should cover your nose and mouth.
- If conducting work where the face covering may get dirty or dusty, a face shield should be worn to protect the face covering.

### **Removal of Cloth Face Coverings**

- Remove the face covering carefully, using the strap or ties. Avoid touching any part of the face covering, except the straps or ties.
- Be careful not touch your eyes, nose, or mouth when removing the face covering.
- Place the face covering in a paper storage bag for reuse. Mark the bag with your name.
- Wash your hands after removing the face covering or use hand sanitizer.

### **Cleaning cloth Face covering**

- Face coverings should be washed daily. Standard laundry detergent is acceptable; no other cleaning agents or disinfectants should be used.
- Wash hands or use hand sanitizer immediately after placing the dirty face covering in the washer.
- Face coverings can be washed with other laundry.
- Use the warmest water setting you can.
- Dry face coverings on the hot cycle.

### **Social Distancing**

Keeping adequate spacing between yourself and others is one of the most important behaviors that can minimize your risk of being exposed to SARS-CoV-2 virus. Some individuals infected with COVID-19 may present without symptoms and may be able to spread the virus, therefore, it is important to stay at least six (6) feet (about 2 arms' length) from other people. Work should be conducted in a manner that avoids individuals working where they cannot maintain six (6) feet. The use of ground markings, signs and physical barriers should be used as appropriate in the work- space. If work tasks do not allow for social distancing of six (6) feet, the task should be reviewed to determine if it is critical. Only critical tasks should be permissible. The use of face shields should be considered in addition to the use of face coverings when individuals cannot maintain three (3) feet of separation from other individuals.

### **Hand-washing**

Frequent and thorough hand washing with soap and water for at least 20 seconds especially after an individual has been in a public place or after sneezing, coughing, blowing his or her nose or touching his or her face, must be followed stringently. Each work-space must be provided with

adequate access to hand-washing facilities. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol. Refer to the CDC video on Proper Hand-washing for more details on technique.<sup>5</sup>

### **Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE), including glove use, is necessary for healthcare professionals, food industry workers and individuals performing cleaning duties or other job tasks that require gloves as a standard part of their PPE. In most other situations, wearing gloves is not necessary and departments should focus on promoting frequent hand-washing in lieu of general use of gloves as a control strategy for COVID-19 prevention. Similarly, individuals do not need to wear goggles, safety eyewear or face shields for general activity on campus for COVID-19 prevention. Normal job tasks that require the use of this PPE from a safety or workplace requirement perspective should continue to be followed.

### **Cleaning and Disinfection**

To reduce the risk of the COVID-19 virus transmission and/or exposure by cleaning and disinfection is an important part of reopening public spaces. Across campus, custodial teams have increased the cleaning frequency of high-touch surfaces in common spaces using EPA registered disinfectants that are effective against SARS-CoV-2.<sup>6</sup> Building occupants should also perform additional cleaning and disinfection of high-touch surfaces and shared equipment within their work areas using approved EPA disinfectants. Refer to Appendix EHS General Cleaning Guidance for more detail.<sup>7</sup> Each department is responsible for ensuring that employees have access to cleaning and disinfecting supplies and need to be provided time for hand-washing, cleaning and disinfecting as necessary. Individuals should not use other workers' phones, desks, offices, or other work tools and equipment, unless unavoidable for necessary work. When necessary these items should be disinfected prior to and after use. In the event an employee tests positive for COVID-19 in the workplace, supervisors are expected to contact the Health and Wellness Center for further guidance.

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<sup>5</sup> U.S. Department of Health and Human Services and Centers for Disease Control, Dec 16, 2019 "What You Need to Know About Handwashing" <https://www.youtube.com/watch?v=d914EnpU4Fo&feature=youtu.be>

<sup>6</sup> CDC 'Guidance for Cleaning and Disinfecting: Public Spaces, Workplaces, Businesses, Schools and Homes' CS316485C April 28, 2020 1:36 PM [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

<sup>7</sup> National Research Council (US) Committee on Prudent Practices in the Laboratory. Prudent Practices in the Laboratory: Handling and Management of Chemical Hazards: Updated Version. Washington (DC): National Academies Press (US); 2011. 2, Environmental Health and Safety Management System. Available from: <https://www.ncbi.nlm.nih.gov/books/NBK55873/>

## Overall Protocol

- Face masks must be worn upon entry to campus with signs displayed at all entry points indicating instructions on donning facial covering.
- Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- Take steps to reduce entry congestion and to ensure the effectiveness of screening for example, concise, clear questionnaire, and assessment for proper through-put.
- Conduct a daily entry screening protocol for individuals entering campus, including a questionnaire covering symptoms and suspected or confirmed exposure to persons with possible COVID-19, together with, if possible, a temperature screening.
- Create a dedicated entry point, room, Main Hall, for daily screening upon entry to campus.
- Provide instructions for PPE distribution and designate on-site locations for soiled face coverings.
- Require the use of gloves where appropriate to prevent skin contact with contaminated surfaces.
- Identify choke points and high-risk areas where individuals must stand near one another and control their access and use so that social distancing is maintained.
- Ensure that there are sufficient hand-washing or hand-sanitizing stations at the work-space to enable easy access by students, faculty, and staff.
- Suspend all non-essential in-person visitors until further notice.
- As necessary, use tape measure on the floor to demarcate socially distanced work-spaces to create one-way traffic flow.
- Minimize the use of shared equipment and implement disinfecting of equipment. See Appendix .
- Provide disinfecting supplies so equipment can be wiped down at least twice a day. A cleaning log may be used.
- Increasing distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space, providing visual cues to guide movement and activity such as restricting elevator capacity with markings, locking conference rooms.

- Prohibiting social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the workspace.
- Post signs about the importance of personal hygiene. CDC poster.
- Disinfect high-touch surfaces in offices and minimize shared items when possible.

### **Health and Wellness Center**

The following measures will be implemented:

- Routine cleaning of the Health and Wellness Center. The Center will maintain adequate supplies of transmission-reducing agents/products including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.<sup>8</sup>
- Post signs at entrance(s) instructing patients to wear a face covering when inside.
- Limit waiting-area occupancy to the number of individuals who can be present while staying six feet away from one another and ask patients, if possible, to make an appointment with the receptionist. Calling first before arrival is ideal to avoid congestion in waiting area.
- Mark waiting rooms to enable six feet of social distancing (e.g., by placing X's on the ground and/or removing seats in the waiting room).
- Conduct a common screening protocol for all patients, including a temperature check and questions about COVID-19 symptoms.
- Place hand sanitizer and face coverings at patient entrance(s). • Require employees to make proper use of personal protective equipment in accordance with guidance from the CDC and the U.S. Occupational Health and Safety Administration.
- Require patients to wear a face covering when in the facility, except as necessary for identification or to facilitate an examination or procedure. • Install physical barriers at sign-in, temperature screening, or other service points that normally require personal interaction (e.g., plexiglass, cardboard, tables).
- Employ telehealth and telemedicine to the greatest extent possible. • Limit the number of appointments to maintain social distancing and allow adequate time between appointments for cleaning.
- Employ specialized procedures for patients with high temperatures or respiratory symptoms to avoid exposing other patients in the waiting room. • Deep clean examination rooms after patients with respiratory symptoms and clean rooms between all patients.

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<sup>8</sup> Centers for Disease Control, "Adequate Supplies" Healthy Hygiene <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

- Establish procedures for building disinfection in accordance with CDC guidance if it is suspected that an employee or patient has COVID-19 or if there is a confirmed case.



## **COVID-19 Daily Screening Protocol, Faculty and Staff**

Trinity will use a mobile app for daily screening of faculty and staff. The app will be in conformity with CDC guidance and will provide a means for Trinity to collect data each day on employee health status related to Covid-19.

Temperature check kiosks will also be available in convenient locations.

If the app screening reveals a Covid-19 symptom or risk, the employee may not return to campus for work and must report to Health Services for directions about additional screening. Personnel may be required to get testing, treatment and clearance through their healthcare providers.

Personnel who have had exposure to Covid-19 must self-quarantine for 14 days and may not return to campus without additional screening and clearance from Health Services.

## **COVID-19 Daily Screening Protocol, Commuter Students and Residents After Move-in Screening**

Trinity will use a mobile app for daily screening of students, both commuters and residents. Residents will have additional screening when they move-in, see the next section.

Temperature check kiosks will be available in convenient locations.

If the screening reveals that a student has a Covid-19 symptom or risk, the student may not go to class and instead must report to Health Services for directions about additional screening, quarantine and treatment. Students who are not on Trinity's Health Insurance plan may be required to consult with their personal physicians for testing, treatment and clearance.

Students who have had exposure to Covid 19 must self-quarantine for 14 days. Resident students will quarantine in Kerby Hall C wing. Commuter students should quarantine at home and may not return to campus without additional screening and clearance from Health Services.

## **COVID-19 Daily Screening Protocol for On-Campus Student Residents (Red, Yellow, Green)**

The purpose of this protocol is to describe the process for the screening of student residents on campus at Trinity Washington University. Before access to the dormitories on campus all occupants will complete the following assessment.

All individuals need to have an understanding of the symptoms associated with COVID-19 and must not report to campus if they are exhibiting those symptoms or any signs of illness.

Individuals checking into the campus dormitory will be screened on Move-In Day and asked the following information in a manner that allows for social distancing (>6 feet) and other measures to prevent virus spread before entering the dormitory. It is not a requirement to document this information, only to perform the screening.

1. Do you have any of the following symptoms? ◦ Fever of 100.4 degrees or higher  
(Temperature screening will also be conducted to verify)

- Chills
- Cough (excluding chronic cough due to a known medical reason other than COVID-19)
- Shortness of breath
- Sore throat
- Diarrhea (excluding diarrhea due to a known medical reason other than COVID-19)
- Loss of sense of smell and/or taste

2. Have you had household contact in the last 14 days with someone diagnosed with COVID-19?

3. Are you entering the Washington, DC area (DMV) from out-of-state?

4. Have you traveled by airplane in the past 14 days?

If an individual answers “yes” to questions 1 or 2, or has a temperature screen that indicates a fever, they are **not** permitted in the dormitory and should be instructed to contact their primary care provider and seek medical advice per guidance below (Red).

- If symptoms are present, the individual must contact Health and Wellness Center at 202-884-9615 for further information.
- Quarantine for 14 days since the last date of exposure if the individual had close contact with an individual diagnosed with COVID-19.

If an individual answers “yes” to questions 3 or 4, he or she is interviewed with additional questions to determine if safe to enter dormitory (Yellow).

If an individual answers No to all questions (1 through 4) and temperature less than 100.4 degrees F, then she or he is permitted to enter campus facilities (Green).



## **Contact Tracing Protocol for Trinity Washington University**

Trinity Washington University campus members who have tested positive for SARS-CoV-2, the virus that causes the COVID-19 (defined as a Viral PCR test), will be included in a Contact Tracing Protocol conducted by the DCDOH to assist in identifying individuals who may have been in close proximity to the positive case and have an elevated risk of contracting the illness.

Contact tracing is a public health tool that has been used for decades to identify people who have come in contact with an ill individual in an attempt to reduce the spread of the disease. Trinity Health Services will work in cooperation with DCDOH to support contact tracing in order to achieve these objectives:

- Interrupt ongoing COVID-19 transmission and reduce the spread of infection
- Alert contacts of the potential exposure
- Closely monitor them for symptoms, provide testing and potentially quarantine away from the campus.
- Study the epidemiology of the virus, identify localized outbreaks and ultimately control the spread of illness across campus.

Medical confidentiality and privacy will be maintained. Contacts will only be told they have been exposed to a positive case, but the identity of that case will NOT be revealed. Sensitivity to individual situations will be maintained.

The identification of positive cases in campus community members may occur through several mechanisms, including:

- Testing through Health and Wellness Center, Trinity Washington University
- District of Columbia Department of Health notification
- Student, faculty, staff disclosure

Students, faculty, or staff experiencing COVID-19 symptoms should be directed to contact the Health and Wellness Center at 202-884-9615:

- for a screening interview by trained medical staff, and if indicated based on patient responses, be provided for COVID-19 testing or sent to an appropriate site for testing
- If testing results in a positive case then that information is provided to the patient with proper follow-up instructions.

- Students, faculty or staff with positive Covid-19 testing results must disclose their results to Trinity Health Services and DCDOH, but no other person or office should be involved in the disclosure. Health Services may provide a notice for a student who needs to be absent from class, but the diagnosis should not be disclosed. Personnel should follow the usual procedures for sick leave absence from work. HIPPA confidentiality applies in all cases.

#### **COVID-19 testing at Trinity Washington University**

- Testing for COVID-19 is available for those individuals interested in testing through Labcorp Inc and conducted by the medical staff at Health and Wellness Center by scheduled appointment. The testing offered is the nasopharyngeal swab. Medical staff is required to wear the full isolation gown, N95 face mask with face shield, gloves in obtaining the specimen. The results are generally available within 72 hours.

## **70% ethanol / 70% isopropyl alcohol Frequently Asked Questions**

In the healthcare setting, “Alcohol” refers to two water-soluble chemical compounds—ethyl alcohol and isopropyl alcohol—that have generally underrated germicidal characteristics. These alcohols are rapidly bactericidal rather than bacteriostatic against vegetative forms of bacteria; they also are tuberculocidal, fungicidal, and virucidal but do not destroy bacterial spores. <https://www.cdc.gov/infectioncontrol/guidelines/disinfection/disinfection-methods/chemical.html>

What concentration of alcohol should be used? A 70% concentration of ethanol or isopropyl alcohol has been demonstrated to be the most effective. Water acts as a catalyst and plays a key role in denaturing the proteins of vegetative cell membranes. The water content slows evaporation, therefore increasing surface contact time and enhancing effectiveness. At concentrations higher than 80-85% the effectiveness as a disinfectant decreases.

Is it effective to use ethanol or isopropyl alcohol as a disinfectant? -Ethyl alcohol (ethanol), at concentrations of 60%–80%, is a potent virucidal agent inactivating all of the enveloped viruses (e.g., herpes, vaccinia, and influenza virus) and many nonenveloped viruses (e.g., adenovirus, enterovirus, rhinovirus, and rotaviruses but not hepatitis A virus (HAV) or poliovirus). It has also been demonstrated to be effective against human immunodeficiency virus (HIV), rotavirus, echovirus, and astrovirus.

-Isopropyl alcohol, based on some studies, at concentrations of 60%-80% is not as active against the noneveloped enteroviruses but is fully active against the enveloped viruses. Studies also have demonstrated the ability of both ethyl and isopropyl alcohol to inactivate the hepatitis B virus (HBV) and the herpes virus. Sars CoV2 is an enveloped virus.

What is an Enveloped virus? A virus encased within a lipid bilayer is called an enveloped virus.

What is a Noneveloped virus? A virus lacking a lipid bilayer is called a non-enveloped virus.

1. What amount of contact time should be used? The concentration of ethanol or isopropyl alcohol determines the amount of contact time needed; the higher the concentration (<70%) the longer the contact time required for disinfection. Recommending at least 2-10 minutes of contact time for 70% concentration and 515 minutes if using greater concentrations of alcohol are used (not to exceed 80%).
2. What is the difference between ethanol and isopropyl alcohol? Ethanol and isopropyl alcohol are similar small molecules but differ in the location of the alcohol group on their chemical structures. Both alcohols are flammable and both are used as disinfectants. There are varying grades of both in terms of purity, ethanol is more widely used in wet laboratories whereas isopropyl alcohol is preferentially used to disinfect electronic devices.

Is the use of alcohol approved by regulatory agencies? - EPA List N only includes EPA-registered surface disinfectants. Hand sanitizers, antiseptic washes and antibacterial soaps are regulated by the Food and Drug Administration (FDA). -FDA has not cleared any liquid chemical sterilant or high-level disinfectant with alcohol as the main active ingredient.

#### Citations

Chemical Disinfectants <https://www.cdc.gov/infectioncontrol/guidelines/disinfection/disinfection-methods/chemical.html>

EPA List N <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

FDA issues final rule on safety and effectiveness of consumer hand sanitizers <https://www.fda.gov/news-events/press-announcements/fda-issues-final-rule-safety-and-effectivenessconsumer-hand-sanitizers>

Antiviral activity of alcohol for surface disinfection <https://onlinelibrary.wiley.com/doi/abs/10.1034/j.1601-5037.2003.00032.x>

Comparative efficacy of ethanol and isopropanol against feline calicivirus, a norovirus surrogate [https://www.ajicjournal.org/article/S0196-6553\(05\)00577-8/fulltext](https://www.ajicjournal.org/article/S0196-6553(05)00577-8/fulltext)