

University of the District of Columbia

Fall 2020 Opening Plan

#	AREA / ACTIVITY	REQUIREMENT
		<p>This University of the District of Columbia Fall 2020 Opening Plan (Plan) is intended to serve as a blueprint for how the University plans to safely return people, including staff and students to campuses in the fall semester 2020. The Plan is consistent with currently available CDC, OSHA, and DC Health guidance. It also reflects recommendations from the ReOpen Advisory Working Group, Education and Childcare Committee (May 21, 2020) and the American College Health Association (ACHA) Guidelines, Considerations for Reopening Institutions of Higher Education in the COVID-19 Era, May 7, 2020.</p> <p>In general, and to the maximum extent possible, the University intends to remain in a telework and emergency remote instruction (ERI) posture for the fall semester. The University has established a COVID-19 Campus Opening Workgroup that meets twice per week, and is developing and procuring the necessary campus modifications, policies, equipment and supplies to permit limited campus operations in a manner consistent with the goal of protecting the public health and safety of the entire UDC Community by reducing risks of transmission of the COVID-19 virus. The University’s response to the pandemic will be fluid and adjusted when necessary to reflect additional public health data and guidance.</p>
1	<i>Campus Access and Movement</i>	<p>The University hired an Architectural/Engineering (A/E) firm on 7-6-2020 for the sole purpose of immediately assessing and modifying spaces on campus intended for occupancy. There are three primary areas in which the A/E will focus:</p> <ol style="list-style-type: none"> 1. Modification of academic spaces (primarily laboratories, clinic spaces, and law school) that have been identified by the Chief Academic Officer (CAO) as essential on campus (not subject to distance or Emergency Remote Instruction). 2. Modification of Building 4250, 6th Floor, as a Safe Learning Environment. 3. Identification and modification of administrative units that are anticipated to have regular on-campus staffing requirements, including: current employees previously designated as essential (OPSEM, CARES), as well as Talent Management, OCFO, Student Development and Success, the warehouse, mailroom and other critical units. <p>All other buildings, offices, and spaces not identified above will be closed to the University community and the general public. The parking garage will remain open and parking passes will only be issued to individuals approved to be on campus.</p> <p>Each building not considered closed will only have one designated point of entry, and individuals will not be permitted to enter buildings through other means. Barriers or partitions will be placed in building lobbies and clearly marked to completely isolate entry and exit traffic. Wherever possible, different doors will be used for both entry and exit.</p> <p>Tape and signage will be used to establish walking lanes and identify one-way travel between buildings and single direction pathways from the parking garage to campus buildings.</p> <p>On each floor of every building, tape, arrows, and signage will be placed on floors and walls to identify a single counterclockwise direction of travel.</p> <p>Elevator occupancy will limited to 2 persons. Floors of elevators will be marked down the middle to indicate where people should stand.</p> <p>Everyone present on campuses must have prior authorization by a cabinet representative: This will strictly be limited to:</p> <ol style="list-style-type: none"> 1. Students and faculty authorized by the CAO for academic or research purposes; 2. Staff authorized as essential by the Chief Operating Officer for daily or recurring travel to campus; 3. Individuals authorized by their cabinet member for one-time travel, a specific duration, or recurring schedule on campus.

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		Individuals will not be on campuses without prior authorization. The campus will remain closed to all meetings and activities involving staff, students, and the public without cabinet authorization.
2	<i>Classes on Campus</i>	A complete list of laboratories, clinics, and skills-based courses offered on campuses in the fall will be identified by 7-15-2020. The list will include the proposed location and schedule for each planned activity and the maximum anticipated class size. This information will be provided to the cleaning vendor (Motir), so that these spaces can be scheduled for enhanced cleaning between each use.
3	<i>Medical Monitoring and Screening</i>	<p>Students, faculty, and staff will not be permitted to enter campus buildings if they are symptomatic, have had close contact with a COVID-19 positive individual, or have a temperature above 100.4 F.</p> <p>To accomplish this, the University will establish and implement a daily self-assessment health screening protocol:</p> <ol style="list-style-type: none"> 1. Everyone planning to travel to campuses will first be required to complete and submit a daily self-assessment health screening questionnaire accessible through the University’s LiveSafe app. Students, staff and visitors will be required to download LiveSafe on their personal device. This will require people to self-monitor their body temperature at home before travelling to campus. Based on questionnaire responses submitted through the app, individuals will receive an easily identifiable green or red checkmark reply with their name and date displayed. 2. Anyone with responses resulting in a red checkmark will be denied campus access. Student should call health services for further guidance. Employees should immediately notify their supervisor. 3. As a front-line compliance measure, worker monitors and check point stations will be placed in the lobby of Building 4250 and other occupied buildings. Monitors will be stationed to ensure that people entering campus buildings display their green LiveSafe check responses when attempting to enter a building check point.
4	<i>Personal Protective Equipment</i>	<p>When on campus and in all University buildings, the use of face coverings or masks will be required at all times.</p> <p>The District will provide the University with an initial 60-day of personal protective equipment, including face coverings, gloves, and other PPE deemed necessary for employees as a result of the DC FEMS/DGS occupational assessment of employee position descriptions (OSHA Hazard Levels). Five (5) washable cloth face coverings will be provided to each employee, including adjunct faculty. Students and visitors will be expected to have their own face coverings. However, the University will maintain at least a 60-day supply of disposable face coverings for anyone who arrives on campus for an authorized purpose without one, including students.</p> <p>Supplies of PPE will be maintained in a secure location and accessible only to personnel associated with supply stocking, distribution, or inventory. PPE usage (burn rates) will be closely monitored and additional supplies will be reordered on a monthly basis.</p> <p>Additional types of PPE, such as N-95 respirators for OPSEM, and gowns/face shields for allied health clinics have also been identified and included in the PPE calculations.</p> <p>Compliance with the face covering policy and requirements will be strictly enforced. Repeat non-compliance will be handled through progressive discipline for staff, or as code-of-conduct violations for students.</p>

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5	COVID-19 Testing	<p>The University will not perform any in-person COVID-19 testing on campus. Anyone identified as having a fever or displaying viral symptoms will be immediately required to leave campus and either make arrangements to see their healthcare provider or report to a District or other COVID-19 test site.</p> <p>The District has developed a robust COVID-19 contact tracing and case management capacity, and the University will rely on DC Health as the primary resource for performing these public health functions for all positive cases and close contacts.</p>
6	Workspace and Classroom Configuration	<p>The limited spaces on campus deemed necessary for employee or student occupancy will be assessed and if necessary reconfigured by an A/E firm to ensure that proper social distancing is maintained between people at all times. The following requirements will be implemented:</p> <ol style="list-style-type: none"> 1. Floors will be marked with tape to indicate a separation spacing of at least 6' between desks and chairs. Walls and conference tabletops will be similarly marked at 6' intervals; 2. Chairs will be removed from rooms or blocked off if necessary to maintain a 6' separation. 3. Extra chairs will be removed from all cubicles; 4. Lounges and other seating in hallways will be removed or taped off. 5. Individual offices will not be occupied by more than one person. 6. Reception and information desks will be retrofitted with plexiglass barriers. Floors and walls will be marked in 6' increments to encourage separation for people waiting in lines. 7. Non-essential common use areas such as kitchenettes, breakrooms, fitness centers, dining rooms, changing rooms and similar spaces will be closed and taped off until further notice. 8. Use of all meeting rooms will be scheduled through 25Live. A daily meeting room schedule should be provided to Motir so that rooms can be cleaned in between each use. 9. Classrooms and meeting rooms will be scheduled for use no more than three times per day: morning/afternoon/evening. Caution signage will be placed on doors of rooms that have been used, which Motir will remove after rooms have been cleaned. 10. Restrooms will be assessed for 6' distancing. Stalls and urinals will be removed from service as necessary. 11. Restrooms will be fitted with automatic soap dispensers. 12. Restrooms may also be fitted with foot pedestals where appropriate to minimize contact. <p>The University will also create and equip one larger, high-functioning meeting space to accommodate 20 or more people. While in-person gatherings of more than 50 people are prohibited at this time, the space should be made available and meet social distancing requirements in anticipation of University needs in the future.</p>
7	Workspace Scheduling	<p>All academic spaces, offices and meeting rooms to be used must be scheduled through 25Live. The University expects to integrate 25Live into Outlook so that spaces can be reserved in the same way as employees set Outlook meetings. The campus Opening Workgroup is developing and mapping a process for seamless prioritized space reservations that can be relayed to Motir, so that enhanced cleanings can occur between each space use.</p> <p>Delivery training for the 25Live reservation system is also being developed and will be provided to the campus community.</p>
8	Hand Sanitizer Dispensers	<p>Hand sanitizing stations will be installed in each building lobby and in elevator waiting areas on each floor of every building. Additional stations will be placed in meeting rooms and in occupied office and work locations throughout buildings at an average density of approximately one station per 30 employees.</p>
9	Cleaning Procedures	<p>The University has established a recurring meeting with Motir to ensure that enhanced cleaning protocols are implemented and scheduled based on daily space use reservations.</p>

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		<p>Occupied areas: At a minimum, all high touch surfaces, e.g., door handles, handrails, elevator buttons, computer keyboards/mice, and horizontal surfaces in public spaces will be cleaned and wiped with an EPA-approved disinfectant product at least twice per day. High touch surfaces in classrooms, laboratories, and meeting rooms will be cleaned in between each occupied session. Plexiglass barriers at reception and information desks will be cleaned at least twice daily.</p> <p>A schedule of enhanced cleaning requirements, based on 25Live reservations will be provided to Motir each day.</p>
10	<i>COVID-19 Training</i>	<p>COVID-19 Contact Tracing Training: All UDC senior staff, including cabinet officials, department heads, and managers will complete all four (4) modules of the District’s Contact Tracing Training program available online through PeopleSoft. Everyone completing the training will identify which or all of their staff will also complete the training.</p> <p>COVID-19 Awareness Training: To ensure everyone has access to the same COVID-19 related information, an online formal training regarding COVID-19 should be made available to all faculty, staff, and students.</p> <p>The training should offer the following minimum content:</p> <ol style="list-style-type: none"> 1. A general overview of COVID-19 including infection prevention and control measures (hand hygiene, respiratory etiquette, physical distancing, cleaning and disinfection), signs and symptoms, testing resources, and transmission; and 2. UDC policies and practices regarding infection prevention and control, campus health and safety resources, use of PPE including masks/face coverings, and actions to take if symptoms develop.
11	<i>Communications Campaign</i>	<p>The University is enhancing its Communications Plan to include an online information and communication portal for all COVID-19 related information sorted by students, staff, and the community. All information pertaining to on-campus operations and authorizations will be managed through this portal. The Campus Opening Workgroup is currently reviewing the content of the Communications Plan.</p>
12	<i>University COVID-19 Contact</i>	<p>The primary contact between the University and DC Health will be Alex Bako, Director of Risk Management. Mr. Bako will notify DC Health of COVID-19 positive cases that are brought to the University’s attention, and will assist to identify and locate specific students or staff who may have been exposed after DC Health conducts its case investigations.</p> <p>Alex Bako Director of Risk Management alex.bako@udc.edu 202-274-7482</p>