

College Reopening Committee (CRC) Meeting Agenda

June 4, 2020

- I. Updates from Departments**
 - A. SVP Melissa Miller – College-Wide Requirements
 - 1. Update on Masks
 - a. Viking Masks Ordered for Employees
 - b. Disposable Masks for Distribution
 - 2. Update on Required Screenings before Coming on to Campus – Employees and Students
 - 3. Campus Inspections
 - B. SVP Melissa Miller - Facilities / Security
 - C. Dr. Melanie Brown – Academic Affairs
 - D. Dr. David Campbell – Workforce Development / CTE
 - E. Dr. Gilbert Evans – Student Affairs
 - F. Dr. Ros Humerick – Assessment and Research / Instructional Technology
 - G. Dr. Lynn Powers – Business Office / Human Resources / Bookstore
 - H. VP Caroline Tingle – Public Relations / Foundation / Thrasher-Horne Center

- II. Updates from Faculty**
 - A. Clay Moore
 - B. Dr. Patrick Arnwine
 - C. Dr. Summer Garrett
 - D. Jill Leggett

- III. Updates from Students**
 - A. Palatka Campus Representative Abbey Minotti
 - B. Orange Park Campus Representative – Sabrian Edwards
 - C. St. Augustine Campus Representative – Ibrahim Zori

- IV. Next Steps – Phase II – Governor’s Executive Order Number 20-139**

College Reopening Committee (CRC) Meeting Minutes

May 26, 2020 – via Zoom

Attending: President Joe Pickens, SVP Melissa Miller, CIO Richard Anderson, Dr. Patrick Arnwine, Dr. Melanie Brown, Dr. Ellen Burns, Dr. David Campbell, Mike Canaday, Dr. Holly Coulliette, Dr. Gilbert Evans, Dr. Summer Garrett, Dr. Ros Humerick, Dr. Edward Jordan, Mike Keller, Susan Kessler, Susanne Lineberger, Keith Martin, Randy Peterson, Dr. Lynn Powers, AVP Ginger Stokes, Susan Sutliff, Karen Thomas, VP Caroline Tingle, Dr. Christina Will, Anna Zirbel

Not Present: Sabrian Edwards (Orange Park Campus Student Representative), James Griffith, Jill Leggett, Abbey Minotti (Palatka Campus Student Representative), Clay Moore, Ibrahim Zori (St. Augustine Campus Student Representative)

The meeting began at 1:00 p.m. SVP Melissa Miller welcomed everyone and thanked them for the work they have done.

I. Updates from Departments

A. SVP Melissa Miller – College-Wide Requirements

1. Update on Wearing Masks

SVP Miller gave an update on the requirement to wear masks. Staff have to wear a mask when outside of their office. Facilities and Securities staff do not have to wear a mask when they are working outside and are not around others. They do need to have a mask to wear in case they come within six (6) feet of someone else.

Students will be required to also wear masks as will any visitors to campus once they are allowed on campus. A policy will be promulgated.

Discussion followed on the possibility of having face shields for faculty and for students who are hearing impaired.

- ##### 2. Update on Required Screenings before Coming on to Campus – Employees and Students
- SVP Miller gave an update on the required screenings for employees and students before they are allowed to come on to campus. She is working with the local health department on an updated sign to be posted.

B. SVP Melissa Miller – Facilities / Security

Mike Canaday gave an update on Facilities and Custodial Departments:

- All Facilities staff are back on campus in order to prepare for reopening.
- He shared various stickers that will be posted on doors, such as the requirement to wear a mask and a reminder to wash hands.
- He is concerned about enforcing the requirement to wear a mask.
- Sneeze guards will be delivered this week.
- The first 4,000 paper masks ordered should be delivered any day. These will be for distribution to students and visitors who do not have one.

SVP Miller reported that Security has continued to open buildings as needed.

SVP Miller reported that Putnam County has made testing available to government employees, which includes the College. She sent an email with information this morning. The test is free to employees and family members. The results take 4-7 days.

C. Dr. Gilbert Evans – Student Affairs

- He referred to the plan for his department. All staff will report back to work on campus by the third week after the Governor announces Phase II. Records and Admissions Staff have been working on campus.
- He discussed starting testing again by appointment only.

D. Dr. Lynn Powers – Business Office / Human Resources / Bookstore

- She shared the Business Office, Human Resources, and Bookstore Return to Work plan, which is based on the Governor's Executive Order or in some cases tied to the beginning of fall term registration.
- Once the Governor announces Phase II, the Bookstore will open to students but adhere to the criteria of 25% to 50% capacity. Staff will be required to wear masks and gloves and customers should also wear masks.

It was noted that Fall Registration begins on July 2.

E. Dr. Melanie Brown – Academic Affairs

- Academic Affairs had five (5) informative focus groups, which included students, who met and provided input into the plan.
- She discussed the proposed plan to bring employees back to campus in phases in order to prepare for the fall term.
- She discussed a model for students returning to campus in order to have access to computers, the Library, Adult Ed, etc., once the Governor announces Phase II.
- They have been reviewing the fall class schedule in order to reduce the number of classes on campus. They are also reviewing the location and timing of classes.
- They have been discussing the need to clean in each classroom after each class. Students can assist with cleaning items such as microscopes and the piano (Flo-Arts). If disinfectant wipes are available, students can self-help by wiping down a desk before using it. Custodial staff will be working at capacity already.
- She discussed the need to develop a procedure in case someone who is visibly sick comes to campus (employees and students).

Dr. Garrett expressed concern regarding enforcing these procedures. SVP Miller noted that Security will be informed so they can assist. Dr. Coulliette noted that it will take enforcement and a written protocol to be followed by everyone.

F. Dr. David Campbell – Workforce Development / CTE

- Dr. Campbell noted that he has met once with his Deans and Directors to identify concerns and they are meeting again tomorrow to work on details.
- The Return to Work plan for his department will be similar to the others. Once the Governor announces Phase II, his staff will return to campus.
- He discussed what shape classes will take for the fall term. They are considering class and lab sizes in order to maintain six (6) feet between people.
- They are discussing that some students may be physically in class, while others are online in synchronous classes.
- Some office spaces are shared, so they need to figure this out. SVP Miller asked that Mike Canaday be made aware of any issues so he can include it in the campus modification plans.

G. Dr. Ros Humerick – Assessment and Research / Instructional Technology

- She has met with staff to take into account their concerns.
- She has plans to minimize the risk to staff once they return to campus.
- Some departments are working remotely efficiently and this was taken into account in developing the proposed return to campus plan.
- Her plan includes several stages for bringing employees back to campus.

SVP Miller asked about ordering cameras for assisting faculty with teaching online. Dr. Brown noted document cameras have been bought. She is also surveying faculty for tools needed in the fall in teaching online and developing hybrid courses.

SVP Miller asked Dr. Arnwine about his need for a scanner/printer/monitor. Ms. Thomas noted that she is working with IT to obtain these items.

H. VP Caroline Tingle – Public Relations / Foundation / Thrasher-Horne Center

- She has ordered a cloth mask for all employees.
- She discussed the plan to reopen the Thrasher-Horne Center (THC). Rentals can be accommodated when Phase II is implemented by the Governor.
- Anna Zirbel stated she has received information for venues that includes the type of cleaning that will be required. There will be additional things to do to when there are audiences in performing centers. The plans we have developed are in-line. The Conference Center can host smaller groups of 50 or less. There will be a policy requiring patrons to wear face masks. There will be hourly cleaning of the restrooms. An entrance and exit will be set up.
- Ms. Zirbel stated there are main stage rentals that do not require an audience, such as dance recitals and potentially graduations, which can be live streamed.
- If the THC is allowed to have 25% capacity, it can definitely reopen.

SVP Miller noted that we can use these guidelines as we enter Phase II to let local partners such as the Sheriff's Office use conference room space.

SVP Miller noted that the Governor has implemented the next Executive Order, which allows organized youth activities to operate.

II. **Updates from Faculty**

A. Clay Moore – was not present due to doctor appointment.

B. Dr. Patrick Arnwine

- He noted his area was covered by Dr. Evans' report.

C. Dr. Summer Garrett

- She expressed appreciation of being made aware of potential changes in the fall schedule.
- She asked if the CRC packet can be shared with others. SVP Miller stated yes, but note that the plans are subject to modifications based on new developments and information.

D. Jill Leggett – was not present

III. **Updates from Students**

There were no students present at the meeting. (Dr. Brown informed Susan Sutliff that the students probably did not have access to the calendar invite that was sent. Ms. Sutliff will email the students with the information for the next meeting when it is set.)

IV. **Next Steps**

SVP Miller stated that hopefully we will have more information from the Governor in the next few days.

President Pickens informed the Committee that he has talked with Dr. Avendano, President of Florida State College at Jacksonville. FSCJ's plan timeline has been revised. Staff are being phased back to work on campus later than originally planned.

President Pickens stated this Committee is important. Ultimately the Board and management will have to make decisions about when to reopen. However, no one within the College should feel that the decisions were made without their input. Each employee has someone serving on this Committee to whom he/she can give input and feedback.

SVP Miller noted that commonalities among the department plans will be identified and overarching considerations will be compiled. The individual department plans will be appendices.

SVP Miller asked that Susan Sutliff work with the group on the next meeting date (which was set for Thursday, June 4 at 9:00 a.m.).

The meeting adjourned at 2:15 p.m.



Daily Health Screening for Employees Reporting to Campus

Please only report to work if you can confirm:

- ✓ **No Fever**
- ✓ **No Symptoms**
- ✓ **No Known Exposure**

1. Do you have a fever?

Employees need to take their temperature with a thermometer prior to coming to work.

At Home

- To get an accurate temperature:
- Wait 30 minutes after eating, drinking, or exercising.
- Wait at least 6 hours after taking medicines that can lower your temperature, like:
 - Acetaminophen, also called paracetamol
 - Ibuprofen
 - Aspirin
- Follow your thermometer's operating instructions.
- Hold the tip of the thermometer under your tongue, do not bite the thermometer.
- Clean your thermometer with soap and water and dry it well after every use.
- Read your temperature on the screen.

IF YOUR TEMPERATURE IS 100.4° F OR HIGHER, DO NOT REPORT TO WORK.

2. Do you have symptoms?

- Cough
- Shortness of Breath
- Chills (Repeated Shaking with Chills)
- Muscle Pain
- Headache
- Sore Throat
- New Loss of Taste or Smell

IF YOU HAVE ANY SYMPTOMS, DO NOT REPORT TO WORK.

3. Do you have any known exposure?

- Do you have a sick family member or roommate at home with a confirmed COVID-19 positive test?
- Have you been in close contact (e.g. within 6 feet for more than 10 minutes) with a person with a confirmed case of COVID-19 Infection?

IF YOU HAVE ANY KNOWN EXPOSURE, DO NOT REPORT TO WORK.

If you have a fever, any symptoms, or a known exposure, call Human Resources at 386-312-4070 for further guidance and information on leave and other resources.

Stay Well

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.
- Keep your distance from others (about 6 feet or 2 meters)
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2.

College Reopening Committee Department Plans

On March 1, 2020, Governor DeSantis issued Executive Order Number 20-51 directing the Florida Department of Health to issue a Public Health Emergency. https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-51.pdf

On March 4, 2020, the College began communicating information to the campus community concerning the Coronavirus which was beginning to infect people in the United State and was expected to spread throughout the country. After monitoring State and Federal sources of information about the emerging pandemic for the next several days, travel and other staff and student activities were curtailed or limited as precautionary measures and on March 9, 2020, the Governor declared an emergency for the entire State of Florida a result of COVID-19. Executive Order Number 20-52: https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-52.pdf

As Spring Break approached, the College began to prepare for transition of all classes to an online format with the exception of some simulated clinical labs for Nursing and Allied Health programs. On March 12, one day prior to Spring Break, the college community was advised to monitor college communications during the following week of Spring Break for updates concerning the Covid-19 outbreak. College activities were cancelled and travel advisories were announced requiring self-quarantine for individuals returning from areas of high infection rates.

On March 13, the College announced it would be transitioning to an online learning environment following Spring Break. After extending Spring Break for students for one week, the College resumed instruction online on March 30, 2020. All College events were cancelled for the remainder of the Spring Term and the campuses were closed to students and visitors.

On April 1, 2020, Governor DeSantis issued the “Safer at Home” order requiring certain individuals to remain at home and that with the exception of providing or obtaining essential services, all citizens were to limit their movements and personal interactions outside of their homes. Executive Order Number 20-91: https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-91-compressed.pdf

While “educators supporting ...colleges ...for purposes of facilitating distance learning or performing other essential functions” are considered essential critical infrastructure workforce, the majority of Faculty and Staff and all vulnerable employees and those over the age of 65 were asked to work remotely from home. Some campus functions continued to be maintained and processed by limited staff on campus including Registrar, Central Receiving, Business Office, Security and Facilities functions.

After the decision was made to close campuses, instruction, library, and tutoring services transitioned to online platforms and remained available to students. Student Services including Advising, Financial Aid, and Care Counseling also continued serving students remotely and remained available to students. The Testing Department acquired more online testing capabilities and more limited students were served to the best of our abilities while campuses remained closed. Faculty and Staff prioritized service to students while dealing with the

challenges of learning new ways of performing their professions and students' educational journeys continued.

After several weeks of the Safer at Home Order remaining in effect, on April 29, 2020, the Governor issued Executive Order Number 20-112, (https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-112.pdf) initiating Phase 1 of the *Safe. Smart. Step-by-Step.* Plan for Florida's Recovery allowing the reopening of certain business with limited capacity with the requirement to limit groups to no more than 10 and to follow social distancing CDC and OSHA guidelines. The order was expanded further by Executive Order Number 20-131 bringing all Florida counties into Full Phase 1 on May 14, 2020. https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-131.pdf

As activities and business in our communities have reopened, the College has increased on-campus staffing to meet the needs of our students and to process the greater volume of services needed to accommodate the larger Fall enrollment that is a part of college activity during any year. With the economic forecast in our communities being negatively impacted by COVID-19, we anticipate an even greater need to serve our communities by serving students who need to retrain in fields that will meet the current workforce needs and increase their opportunities for employment during uncertain times.

In furtherance of this mission, on May 5, President Pickens created a College Reopening Committee (CRC) to include the Executive Management Committee members, Institutional Planning Committee members, the Faculty Senate President, student representatives from each campus and 11 additional representatives from all areas of the College. The committee was charged with making recommendations regarding College reopening efforts in accordance with the State Department of Health, the CDC, and guidelines established by Governor DeSantis and the State Board of Education.

The CRC began to meet and subcommittees were established to work on departmental plans for the Business Office and Human Resources, Student Affairs, Academic Affairs, Workforce Development, IT and Institutional Research, Public Relations and the Thrasher-Horne Center, and Facilities/Security. The reports of these subcommittees form the basis of our plan as we proceed with the tasks necessary to ready our campuses for reopening to students and visitors. The reports of the subcommittees are attached as follow:

CUSTODIAL AND MAINTENANCE PLANS

What we're doing right now:

- Custodial
 - The custodial staff are continuing with an upgraded regimen of cleaning and sanitizing surfaces and work spaces.
 - In addition to regular custodial work, the College has contracted a team of individuals dedicated to daily disinfecting of occupied spaces.
 - The College compiles a daily listing of occupied spaces requiring custodial attention in order to ensure spaces are cleaned after use.
 - Electronic disinfectant backpack sprayers have been purchased. Delivery is scheduled for early August.
- HVAC/IAQ
 - The department plans to increase the frequency of filter changes from three to four times per year.
 - The filter specified for our system is a MERV- 8. We are now using MERV-10 and 11 rated filters.
 - The College has availed itself of an opportunity to limit HVAC-related expense by operating our system with certain areas in “unoccupied” mode.
- Awareness
 - All staff are following best practices to reduce the possibility of transmission.
- Maintenance
 - Regular lawn and building maintenance is ongoing.
- Signage
 - The department has added signage related to hand washing, wearing of masks, and social distancing requirements to building entrances.
- PPE/Hand Sanitizers
 - We currently have hand sanitizer stations located throughout each campus and we have ordered 21 additional stations scheduled for delivery in mid-June. The new stations are portable and can be relocated to meet current needs.
 - We have order 30 thermometers scheduled for delivery in mid-June.
- Masks
 - 4600 disposable masks have been delivered to the College for distribution to anyone arriving on campus without their own mask. These masks are packaged in boxes of 50 and can be distributed widely as needed. A second order of 6,000 masks is scheduled to arrive toward the end of the month.
 - Sneeze Guards - The College has purchased 32 “sneeze guards” that will serve to provide a barrier between people conducting transactions or services. These have been delivered to the campuses for distribution. We have also ordered additional Plexiglas hanging partitions to install at various locations around campus.
 - Facilities will continue to work with each department to accomplish social distancing for employees as they return to campus.

Near-Term Plans:

- Indoor Air Quality

The department intends to retrofit UV devices into every A/C unit college-wide. In the last 10 years, ultraviolet light (UV) technology has been included in new construction and remodeling/renovation projects that included HVAC as a component. UV light technology is used to kill bacteria, viruses and mold, and it also reduces odor and VOCs. We are currently working with a mechanical contractor to identify the appropriate equipment for each application.

Longer-Term Plans:

- We will maintain and monitor all current operations—custodial, IAQ, general maintenance, etc.—with an eye to evolving best-practices for safety.

Academic Affairs Proposed Re-Opening Plan

May 21, 2020 Draft

- SJR State's Division of Academic Affairs proposed re-opening plan aligns with "The Plan: Phases for Re-opening" that was published in the *Report to Governor DeSantis from the Re-Open Florida Task Force* on 4/29/2020.
<https://www.flgov.com/wp-content/uploads/covid19/Taskforce%20Report.pdf>
- Also informing this document are the CDC's 5/19/2020 update entitled "Consideration for Institutes of Higher Education"
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html> and the CDC's 3/18/2020 Update of "Guidance for Administrators of US Institutions of Higher Education"
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>
- This proposal was created by the Academic Affairs Deans and Directors in collaboration with input from faculty and staff through informal and formal conversations, including the following focus groups/meetings:
 - Monday, May 18, 2020, 8:30am, AA Departmental Focus Group
Academic Affairs Participants: Dawn Boles (Teacher Ed), Kitty Clarke (FloArts), Michelle Gibson (Arts & Sciences), Lindsay Hall (Dual Enrollment), Heather Jones (Distance Learning), J. Maggio (Faculty), Michelle Mancil (Academic Support Center), Kara McKinley (Academic Affairs), Karen Muscavage (Library Staff), Sunshine Nealy (Adult Ed), Victoria Nations (Science Lab Coordinator), Joyce Smith (Librarian)
CRC Committee Members: Melanie Brown, Mike Keller, Edward Jordan, Christina Will
 - Monday, May 18, 2020, 10:00am, OPC & SAC One Stop Focus Group
Student Support Representative Participants: Orange Park Student Support Representatives Anna Adorno, Charlene Bennett, and Paula Reeger; St. Augustine Student Support Representatives Renee Fiore, Sarah Rideman, and Kerry Vance
CRC Committee Members: Melanie Brown, Mike Keller
 - Monday, May 18, 2020, 2:00pm, AA Reopening Committee Meeting

CRC Committee Members: Richard Anderson, Patrick Arnwine, Melanie Brown, Mike Canaday, Summer Garrett, Mike Keller, Edward Jordan, Jill Leggett, Clay Moore, Christina Will

Academic Affairs Participant: J. Maggio

- Thursday, May 21, 2020, 10:00am, Reopening AA Student Focus Group

Student Participants: Sabrian Edwards (AA transitioning to Teacher Ed Bachelors), Suzannah Gaston (FloArts), Angela Mandara (Teacher Ed Bachelors), La’Jada Rich (Adult Ed), Ibrahim Zori (AA & Dual Enrollment)

CRC Committee Members: Melanie Brown, Mike Keller, Edward Jordan, Christina Will

- Thursday, May 21, 2020, 1:00pm, FloArts Focus Group

FloArts Participants: Dan Askew, Patti Cason, Tim Castell, Kitty Clarke, Patty Crotty, Alain Hentschel, Tiffany Jordan, Kevin Kelly, Chuck Marsh, Stephanie Masterson, Jessica Mayhew, Justin Murphy, Victoria Sanders, Kandie Smith

CRC Committee Members: Melanie Brown, Mike Keller, Edward Jordan, Christina Will

NOTE: Comments from this meeting have not yet been incorporated in this proposal due to the timing of the meeting and deadline for submission of this May 21 draft.

- Note: This collection of ideas was NOT created by nor is it the re-opening plan of St. Johns River State College. It is an un-adopted proposal of one Division of the College.

PHASE 0 Friday, March 13, 2020 – Sunday, May 3, 2020

Operational Status: Campuses closed to students and the public. All courses moved to Emergency Remote Instruction effective March 30, 2020. Employees primarily worked remotely.

- College closed for Spring Break March 14-22.
- All classes cancelled March 23-29 as College transitioned to Emergency Remote Instruction.
- After reporting on Monday, March 23, most Academic Affairs staff and faculty transitioned to remote work by Wednesday, March 25.
- Classes resumed remotely March 30.

PHASE IA Monday, May 4, 2020 – May 17, 2020

Operational Status: Campuses remained closed to students and the public. No campus events scheduled. SJR State will continue Emergency Remote Instruction throughout Phase 1 and the Summer 2020 term. Employees primarily worked remotely.

- Academic Affairs employees continued to work remotely in Phase IA, unless scheduled by their supervisor to report to campus for campus-based duties.
- Academic Affairs employees could choose to work on campus to perform functions necessary to meet or enhance their job responsibilities as long as they continued to follow safety guidelines.
 - Those within the vulnerable population were in the Governor's Phase 1 Executive Order "strongly encouraged" to stay home but not prohibited from coming to campus. All College employees, particular those who fall into the category of vulnerable populations, are encouraged to use good judgement when making personal decisions about coming to campus in Phase I. (Executive Order Number 20-112, Phase 1: Safe, Smart. Step-by-Step. Plan for Florida's Recovery).

PHASE IB Effective Monday, May 18, 2020 –

Operational Status: Campuses remain closed to students and the public. No campus events are scheduled. SJR State will continue Emergency Remote Instruction throughout Phase 1 and the Summer 2020 term. Employees primarily working remotely.

- Beginning in Phase IB, all College employees are *required* to wear facemasks while on campus and away from their personal workspace until further notice.
- Employees must supply their own facemasks in Phase IB.

Major Projects in Development/Tasks to Complete during Phase IB:

- Develop phased plan to return Academic Affairs 12-month employees to work on campus beginning in Phase 2
- Develop plan for return of on-campus classes
 - Fall schedule modifications
 - Facilities/space considerations
- In response to DOE Emergency Order No. 2020-EO-02, develop plan for alternative methods of placement for dual enrollment students for Summer and Fall 2020
 - Amend 2019-2020 Dual Enrollment articulation agreements with 3 Districts, FSDB, Private Schools, and homeschool to reflect change
 - Create 2020-2021 DE articulation agreements with placement procedure for Fall 2020 and procedure for Spring/Summer 2021
 - In collaboration with Student Affairs, determine Banner setup for new placement criteria
- In collaboration with IT and Student Affairs, explore completion of Dual Enrollment Online Registration project in time for Dual Enrollment Fall Registration
- In collaboration with the Testing Department, develop plan to provide GED testing on the Palatka Campus
- Develop protocols for sanitizing of science labs, prep-rooms, models, microscopes, etc. (Mike Keller and Science Lab Coordinators to develop with assistance of Mike Canaday)

- In collaboration with Facilities, assess all employee workspaces and modify as appropriate prior to the conclusion of Phase IB (Libraries, Academic Support Centers, One-Stops, Adult Ed, FloArts, Arts & Sciences, Dual Enrollment)
 - Install Plexiglass or other dividers as appropriate between employees, or shift staff work spaces as necessary
 - Mark floor spaces near service points to ensure 6 feet of distance is maintained between employees while working
- Florida School of the Arts
 - 2020-2021 Season of Events
 - Student recruitment challenges
 - Fall schedule discussions
 - Develop protocols for safety and cleanliness in various programs/areas of Florida School of the Arts (Alain Hentschel to coordinate with FloArts Faculty with assistance of Mike Canaday)
 - Explore feasibility of creation of FloArts outdoor spaces—racquetball courts? pole barn?
 - Plan Florida School of the Arts Virtual Graduation scheduled for June 26
- St. Augustine and Orange Park Campus Student Support Representatives train on and prepare to launch chat tool to field student questions remotely and practice using Screen Sharing technology in preparation for return to campus
- Install parking lot Library Material Return Drop Boxes on all campuses
 - In accordance with best practices, returned library materials will be isolated in designated areas for 96 hours before being checked-in and re-shelved
- Increase Access to Library Resources during Summer A
 - Library employees provide students access to books requested online via the Library Catalog via US mail.
 - Faculty and staff will have access to materials via “contactless pickup” by appointment Monday-Thursday.
- Recommend College employees be surveyed prior to returning to campus to allow opportunity for all voices to be heard about concerns regarding their specific spaces, etc.

- Recommend development of College policy/procedure regarding sick members of college community (HR and Student Affairs?):
 “Require sick students, staff, and faculty to stay home. Establish procedures for students, staff, and faculty who are sick (with any illness) on campus.
 - Establish procedures to ensure students, staff, and faculty who become sick (with any illness) on campus or arrive on campus sick are sent to their place of residence (...) as soon as possible. Keep sick individuals separate from well individuals until they can leave....
 - Establish procedures for how to re-house roommates of those that are sick.” (Applies to FloArts and athletes)<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>
- Recommend development of tool for on-going health screenings of employees and students
- Recommend development of College-wide procedure for sanitizing public computers between student use (Richard Anderson volunteered to develop)
- Recommend development of student health/cleanliness/hygiene campaign prior to students’ return to campus
- Recommend open/closed status of communal staff areas such as kitchens/breakrooms is communicated to employees prior to conclusion of Phase IB

PHASE IIA TBD

Operational Changes: Begin implementation of phased plan to return Academic Affairs 12-month employees to work on campus. Campuses remain closed to the public. No campus events are scheduled.

- Phased plan to return to campus during Phase IIA:
 - Week 1, Day 1 & 2: Academic Affairs supervisors return to campus full-time and prepare for the return of employees.
 - Week 1, Day 3 – end of Week 2: 50% of 12-month Academic Affairs employees are assigned to report to campus to work full shifts on MW, working remotely the other two days, while the other 50% are assigned TTh.
 - Week 3: All Academic Affairs 12-month employees report to campus full-time.
- Academic Affairs 12-month employees who identify within the vulnerable population and wish to be considered for ongoing remote work during Phase IIA must inform their supervisor and contact HR for more information.
- Instruction continues online. Nine-month and ten-month faculty may continue to choose to come to campus but will not be required to do so during Phase IIA.
- Appropriate social distancing is practiced in all locations.
- On-going health screenings of employees returning to campus implemented.
- All employees are required to wear facemasks when away from their personal workspace or when working in communal workspaces during Phase IIA.
- Gloves are provided for employees whose positions require them to touch high volumes of materials provided by the students and the public. Employees who wish to have gloves provided should speak with their supervisor.
- Supplies to clean high-touch surfaces as needed are provided.
- Contactless pickup service of pre-ordered library materials is offered to students and faculty outside of the building by appointment Monday-Thursday from 8:00 – 5:30.
- Contactless pickup service of pre-arranged Adult Education instructional materials is offered to students outside of the building by appointment Monday-Thursday from 8:00 – 5:30.

Anticipated Major Projects in Development/Tasks to Complete during Phase IIA:

- As employees return to campus, each employee is tasked with removing unnecessary items from their work spaces that are potential items to be idly touched and left behind. Magazines, flyers, and the like should be removed from public waiting areas, counters, meeting spaces, etc. Communal pens should be removed from counters and workspaces and be provided only when needed and sanitized upon return.
- Student service points will be assessed and modified prior to the conclusion of Phase IIA.
 - Areas to be protected with Plexiglass such as the One Stops, Library Circulation Desks, and other high traffic student areas will be outfit accordingly.
 - Floor spaces near service points and in areas that field walk-ups will be marked to ensure 6 feet of distance is maintained between employees and the public.
 - Signs will be posted on exterior doors and other appropriate campus locations regarding masks, social distancing, and handwashing.
 - Thought will be given to the flow of people through buildings. For example,
 - Should some doors such as in the Palatka Administration Building remain locked from the outside and be exit-only to prevent people wandering through the building unnecessarily?
 - Should students continue to use the administrative suite in the Orange Park A Building as a cut-through to faculty offices?
- Faculty Professional Development Planning
 - Finalize Distance Learning Quality & High Quality Course Plan and Incentive Structure
 - Develop Faculty Orientation Week Schedule of Events
 - Schedule APPQMR Sessions

PHASE IIB TBD

Operational Changes: Students may return to campus by appointment to work on a computer in the library, Academic Support Center, or Adult Education Department; meet with a tutor or librarian; meet with a representative in Adult Education; or ask questions or turn in paperwork at the One Stops. Campuses remain closed to the public. No campus events are scheduled.

- All 12-month Academic Affairs employees return to work on-campus full-time.
- Academic Affairs 12-month employees who identify within the vulnerable population and wish to be considered for ongoing remote work during Phase IIB must inform their supervisor and contact HR for more information.
- Instruction continues online. Nine-month and ten-month faculty may continue to choose to come to campus but will not be required to do so during Phase IIB.
- On-going health screenings of employees and students implemented.
- All employees are required to wear facemasks when away from their personal workspace during Phase IIB.
- Students are required to wear facemasks while on campus and provided them on request during Phase IIB.
- Room capacity is limited and monitored.
 - Capacity will not exceed current CDC guidelines.
 - The introduction to students into spaces will be phased, as will increased capacity restrictions.
- Appropriate social distancing is maintained.
 - Floor spaces near service points will be marked to ensure 6 feet of distance is maintained between employees and students.
- Appointments are held in open areas such as conference rooms or classrooms (not small offices).
- Adult Education students may come to campus to the Adult Education department to meet with staff for admissions, advising, and testing by appointment.
- Library, Academic Support Center, and Adult Education computer labs are open at reduced capacity to students for computer use only by appointment.
 - Students must reserve a computer in advance of arrival.

- Students must use computers designated and prepared by staff.
 - Available computers will be spaced 6 feet apart.
 - Computers will be reserved with sufficient time between sessions to enable appropriate cleaning of surfaces utilizing the protocols determined by the College.

Anticipated Major Projects in Development/Tasks to Complete during Phase IIB:

- Develop and launch Dual Enrollment and Collegiate High School virtual New Student Orientation
- Plan Adult Education Graduation scheduled for August 22, 2020

PHASE IIIA TBD

Operational Changes: Students and the public return to campus for essential services at reduced capacity during traditional College operating hours.

- All 12-month Academic Affairs employees report to campus full-time. Remote work concludes for 12-month Academic Affairs employees.
- Academic Affairs 12-month employees who identify within the vulnerable population and wish to be considered for ongoing remote work during Phase IIIA must inform their supervisor and contact HR for more information.
- Facilities are open to students and the public without appointments; however, room counts are monitored and room capacity is enforced.
- On-going health screenings of employees and students implemented in Phase IIIA.
- All employees are required to wear facemasks when away from their personal workspace during Phase IIIA.
- Students are required to wear facemasks while on campus and provided them on request during Phase IIIA.
- Room capacity is limited and monitored.
 - Capacity will not exceed current CDC guidelines.
 - Additional public areas are opened; however, some seats are removed/cordoned off to ensure appropriate social distancing is maintained.
- Academic workshops and instructional sessions may be scheduled with appropriate attendance limits and distancing practices.
- Regular library services including ILL resume. Contactless pickup service of pre-ordered library materials ends.
- Some campus events may be scheduled with approval of the President.

Anticipated Major Projects in Development/Tasks to Complete during Phase IIIA:

- Preparation of all instructional spaces is finalized in anticipation of the return of on-campus instruction in accordance with most recent CDC's current guidance <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

PHASE IIIB TBD

Operational Changes: Regular services including on-campus courses resume.

- On-campus courses resume.
 - Classes will be scheduled with sufficient time between sessions to enable cleaning of desks and other surfaces.
 - Academic Affairs instructional faculty on-campus responsibilities such as office hours resume upon the return of on-campus instruction.
- Night and weekend hours for the library resume with the return of on-campus instruction.
- Campus events resume.

Anticipated Major Projects in Development/Tasks to Complete during Phase IIIB:

- Current CDC guidelines are monitored and operations and services changed as necessary in response to changing circumstance and guidance

Workforce Education Proposed Reopening Plan

Description	Dates (correspond to phases in the <i>Plan for Florida's Recovery</i>)
Workforce Deans & Directors attend to detailed Workforce-related facility needs and reopening plans for their programs (including determining class sizes for fall term based on current CDC guidelines)	Phase 1 – Phase 2
All continue remote work, going to campus when necessary. Labs which cannot be conducted online continue on campus following CDC guidelines and college mask requirement.	Phase 1
Workforce D&Ds return to campus full-time	Phase 2 Week one
Workforce staff return to campus full-time according to college work calendar. In some cases, due to needed facility modifications deemed necessary by administrators to facilitate CDC guidance, staff working in shared office spaces may work on campus on a rotational basis or at an alternative location (scheduled by appropriate Dean or Director) until facility modifications are in place. Any staff working on a rotational basis must continue remote work on days not scheduled on campus.	Phase 2 Week two
Labs which cannot be conducted online continue on campus following CDC guidelines and college mask requirement.	Phase 2-Phase 3
Employees in the vulnerable population who wish to be considered for ongoing remote work must inform their supervisor and contact HR for more information.	Phase 2 Week one
Prepare classrooms and common areas for return of faculty, students, and visitors to include, but not limited to, providing sanitation wipes or spray with paper towels with accompanying signs posted advertising supplies available for students to sanitize their area, desks and chairs spaced appropriately, and signage displaying requirements before entering building, classrooms, etc.	Phase 2
Faculty return to campus (ending remote work)	TBD
Remote work concessions for all Workforce employees concludes. Employees in vulnerable populations should affirmatively inform their supervisor and contact HR for more information.	Phase 3 Week one
Students return to campus	TBD

Note: In all phases, employees are encouraged to follow the latest CDC guidance (hygiene and respiratory etiquette, social distancing, etc.) and must follow all college requirements (i.e. wearing face mask, on-campus protocol).

St. Johns River State College
Division of Student Affairs

RE-OPENING PLAN

The Division of Student Affairs recommends its re-opening be done through a phase approach with a goal to have everyone return to work within the Division by a date certain determined by the Area Vice President in conjunction with College Administration and the state of Florida.

DEPARTMENT OF ADVISING

DEPARTMENT PHASE I: EFFECTIVE (Governor's Phase II Release)

No students on campus and rotate staff

Employ a rotation plan for staff to work on campus alternating every other week, which is consistent with information regarding minimizing future outbreaks. Half of the staff on each campus would work M, T, W, and R on campus and in their office. The next week they would work from home. This gives the staff member time to show symptoms of COVID while working from home without infecting the entire office staff. See article here:

https://www.fastcompany.com/90503568/this-twist-on-the-four-day-work-week-could-get-people-back-to-work-without-causing-new-outbreaks?partner=rss&utm_campaign=rss+fastcompany&utm_content=rss&utm_medium=feed&utm_source=rss

This would also be when students and visitors are still precluded from going to campus.

Example:

Week 1

PAC Campus – Gina, Shyla, Karen

PAC Remote – Renee, Angeline

SAC Campus – Mark, Laura, George

SAC Remote – Rebekah, Lynne, Pete

OPC Campus – Heather, Stephan, Doreen

OPC Remote – Patrick, Brooke, Joanna

Week 2

Anyone working remotely in week 1 would be working on campus in week 2 and vice versa.

Regardless of working from home or on campus, during this time, the Advising Office would function as one unit. Advisor schedules will be structured to provide both virtual appointments and walk-ins each day to maximize student access to advising. Six advisors would be on walk-ins in the morning and six different advisors would have appointments during the same time. This would change in the afternoon and the advisors on walk-ins in the morning would then have appointments in the afternoon and vice versa.

Advising will utilize the Advisor Sign-in System to sign students in to the system from emails or calls received and all advisors will be responsible for monitoring this system while on walk-in duty. Advisors will be able to show who they are working with and when they are completed, they remove the student from the list, just like our physical system operated. This will allow us to devote more advising resources to the many calls and emails coming in to the office during the busy summer months, reduce multiple people working with the same student while also maximizing our appointment time for new Fall students.

Currently enrolled special populations (Athletics and FloArts) and students assigned in Grades First will receive communications to meet with their advisors in June to prepare for Fall registration.

DEPARTMENT PHASE II. STUDENT AND VISITORS ALLOWED ON CAMPUS (Governor's Phase III Release), ALL STAFF RETURN TO WORK (Third Week of Governor's Phase II Release)

When deemed safe to resume normal operations and students and visitors are allowed on campus, in addition to CDC Safe Guidelines employed by the college, implement the following Advising strategies:

- a. Advising Appointments only, no walk-ins
- b. Stagger advisor appointment start times to reduce crowding in our waiting areas
- c. Continue to offer virtual and phone appointments
- d. Appointments need to meet in person in larger spaces than many of our offices. For example, in PAC, appointments take place in the Advising classroom or the computer lab. In SAC utilize the larger Testing office if necessary (Laura's office is too small, the others can provide 6ft social distancing), OPC pending available classrooms in the A building for advising use if unable to meet social distancing best practices and guidelines.
- e. All students and staff would need to wear a mask
- f. We want the ability to deny service to students or visitors who do not comply with masks or CDC Safe guidelines
- g. Continue to utilize fillable documents to route electronically
- h. Pending staff with immunocompromised systems- determine if they can be on campus with students, faculty and staff following CDC guidelines. If medically

unsafe, then need to determine if they can work from home until deemed safe to return to work.

DEPARTMENT PHASE III. BUSINESS AS USUAL

Loosening of CDC guidelines, Walk-ins welcomed.

DEPARTMENT OF TESTING

DEPARTMENT PHASE I: EFFECTIVE (Governor's Phase II Release)

The Palatka and OPC Testing Center will open Monday-Thursday from 8:00 until 5:30. In order to comply with social distancing guidelines, some staff's desk location might change.

Students will be tested (PERT, HESI, CLEP, PEASON) by Appointment only. Computerized testing will be done with 6 feet between each computer station.

PERT testing will continue to be offered online.

All Students and staff would need to wear a mask.

DEPARTMENT PHASE II: EFFECTIVE (Governor's Phase III Release)

Continue to offer testing services.

Offer evening testing services, as needed.

Offer testing services on the SAC.

DEPARTMENT PHASE III:

Business as Usual.

New Director will be on staff.

ADMISSIONS AND RECORDS

PHASE I:

The Offices of Admissions and Records are fully operational, due to their demanding workloads. These areas have worked in the office throughout the Covid-19 pandemic.

DEPARTMENT PHASE II: EFFECTIVE (Governor's Phase II Release)

All employees (including new hires) will return to work full-time.

Admissions and Records windows will open to student.

Students must wear masks.

DEPARTMENT PHASE III:

Business as Usual

FINANCIAL AID

DEPARTMENT PHASE I: EFFECTIVE (Governor's Phase II Release)

PLEASE NOTE: The PAL Financial Aid Office is currently staffed each day with two persons.

All Financial Aid Offices (PAL, OPC, SAC) will reopen Monday-Thursday from 8:00 until 5:30pm., due to peak season. All staff will report to work.

All staff must wear mask.

DEPARTMENT PHASE II: EFFECTIVE (Governor's Phase III Release)

Financial Aid windows will reopen to students.

All students must wear masks.

DEPARTMENT PHASE III:

Business as Usual

ATHLETICS, STUDENT ACTIVITY COORDINATORS, RECRUITMENT & ORIENTATION, AND SJR STATE CARES

These areas are functioning remotely and on campus at this time.

Staff members in these areas will report to work full-time no later than Department Phase II, effective **(Governor's Phase II Release)**

PLEASE NOTE:

- All Student Service Staff will return to no later than Phase 2.
- Alternative Office space/location might be need to change to ensure social distancing.
- Specific, college-wide guidelines, regarding social distancing, sanitation, and expectations must be developed and disseminated to all staff.
- The health questionnaire and temperature check must be done daily for everyone who enters our campuses.
- Some concessions might need to be made for some populations of the college family, but once a definite return to work date has been established by the department and/or college, employees must return to work or take leave.
- Sanitation efforts must be done “around the clock.” The cleaning staff at the college has done an amazing job during this time within the Division of Student Affairs.
- Gloves and mask should be provided to each department, as needed.
- In order for the reopening to work effectively, every department at the college must have someone in each office. If one office is open, all offices need to be open. If you cannot do your job functions from home, you **MUST** come to work. No one else should have to do your job functions because you cannot do the work from home.
- Each department must check its voice messages and emails and respond timely.
- Exceptions for “Special Populations” will be discussed with the VP, Supervisor, and HR.

Return to campus

R/IE

5/21/20 Draft

Research, Institutional Effectiveness and Grants (R/IE/G) developed its return to campus plan after consulting employees to better understand their concerns. Topics included in the R/IE/G Departmental Plan are below. Topics not provided for in the departmental plan follow the CDC, State and/or College guidance.

Phased staffing: R/IE/G can work effectively and complete its projects remotely. The R/IE/G office space is not large and 3 staff members share an outer office. Staff will be phased back to the office to minimize risk and foot traffic.

Stage 1:

Staffing:

- One staff member in the outer office/day. Staff members will rotate days; a schedule will be determined by the group.
- Dr. Burns and Dr. Humerick will also rotate days to minimize risk factors. However, since Drs. Burns and Humerick have their own offices, they may both be in the office on occasion and as necessary to meet College needs.

Meetings:

- All meetings with College or outside personnel will be conducted virtually and/or by phone, including departmental meetings.
- Work that requires collaboration among department members will use screen sharing as much as practicable; social distancing will be maintained for any on-site work.

Visitors: No visitors to the office.

Foot traffic: Will be minimized between R/IE/G and Academic Affairs; departments will use their respective doors and not pass-through the other office except as absolutely necessary. If passing through is absolutely necessary to access rest rooms etc. masks will be worn.

Stage 2:

Staffing:

- Two staff members in the outer office/day. Staff members will rotate days; a schedule will be determined by the group. Staff members will social distance; desks will be moved as necessary to accommodate; masks will be worn as required by College policy.
- Dr. Burns and Dr. Humerick will continue rotate days to minimize risk factors. However, since Drs. Burns and Humerick have their own offices, they may both be in the office as necessary to meet College needs.

Meetings:

- All meetings with College or outside personnel will be conducted virtually and/or by phone, including departmental meetings.
- Work that requires collaboration among department members will use screen sharing as much as practicable; social distancing will be maintained for any on-site work.

Visitors: No visitors to the office.

Foot traffic: Will be minimized between R/IE/G and Academic Affairs; departments will use their respective doors and not pass-through the other office except as absolutely necessary. If passing through is absolutely necessary to access rest rooms etc., masks will be worn.

Stage 3:

Staffing:

- Three staff members in the outer office/day. Staff members will social distance; desks will be moved as necessary to accommodate; masks will be worn as required by College policy.
- Dr. Burns and Dr. Humerick in the office.

Meetings:

- Meetings with College or outside personnel will be conducted virtually and/or by phone as much as practicable.
- On-site meetings that are necessary will resume; social distancing will be maintained.

Visitors: social visitors to the office are minimized.

Foot traffic: Will be minimized between R/IE/G and Academic Affairs; departments will use their respective doors and not pass-through the other office except as absolutely necessary. If passing through is absolutely necessary to access rest rooms etc. masks will be worn.

Continuous across all phases: proper handwashing, hygiene, and maintaining cleanliness of individual spaces and common areas is expected in accordance with CDC, State and College Guidance

Cleaning of individual spaces: Cleaning products will be available

Use of breakroom, common spaces, refrigerator & coffeemaker: Staff members should clean handles and high-touch surfaces before and after each use of these areas. Cleaning products will be available.

Social Events: No social events will be held by the department during Phase 1 or Phase 2. Social events during Phase 3 will be determined on a case by case basis by the consensus of the department.

Exceptions for specific projects: R/IE/G's workload includes special projects that occur annually, which may require activities outside those typical for the department (e.g. travel to other campuses, in-person interaction with faculty, staff, students). Planning and protocols for these projects and/or functions will be determined on a case-by-case basis under the direction of the Vice President and Associate Vice President depending on the risk factors and guidance at that time.

Information Technology Proposed Re-Opening Plan

May 20, 2020 Draft

STAGE I

Operational Changes: Begin implementation of phased plan to return Information Technology employees to work on campus. Campuses remain closed to the public. No campus events are scheduled.

- Technicians will begin to return to campus. Technicians will be returning to campus at 50% capacity during this phase. The remaining technicians will continue to work remotely. The IT helpdesk will begin taking phone calls at this time.
- System Administrators, Business Analysts, and Developers will continue to work from home during this phase. This will be done in an effort to avoid having people on campus unnecessarily.
- Social distancing is practiced in all locations.
 - Staff work spaces will be shifted as necessary to ensure employees' work areas are not too close together.
 - Dividers will be used for between desk in all open work areas.
 - Masks will be worn in all communal areas, hallways, kitchen, etc. They will not need to be worn in individual's work area.
 - No one outside IT is permitted into the IT suite without an appointment.
 - No departmental gatherings are permitted during this phase.
 - All meeting will be done virtual.
 - No Grazing Days.
- All technical work will be scheduled to prevent as little contact as possible.
- Vulnerable population will not be allowed to return.
- Guidelines will be in place to ensure sanitation of communal areas as well as the individual areas on a regular basis.

STAGE II

Operational Change: Additional Employees are required to return to campus.

- Technicians will increase to 75% capacity on campus during this phase. The remaining technicians will continue to work remotely.
- System Administrators will begin returning to campus at 50% capacity. Remaining System Administrators will continue to work remotely.
- Business Analysts will begin returning to campus at 50% capacity, Remaining Business Analysts will continue to work remotely.
- Developers will begin returning to campus at 50% capacity, Remaining Developers will continue to work remotely.
- Social distancing continues as described in Phase I.
- All technical work will continue being scheduled to prevent as little contact as possible.
- Vulnerable population will not be allowed to return.
- Guidelines will be in place to ensure sanitation of communal areas as well as the individual areas on a regular basis.
- We anticipate no student workers. Returning staff from all areas will help answer calls for the Help Desk.

STAGE III

Operational Change: Additional Employees are required to return to campus.

- Technicians will increase to 100% capacity on campus during this phase. Remote work concludes for technicians.
- System Administrators will begin returning to campus at 75% capacity. Remaining System Administrators will continue to work remotely.
- Business Analysts will begin returning to campus at 75% capacity, Remaining Business Analysts will continue to work remotely.
- Developers will begin returning to campus at 75% capacity, Remaining Developers will continue to work remotely.
- Social distancing continues described in Phase I with exceptions. During this phase some in person departmental meetings may be allowed.
- All technical work will continue being scheduled to prevent as little contact as possible.

- Vulnerable population will be encouraged to not return.
- Guidelines will be in place to ensure sanitation of communal areas as well as the individual areas on a regular basis.
- Returning staff from all areas will help answer calls for the Help Desk. Call volume will need to be evaluated to make sure we have the necessary staff.

STAGE IV

Operational Change: Normalcy returns.

- All employees return to campus. Remote work concludes
- Social Distancing restrictions lessen.
 - Grazing Day planned!

Return to work plan: Division of Finance & Administration**May-June-July 2020****Business Office**

Description	Return to campus date
Business Office Staff return to campus offices 4 days per week (summer schedule)	May 18, 2020
Staff with child care issues will continue to work remotely if possible or stagger days on campus All remote work to be documented on form provided	June 1, 2020
Staff 65 or over OR with compromising health conditions will work remotely if possible.	TBD-based on Governor's Phase II order
Cashier window-Palatka-remains closed to students and public	TBD-based on Governor's Phase II order or July 1, 2020 whichever is earlier

Bookstore/Mail & Receiving/Courier

Description	Return to campus date
Full time staff-4 days per week (summer schedule)	May 11, 2020 (was 5 days per week since March)
Part-time staff-4 days per week (summer schedule)	May 11, 2020 (was 5 days per week since March)
Bookstores remain closed to students and public (exterior pickups/rental drop-offs in process)	TBD-based on Governor's Phase II order or July 1, 2020 whichever is earlier

Human Resources

Description	Return to campus date
Associate VP for HR-4 days per week (summer schedule), all others staggered schedules and working remotely if possible	May 18, 2020
HR Staff return to campus 4 days per week (summer schedule)	June 1, 2020
Staff 65 or over OR with compromising health conditions will work remotely if possible.	TBD-based on Governor's Phase II order
Onboarding and fingerprinting of new employees	For special circumstances on a limited basis ONLY until Governor's Phase II order

Food/Vending Services

Description	Return to campus date
Cafes	TBD-when students return to campus
Vending machines (currently mostly empty)	TBD-when students return to campus

All student facing areas (i.e. Bookstores, Cafes, Cashiering) will need to be accommodated with plexiglass, masks, gloves, 6 ft. markings prior to reopening to students. Staff working on campus within the Division of Finance and Administration will be asked to use masks/face coverings when not at their desks/workstations or when working in close contact with other employees or students.



This draft Conference Center reopening plan is based on us not opening until we reach phase 2 when announced by our State Governor and his executive order. Upon moving into phase 2, the following Conference Center COVID-19 Event Protocols will be implemented.

Conference Center COVID-19 Event Protocols

The health, safety and well-being of our event attendees, business partners, and staff members is our number one priority, especially during these challenging times of COVID-19. Our focus is to provide rental space that meets our customer's needs while also ensuring protocols are in place to help mitigate the likelihood of spreading COVID-19. Our current plans and protocols are outlined below, and we expect to build on these plans as new information becomes available to us.

Venue Guests Protocol

- All guests are required to wear face coverings
- All guests should follow the movement controls and floor markings to maintain guest separation.
- Wash your hands often with either soap and water for at least 20 seconds OR use hand sanitizers located throughout our venue.
- Avoid touching your eyes, nose, and mouth especially with unwashed hands.
- Cover your nose and mouth with a tissue or sleeve when sneezing or coughing.
- Maintain adherence to appropriate social distancing of at least 6ft.

Venue Tours

- All venue tours are limited to only 2 guests.
- Our staff member and all guests are required to wear face coverings.
- Throughout the tour, the safe distance of six feet will be maintained.
- The conference meeting room for discussions will be limited to three chairs with a safe distance between them.
- Upon tour completion, staff will clean and disinfect any touched surfaces during the tour, with special focus within the conference meeting room.

Venue Sanitation Protocols

- Purell Hand Sanitizer Stations will be located throughout the rental areas.
- Every sixty minutes, restrooms will be temporarily closed for cleaning/disinfecting of high usage touch points. Also, under social distancing measures, our bathroom stalls will be reduced in number allowing access only to every other stall in our layout as well as our sink areas.
- After every event, deep cleaning of all bathrooms and the kitchen area will be conducted by our staff.
- All tables and chairs used for an event will be disinfected before and after each event.
- All touch points within the venue will be disinfected on a continual basis during the event hours and after each event.
- For podium, microphones, and A/V cart rentals, disinfectant wipes will be supplied to allow for cleaning between individual's usage.
- All Thrasher-Horne Conference Center staff will wear face coverings.

Social Distancing

- Capacity charts based on setup type (i.e. lecture, banquet style or classroom) for all meeting rooms will be revised to allow for physical distancing standards.
- Our public access doors will be designated as one set for an entrance only and the second set for an exit only to limit cross pedestrian traffic and personal contact.
- No dancing will be allowed at events.

Food Service

- For food service, no "buffet style" catering or platters of food will be allowed. Catering options will be either individually packaged meals or plated served by catering staff.
- All beverages must be served in individual sized containers (i.e. cans or bottles). No open containers or pitchers.
- For alcohol, only individual bottle or cans allowed – Beer & Wine. No mixed drinks.
- All caterers staff are required to wear face coverings and gloves.
- Dedicate catering staff for cleaning, sanitizing, and disinfecting highly touched surfaces within areas of caterer use throughout service period.
- Catering staff should maintain social distancing within work areas.

Messaging

- Posting of COVID-19 Warning (statement below) on entrance and various locations throughout Conference Center.
- Posting of CDC Social Distance posters and guidance throughout facility (Sample attached)
- Program Xavier with COVID-19 Venue Guests Protocol items

COVID-19 Warning – Thrasher-Horne Conference Center

We have taken enhanced health and safety measures—for our Guests, Business partners and Staff. You must follow all posted instructions while visiting the Thrasher-Horne Conference Center.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the [Centers for Disease Control and Prevention](#), senior citizens and guests with underlying medical conditions are especially vulnerable.

By visiting the Thrasher-Horne Conference Center you voluntarily assume all risks related to exposure to COVID-19.

We're all in this together! Everyone doing their part will help in keeping all healthy and safe!

Staff Work/Action List

Required Equipment:

- Six (06) Purell Hand Sanitizer Stations along with refills
- Electrostatic Cleaning Machine
- Disposable gloves
- Clorox Disinfectant Wipes
- Face Masks
- Cleaning Supplies
- Enter/Exit signs for doors
- 6ft distance floor markings (For Bathroom Queue & Entrance)

Our Action Items:

- Add contract term to Agreement referencing COVID-19 Amendment
- Install 6 foot markings at Bathroom areas & Entranceway
- For Weddings – Need to have a day of designated point of contact.
- Posting of signs/policies
- Creation of new Capacity Diagrams & Chart
 - Social Distance between groups
 - Four Seats between Lecture Style
- Business practice – Will issue a message reminder to Event POC two days prior to each event. Include Guest Protocol portion & Food aspects reminder.
- Twelve -- 68 ounce Purell Jumbo Bottles
- Four – Disinfectant Wipe Dispensers



Thrasher Horne Center Re-Opening Guidelines for Rentals

The health, safety and well-being of our event attendees, business partners, and staff members is our number one priority at the Thrasher Horne Center. During these challenging times of COVID-19 our focus is to provide rental space that meets our customer's needs while also ensuring protocols are in place to help mitigate the likelihood of spreading COVID-19. Our current plans and protocols for Phase 2 are outlined below, and we will build on these plans as new information becomes available to us.

General Protocol

- All THCA staff must wear appropriate PPE [Personal Protective Equipment] (to be provided as needed)
- All guests should follow the movement controls and floor markings to maintain proper social distancing and traffic flow. *Attached* is a diagram for all persons participating in the rental event, dictating directional marks on the floor/wall of the building in tandem with signage and designated event staff.
- All guests and staff should wash hands often with soap and water for at least 20 seconds (people may use hand sanitizer located throughout our venue, however it is not a substitute for hand washing)
- Avoid touching your eyes, nose, and mouth
- If restrooms are to be shared by multiple people every other stall and sink will be closed to enforce social distancing, and a cleaning attendant will be present to sanitize hourly (or more frequently as needed)
- There will be no lobby entry and usage
- No "buffet style" catering or platters of food will be allowed; no open containers or pitchers. All beverages and food items must be served in individual containers. Breaks should be staggered to reduce numbers present in break room.
- Post Event sanitizing of all touch points, including but not limited to: seating, doors, bathrooms fixtures, microphones, headsets, belt packs, dance floor, tables, railings

Thrasher Horne Center Action Items & Messaging

- COVID19 Addendum to be added to contracts
- COVID19 Rules & Regulations of Thrasher Horne Center to be distributed to all lessee and participants prior to rental event
- CDC Social Distancing signage to be clearly posted upon entry and throughout building
- Social distancing floor markings for high traffic areas (Bathroom queue and entrance)

Dance Competitions

- Block Schedule
 - This means that only one dance studio will be allowed in the building at a time (taking consideration that these studios have resumed in-person-classes).
 - Staging area for those not yet performing will be in the house



- “On deck” area provided off Stage Right
- No Audience (not a public event); will be live streamed for viewing/at home audience
- While performing on stage, PPE is not required
- Time is allotted between “blocks” for cleaning, sanitizing, and to be sure all members of each studio have left the building before the next studio enters
- Lessee/Competition staff will be in the building all day, therefore they may be assigned designated dressing room (restroom) that do not require an attendant
- No in person awards ceremony
- Revolution Talent Competition: Largest Studio registration, 85
- Shake the Ground: Largest studio registration 72
- Phase 2 Capacity TBD; Large Venue/Event Pending Phase 3

Dance Recitals

- No Audience (not a public event), will be live streamed for viewing/at home audience
- Those performing on stage are permitted to not wear masks only while they are performing
- One group or performer is allowed on stage at a time, one group/performer allowed backstage (off Stage Right, staging area), all others remain seated in house
- Phase 2 Capacity TBD; Large Venue/Event Pending Phase 3

St John’s Country Day School Graduation – June 26th

- 47 graduates to be seated and spaced appropriately on stage
- 12 dignitaries to participate in the ceremony, may be seated either on stage or in the first few rows of the house
- 2 lecterns to be used, alternating so they may be sanitized as needed by a THCA staff member or approved event worker
- Phase 2 Capacity TBD; Large Venue/Event Pending Phase 3

Equipment

- Eight (08) Purell Hand Sanitizer Refill cases
- Electrostatic Cleaning Machine
- Disposable gloves
- Clorox Disinfectant Wipes
- Face Masks
- Cleaning Supplies
- Enter/Exit signs for doors
- 6ft distance floor markings (For Bathroom Queue & Entrance)



COVID-19 Warning – Thrasher-Horne Center

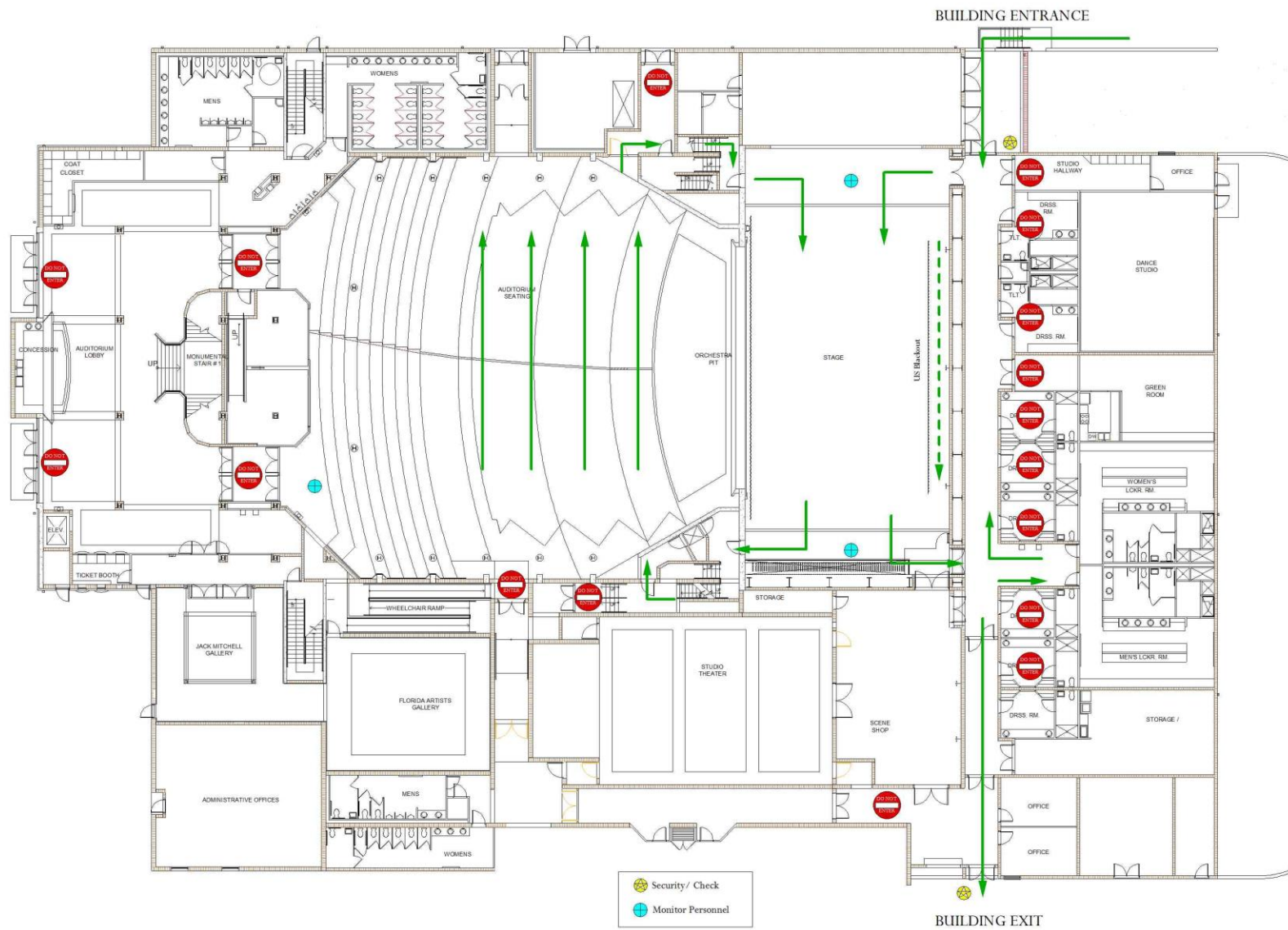
We have taken enhanced health and safety measures—for our Guests, Business partners and Staff. You must follow all posted instructions while visiting the Thrasher-Horne Center.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death.

According to the Centers for Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable.

By visiting the Thrasher-Horne Center you voluntarily assume all risks related to exposure to COVID-19.

We're all in this together! Everyone doing their part will help in keeping all healthy and safe!



STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-139

(Phase 2: Safe. Smart. Step-by-Step. Plan for Florida's Recovery)

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on April 29, 2020, I issued Executive Order 20-112 initiating Phase 1 of the Safe. Smart. Step-by-Step. Plan for Florida's Recovery; and

WHEREAS, on May 14, 2020, I issued Executive Order 20-123 for Full Phase 1.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution and Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order:

Section 1. Phase 2 Recovery

In concert with the efforts of President Donald J. Trump, and based on guidance provided by the White House and the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and the Florida Surgeon General and State Health Officer, I hereby adopt the following in response to the recommendations in Phase 2 of the plan published by the Task Force to Re-Open Florida.

- A. Executive Order 20-112, as modified by Executive Orders 20-120, 20-122, 20-123 and 20-131, is extended as further modified below.
- B. In Miami-Dade, Broward and Palm Beach counties, the re-opening provisions of Section 4 of this order will be considered after each county seeks approval with a written request from the County Mayor or if no mayor the County Administrator.

Section 2. Responsible Individual Activity

All persons in Florida are encouraged to follow appropriate social distancing and safety protocols issued by the CDC and OSHA. The direction to follow such protocols, and those additional protocols listed below in this section, is guidance and not enforceable under section 252.47, Florida Statutes.

- A. Senior citizens and individuals with a significant underlying medical condition are strongly encouraged to avoid crowds and take measures to limit the risk of exposure to COVID-19.
- B. All persons in Florida are encouraged to avoid congregating in groups larger than 50 persons.
- C. All persons who work in long-term care facilities should be tested for COVID-19 on a routine basis.
- D. In-store retail businesses, including gyms and fitness centers, should maintain appropriate social distancing and sanitation protocols.

Section 3. Additional Requirements for Certain Individuals Traveling to Florida

Executive Orders 20-80 and 20-82 are extended with exceptions for persons involved in commercial activity and students traveling for the purpose of academic work, internships, sports training and any other activity or program approved by the educational institution. This order supersedes Executive Order 20-86.

Section 4. Business Activity

This order supersedes Executive Orders 20-91 and 20-92 and Executive Order 20-112 Section 2. This order further supersedes any conflicting provisions of Executive Order 20-112 including Section 3C. (gyms) and Section 4 (retail and museums) and Executive Order 20-123

including Section 1.B. (retail), C.(museums) and D. (gyms). This order extends and modifies the remaining provisions of Executive Order 20-112 and Executive Order 20-123 as follows:

- A. Restaurants and other establishments, and bars and other vendors licensed to sell alcoholic beverages for consumption on the premises, may operate at fifty (50) percent of their indoor capacity, excluding employees, as under Executive Order 20-123, Section 1. Bar areas may be open with seated service. In addition, outdoor seating is permissible with appropriate social distancing. This section does not apply to nightclubs. Non-conflicting provisions in Executive Order 20-71, Sections 1 and 2 remain in effect.
- B. Entertainment businesses, including but not limited to movie theaters, concert houses, auditoriums, playhouses, bowling alleys, and arcades may operate at fifty (50) percent of their building capacity, with appropriate social distancing between groups and appropriate sanitation.
- C. Pari-mutuel facilities may seek to operate with a written request from the County Mayor or if no mayor the County Administrator to the Secretary of the Department of Business and Professional Regulation (DBPR) and the approval of the DBPR Secretary.
- D. Personal services, including but not limited to tattooing, body piercing, acupuncture, tanning and massage, may operate with appropriate safety guidelines as outlined by the Department of Health.

Section 6. Previous Executive Order Extended

Executive Order 20-69 is extended until June 30, 2020.

Section 7. Enforcement

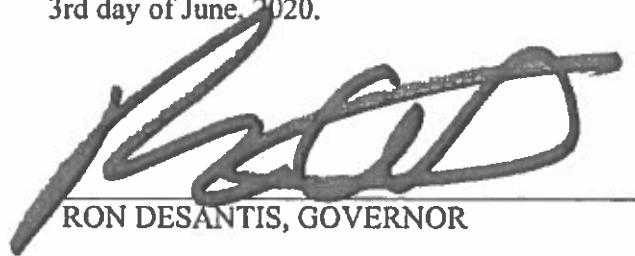
This order, with the exception of Section 2, shall be enforced under section 252.47, Florida Statutes, and by the Department of Business and Professional Regulation. Violation of this order is a second-degree misdemeanor pursuant to section 252.50, Florida Statutes, and is punishable by imprisonment not to exceed 60 days, a fine not to exceed \$500, or both.

Section 8. Effective Date

This order is effective at 12:01 a.m. on June 5, 2020.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 3rd day of June, 2020.



RON DESANTIS, GOVERNOR

ATTEST:



SECRETARY OF STATE

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OFFICE OF THE SECRETARY OF STATE
TALLAHASSEE, FLORIDA

UF Reopening Plan – Draft June 1, 2020

Introduction

The current health crisis has disrupted much of what we knew as normal in higher education. In the wake of this pandemic, new norms have developed; many more will emerge over the course of the summer and fall semesters. Despite the challenges and uncertainty COVID-19 has thrown at us, the Gator Nation has responded. Our faculty quickly transitioned to online formats, enabling us to complete the spring semester with minimal interruptions. Our students greeted the change with resilience and completed their coursework with success. Many of our determined staff—custodians, groundskeepers, police, animal care workers, and facilities and food service employees—never left our campus, maintaining it for our reopening and taking care of the students, researchers, and clinical professionals who remained. And, as we have come to expect, our steadfast alumni and donors have continued to support UF throughout this trying period in our history.

The Gator Nation will not be deterred. We have decided that we must learn to live, study, and work in the midst of COVID-19. That is our imperative if we are to achieve the goal we have set for ourselves—to be among the nation's top research universities. We are committed to reopening and to welcoming students back to campus for the fall semester. We are committed to delivering our academic programs at the highest level of excellence and student success. We are committed to re-instituting our world-class research enterprise. We are committed to providing the public service and outreach for which we are known. We are committed to seeing our students compete and excel in all forms of co-curricular extracurricular activities—whether on the playing field or in the performing arts center.

What follows is a plan for bringing our campus back to life. Although it is titled a reopening plan, it should be recognized that UF has, in fact, been “reopening” since the beginning of May, when we launched our UF Health Screen, Test & Protect program. We are currently providing opportunities for every employee to be tested and to return to work on campus before the end of June. Our plans for the Screen, Test, & Protect program extend to our students as well. We have plans to medically screen all of our students, to require testing for certain students, and to all with an opportunity to be tested for COVID-19.

No plan is perfect and no plan should remain fixed in time. We expect that UF's plan will evolve as the status of COVID-19 and our understanding of best practices to address the virus evolve. It is important to note that this plan is not intended to address every question that students, faculty, staff and families will have. Nor does it provide all the details on the hundreds of issues and decisions that will continue to be made as we approach the fall semester. Our plan is intended to provide an overview of our strategy and plans as guided by the State University System's blueprint.

We all owe a great debt of gratitude to the thousands of employees who never had the opportunity to leave campus, particularly our health care workers. UF has the opportunity to lead nationally in safely reopening. We are one of the few universities that owns world-class hospitals with an academic health center. We have faculty and staff who are experts in epidemiology and public health. We have faculty leading research on vaccines, therapies and modeling COVID-19. Our Gainesville campus is in a community that has flattened the curve and has not had a surge of cases that threatened the capacity of our hospitals.

Now is the time for Florida Gators to lead. We are, and we will continue to do so.

Executive Summary

The University of Florida is committed to reopening and to welcoming students back to campus for the fall semester. In the pages that follow, we describe how UF plans to promote a healthy environment and effective academic delivery, using a combination of a COVID-19 screening and testing program, CDC-guided behavioral expectations and an ethic of personal responsibility, enhanced facility cleaning protocols, comprehensive communications and supporting policies that apply to all individuals affiliated with or wishing to access UF locations. The plan is intended to maintain agility to respond to changed conditions and enhance the resiliency of the University of Florida.

A summary of UF's reopening plan highlights follows:

General

- Anticipates a broad reopening of campus for the fall semester
- Covers UF facilities in Alachua County as well as locations elsewhere throughout the state
- Reflects input from 11 issue-oriented task forces, the deans of all the colleges, and a medical advisory team
- Responds to local, state and federal guidelines
- Will remain adaptable as circumstances evolve – regular updates will be provided through <http://www.ufl.edu/health-updates/> <https://coronavirus.ufhealth.org/screen-test-protect/> and other sites
- Invites comment and suggestions through reopen@ufl.edu

Components of A Healthy Campus & Community Environment

- Focus on creating a healthy environment for all members of the campus community, including faculty, staff, students and visitors
- UF Health *Screen. Test. Protect.* materials distributed throughout the enterprise to consistently reinforce health and welfare communications

- Updated policies/guidance provided to employees, managers and students around expected behaviors
- Role of the Office of ADA Compliance to accommodate individuals at a high risk for potential complications from COVID-19
- Remote learning options to be available to most students; colleges and departments will determine the best mode of delivery for a particular course
- All units instructed to apply physical distancing measures and sanitizing stations widely deployed in facilities
- UF plans to offer additional personal protective equipment to faculty and staff who will be in regular, extended contact with students in enclosed spaces
- CDC-approved cleaning protocols established for the maintenance of all UF facilities
- Face covering and physical distancing requirements to be guided by evolving guidance from the CDC and UF Health
- University Athletics will comply with UF, NCAA and SEC standards to return employees and student-athletes
- Approach for students emphasizes *education, engagement* and *enforcement* strategies, including a campus survey to assess perceptions of behaviors related to COVID-19
- Coordination with off-campus business and community partners (e.g., gyms, grocery stores, apartments, bars & restaurants, etc.) as well as civic and educational partners
- Student groups, including sororities and fraternities, that wish to reopen in fall must submit plans to maintain health and safety
- On-campus residence halls will be open for fall, without an option for triple occupancy
- Residence halls will offer enhanced cleaning protocols, added training for staff, and a modified visitation policy to limit guests
- Agreements with housing providers are in place to isolate students that need to be quarantined, as needed
- The Student Health Care Center will continue to serve the campus as a first point of contact for students with health-related issues
- Regular communication and coordination with Gainesville-area partners stresses a model of shared responsibility

COVID-19 Virus Testing, Contact Tracing and Surveillance

- UF is implementing a comprehensive screen-test-and protect program to return faculty, staff and students to campus, at no cost to individuals
- A 10-station drive-through testing site is operating on campus, under the direction of UF Health medical professionals

- A phased approach to bringing employees back determined by each college/department in coordination with UF Human Resources is being implemented
- All students will undergo a screening assessment for COVID-19 risk factors as they return to campus; at-risk students will receive medical triage and COVID-19 testing
- Daily monitoring of the local health care system capacity and number of COVID-19 cases is in place
- Partnering with Florida Department of Health concerning contact tracing
- Working with UF Health experts to identify triggers that may require tightening restrictions

Academic Program Delivery

- Primary goals are to:
 - Assure that as many students as possible can make appropriate academic progress toward graduation
 - Minimize the risk of a significant flare-up of COVID-19
 - Assure the continued operational and financial stability of UF if there is a significant flare-up of COVID-19
- UF delivers instruction through face-to-face, hybrid and online means, and is a national leader in online and hybrid instruction/delivery
- Critical measures for academic delivery include *student retention and success* and *time to degree*
- Fall academic programming will be designed to accommodate remote arrangement for as many students and faculty with serious underlying health conditions as possible
- An analysis of courses across all domains conducted, with guidelines to address class size, delivery format and enhanced safety measures
- Physical distancing measures have a dramatic impact on the use of classroom space
- Faculty encouraged to have a continuity of education plan in case of a COVID-19 flare-up
- Ongoing training and resources are available to support faculty in online teaching and research
- Reworking of the course schedule continuing through June; registration will be reopened in late June / early July
- Efforts are being made to enable return to campus after Thanksgiving break to be optional for as many students as possible

UF Reopening Plan

Pursuant to the Board of Governor's *Blueprint for Opening the State University System for Fall Semester 2020*, the following summary lays out the University of Florida's plans for reopening its campus, broadly speaking, as of June 4, 2020.

Our efforts to reopen campus to all employees started in earnest on May 6, 2020. This was when we committed to screening all employees and offer COVID-19 testing enabling them to return to their normal work assignments on campus by June 30. We are also using the summer months to restore UF's research enterprise to its full potential. All these actions are being taken with an eye toward being open and embracing our students' return to Gainesville and UF.

UF's reopening plan has been guided by medical and public health professionals and has received input from numerous stakeholders, including 11 issue-oriented task forces, the deans of all 16 colleges and the Emergency Operations Team (Appendix A). We expect that UF's plan and implementation will continue to evolve based on the latest medical, behavioral, and other understandings, as well as guidance from federal, state, and local officials. We expect that recommendations and mandates from the CDC, the Florida Department of Health, UF Health, and other experts, will be updated from time to time before UF's fall semester begins August 31. The university's plan will be adapted as appropriate.

Also, behavioral norms and the ability to enforce expectations on campus will almost certainly be heavily influenced by what is happening in the rest of society. The more successful that policymakers are in reinforcing a climate of shared responsibility, the more receptive the campus community is likely to be, although we intend to call on the Gator Nation to do more and expect more of each other.

Perhaps the most critical factor in the success of UF's fall semester will be the students who will arrive on campus from virtually every county in the state, every state in the nation, and countries on almost every continent. We welcome their return. The university and community can create an environment that enables the right behaviors and reduces the spread of COVID-19, but a dynamic campus environment will only be sustained if everyone—students, faculty, staff, and visitors--takes responsibility for their own health and safety and the health and safety of those around them.

Finally, the University of Florida has a physical presence in all 67 counties. This document speaks primarily about UF's facilities in Alachua County, but analogous, customized measures should be expected in the sites elsewhere throughout the state, most of which are part of IFAS or UF Health.

A Healthy Campus Environment

Policies and Procedures

The cornerstone of UF's reopening plan is the **health and welfare** of our faculty, staff, students, patients, and others who come to our campus locations for any reason. The University of Florida community must work to avoid a COVID-19 flare-up of such magnitude that it would require the sort of emergency moves that were required during this spring semester. Thus, our reopening plan has been informed at every turn by the medical and scientific expertise residing within UF Health and is in accordance with local, state, and federal guidelines. Health and welfare principles are emphasized in virtually every communication to the campus community and in UF and UF Health *Screen. Test. Protect.* communication materials (Appendix B). In addition, a robust website (<https://coronavirus.ufhealth.org/screen-test-protect>) has been created to provide updated information on the *Screen. Test. Protect.* program. All individuals who frequent UF locations will be expected to adhere to the university's policies, procedures, and oversight concerning the promotion of a safe and healthy environment. That guidance, as it relates to faculty and staff is updated regularly and may be found at:

<https://hr.ufl.edu/forms-policies/policies-managers/institutional-recovery-and-covid-19-return-to-workplace/> Additional student-specific information will be maintained at:

<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>.

The strategies employed to protect the general population are likely not sufficient for everyone, especially those at higher risk for developing adverse outcomes associated with COVID-19. Managers and the university's Office of ADA Compliance will work with all individuals – employees, students and visitors – with disabilities or conditions that are at a high risk of complications from an exposure to the virus SARS-CoV2 or who share a household with such a person. UF will use an interactive process to provide a conducive environment for those individuals to engage with our campus resources and environment. For example, certain employees may request telework as a reasonable accommodation to reduce their chances of infection during the COVID-19 pandemic. Of course, other types of accommodations may be requested and granted depending on individual circumstances and the roles that they fill.

As discussed later in Academic Program Delivery, UF has taught classes through a variety of modes in years past and expects to build upon that track record this fall. Depending on a student's major course of study, we expect that most undergraduate students who would prefer to take most or all of their courses remotely would be able to arrange a schedule to do so. We also expect each college and department to determine the best mode for delivery for a particular course or section of a course, just as they always have.

UF plans to offer additional personal protective equipment to faculty and staff who will be in regular, extended contact with students in enclosed spaces.

Further, we have deployed CDC guidelines, including those concerning physical distancing (in most cases, a minimum of six feet) and the use of face coverings, across our enterprise. We have instructed vice presidents, deans, directors, and department heads to apply physical distancing guidelines within the facilities under their control. University policy will be updated as CDC guidance is updated, and individuals not complying will be asked to do so or leave the area to help maintain the safety of our staff, faculty and students.

If an employee does not comply with a directive for wearing an appropriate face covering in their work location, does not follow physical distancing requirements, or otherwise does not comply with requirements for working safely, their supervisor will direct the person to leave the work location immediately, and contact UF Human Resources. The employee's behavior may be considered disruptive under University Regulation 1.008 and the employee will be asked to comply or leave the work location. Similarly, students are subject to UF's face covering and physical distancing policies. Students failing to comply with applicable behavioral expectations will be disciplined in accordance with the student code of conduct.

Next, hand sanitizers and sanitizing stations are widely and generously deployed across campus facilities, and employees and students are instructed in their use through UF's robust communications strategy. Employees and students are educated on safe and healthy practices via a range of information sharing methods, including facility signage, web sites, emails, training videos, and social media.

In order to foster confidence among our extensive campus community that UF's facilities are appropriately maintained for the delivery of teaching, research, and service to the public, CDC-approved protocols have been established for the cleaning and maintenance of all UF facilities, including classrooms, offices, housing and dining facilities, research laboratories and equipment, restrooms, and public spaces. To further enhance disinfection, common touch points (e.g., doorknobs, phones, keyboards, elevator buttons, etc.) are receiving special attention with CDC-approved disinfectants.

In terms of athletic activity, the UF Athletic Association has developed, implemented and will regularly update plans for the return of its employees and student-athletes in accordance with UF's policies as well as applicable NCAA and Southeastern Conference standards. The athletic department's plans have also been anchored by the expertise of UF Health and the department has worked closely with campus leadership. All athletic staff, coaches, and student-athletes will participate in UF Health's screen- test-protect program. Decisions about intercollegiate competition will come later and be made in conjunction with the NCAA and SEC.

Student Life and Campus Culture

UF's consideration of the current and projected environment begins with an acknowledgement that students will likely be returning to Gainesville in large numbers for the fall semester of 2020—irrespective of the mode of delivery of education.

A critical component of mitigating risk on campus will be the creation of a campus culture supportive of public health measures to address behaviors necessary for promoting a safer community. We will need a multifaceted approach to change norms associated with the use of protective face coverings, increased hygiene, reduction of risky behavior, and physical distancing.

We leverage lessons learned in previous pandemics and strong communications strategies based on normative behavioral change research to spur new campus norms. Our three-pronged approach, grounded in education, opportunities for engagement with internal and external stakeholders, and enforcement strategies, is rooted in a culture of care for our community's health and well-being. Our strategies include:

- Conduct a comprehensive survey of UF students, faculty, and staff to assess perceptions of behaviors related to COVID-19. This research will likely need to be updated regularly
- Develop messaging, training, and engagement initiatives that support the predictors of facial covering usage, hand washing and physical distancing
- Create a shift in campus culture through the application of bystander intervention skill development, focusing on personal responsibility, involvement, and peer education
- Disseminate campaign materials that focus on care and civic responsibility and
- Leverage partnerships with external stakeholders to promote healthy behaviors

All elements of these strategies seek to encourage positive behaviors, whether directed at student extracurricular activities, Greek organization operations and functions, student organizations, clubs, intramural sports, or social gatherings. Specific strategies and places for external marketing and outreach include off-campus gathering places, bars and restaurants, regional transit system buses, gyms and fitness centers, grocery stores, and off-campus apartments. We will coordinate with local civic and business leaders and with nearby Santa Fe College to create an integrated and harmonious approach that leverages the unique opportunities and contexts that exist throughout the broader community.

Student groups that wish to reopen in the fall are required to develop and submit a plan that demonstrates a shared sense of ownership in maintaining a healthy campus and community.

On-campus Housing

On-campus residential housing is an important component in student success and we will continue to honor housing contracts for the fall. The only significant change to normal occupancy is that the 111 rooms that normally house three students (triples) will house only two students.

A number of other steps have been identified to assist in enhancing students' health and safety while living on campus, including: (1) a marketing campaign to encourage healthy practices and instructions on room cleaning, (2) a modified guest and visitation policy to limit guests within the residence halls, (3) a continued emphasis on cleaning protocols, with a focus on high touch surfaces, and (4) the provision of necessary training for staff. If, in spite of these efforts, a student tests positive for COVID-19, they will be quarantined to one of several sites identified for purposes of isolating the student for at least 14 days. During that time, the student will be provided with food, sundries, counseling and other services as needed. UF has agreements in place with housing and service providers to ensure that facilities and services are available when needed.

Each sorority or fraternity is required to submit a plan that addresses how the active chapter, advisors, and relevant housing corporation or similar entity will promote a healthy environment. That plan must address housing and dining arrangements, cleaning protocols, and enforcement of relevant public health guidelines. UF Health, the Student Health Care Center, and the Office of Student Affairs will provide requested information and suggestions to each sorority and fraternity.

Student Health

The mission of the University of Florida Student Health Care Center (SHCC) is to help every student achieve optimal health in the pursuit of personal and academic success.

The SHCC is an accredited outpatient clinic staffed by licensed, board-certified medical professionals who provide health and wellness care to UF students. Our medical staff is comprised of physicians (MDs), physician assistants (PAs), advanced practice registered nurses (APRNs), registered nurses (RNs), and health support technicians (HSTs). The resources and capabilities will be augmented by UF Health if needed.

Medical care related to student COVID-19 concerns has been assessed and managed by SHCC staff since March 2020. SHCC has followed strict procedures aligned with CDC guidance to both appropriately care for student patients and to promote protection of the broader community. Students with COVID-19 concerns are managed in a separate annex of the facility with dedicated staff assigned to the area

operating with personal protective equipment (PPE). Telehealth visits have also been implemented to conduct initial assessments and if needed, students come to the SHCC for a drive-by testing without entering the facility.

Further, the SHCC has worked with the UF Dean of Students in coordinating comprehensive care for the students' needs related to a COVID-19 diagnosis including connecting the student with UF Health medical professionals to be advised on self-quarantine procedures.

A Healthy Community Environment

From the beginning of the pandemic, UF has recognized that the safe and successful return of employees, students, and visitors to campus will have profound impacts on the greater Gainesville area. We aspire to be the best partner we can be, remaining mindful that our relationship with our community is symbiotic—each needing the other to create a safe environment for employees, students, visitors, volunteers, and surrounding community members. To bring about this shared responsibility, UF, city, and county leadership have committed to regular communication and adhering to national and state guidelines designed to bring about a safe environment.

Every person coming to UF's campus—whether a faculty member, a staff member, student, vendor, or visitor—is expected to adhere to the health and safety guidelines established by the university. The campus community can expect regular communication concerning the safety of UF's campus and the norms by which they must conduct themselves while on campus. Consequently, a robust communication strategy is in place that will quickly and effectively guide persons to the appropriate information regarding UF's COVID-19 response and recovery efforts and provide assurances that UF is taking a comprehensive approach to maximizing campus safety. Starting as early as January 2020, UF began executing a communications strategy around COVID-19, establishing a variety of critical communications channels and implementing a communications strategy for both internal and external audiences. This comprehensive communications strategy also envisions a strong external partnership model to be deployed in off-campus areas, as described in the above section on the "Healthy Campus Environment."

All the while, UF is prepared to adjust its prevention and mitigation strategies related to COVID-19 and other infectious diseases (including influenza) in response to any Florida Department of Health directive. UF communications to our campus community will reflect any changed imperatives regarding public health.

COVID-19 Virus Testing

One critical component of UF's strategy focuses on the need to impact behavior change around important healthy habits, slow the spread of the virus and foster a culture of caring for our colleagues and our campus community. Undergirding the University of Florida's gradual transition back to full operations is a screen-test-and-

protect program involving COVID-19 screening of faculty, staff and students returning to campus. As UF Health launches this expansive initiative, along with related campaigns focused on the university's mask/face covering and physical distancing policies and other healthy practices, employees, students, and others will be returned to campus in a phased and coordinated fashion. More information will be maintained and kept updated at: <https://coronavirus.ufhealth.org/screen-test-protect/>

Bringing our employees and students back to a safe and healthy campus setting is vital, so plans to screen all faculty and staff (approximately 29,000 individuals this summer) and test as appropriate prior to the end of June 2020 are well underway. As part of its recovery effort, UF has expanded physical operations incrementally and after careful review by university leadership. Colleges and units are determining the order in which their employees return to UF work locations. Testing is achieved at both the university's student health center and at a 10-station drive-through site on campus—all under the direction of UF Health medical professionals.

Just as with our faculty and staff, all students will be required to complete a screening questionnaire. Also similar to our faculty and staff, some students will be subject to mandatory testing. Based on current guidance from UF Health, the current plan for student testing is:

Mandatory:

1. Screening questionnaire for all students (developed by UF Health)
2. Testing for all symptomatic students
3. Testing for all students in clinical settings (contact with patients)
4. Testing for all students in research settings who have contact with human subjects and cannot practice physical distancing
5. Students arriving from states listed in any then-applicable emergency order from Florida's Governor executive order (or internationally) must either quarantine at their own expense for 14 days or be tested and cleared (free of charge to the student)

Further, University Athletics may choose to make testing mandatory for athletes, and other extracurricular activities may require mandatory testing at the discretion of the leadership of those extracurricular functions.

Any student who becomes symptomatic will receive a COVID-19 test and be quarantined if COVID-19 positive, and their contacts will be traced for exposure assessment in accordance with Department of Health rules and processes. As noted previously, arrangements have been made with housing and service providers to quarantine students, if needed. Students living in traditional residence halls will not be allowed to remain in their regular campus residence during quarantine.

Further, if any student tests positive, Student Affairs staff will reach out to them and provide support based on the student's unique needs. This includes access to food, as well as connections to the Student Health Center and Dean of Students' Office for assistance with temporary academic accommodations.

As part of its institutional recovery strategy, UF has well-established protocols with UF Health to monitor the capacity of the local health care system as the university reopens its campus. Daily hospital reports provide metrics concerning admitted COVID-19 cases. As employees and students return in greater numbers, these metrics will be monitored closely to ensure that health care capacity is sufficient to handle increased caseloads. Meanwhile, UF's Medical Guidelines and Protocol Team will coordinate its efforts with the Clinical Advisory Committee's recommendations in repopulating the campus at an appropriate pace and scale.

UF is fortunate to have an academic health center associated with its enterprise and stands ready to assist other SUS institutions with the development of a university screening and testing plan.

Contact Tracing and Surveillance

In consideration of the Florida Department of Health's predominant authority concerning contact tracing, UF remains ready to support tracing efforts as deemed necessary by local, county, and state officials. In the meantime, UF will continue its efforts that include screening, testing, and protecting the campus community through a variety of measures.

As UF works to restore full campus operations, all faculty, staff, and students are required to complete an online screening questionnaire to determine if they have symptoms of COVID-19 (Appendix C). They also will be asked if they have had close contact with someone who has symptoms or who has been diagnosed with the infection. Because some people can be infected with COVID-19 and have no symptoms, nasal swab testing for COVID-19 is available through the UF Health screening and testing process for any faculty, staff and students to determine whether they are currently infected with SARS-CoV-2, the virus that causes COVID-19. This testing is offered at no cost to faculty, staff, and students. These measures are robustly supported with efforts to clean facilities, to modify spaces as needed, to provide face coverings, to promote hand washing, and to station hand sanitizers throughout campus.

Because it hosts an academic medical center anchored by the Shands Hospital, UF is favorably positioned to be well-informed concerning the rate of infection and hospitalization related to COVID-19. Daily reports inform university leadership of the status of the campus' health environment. Furthermore, university leadership remains in close contact with the Alachua County Health Department, staying apprised of cases occurring within the county. UF relies upon the expertise and

guidance of its epidemiology officer in chief for the UF Health Shands hospital system, in collaboration with UF's other leading health experts, to identify triggers that may require tighter social and behavioral restrictions.

Academic Program Delivery

There is great diversity across UF's academic programs, including undergraduate, graduate, clinical, laboratory and art, and remote/off-site programs. UF delivers instruction through various means: face-to-face, hybrid, and online. Having invested heavily over several decades to build its online and hybrid education infrastructure at the undergraduate, graduate and professional levels, UF is a national leader in this area and emphasizes quality in its production and delivery of course material.

Clearly, two critical metrics associated with education delivery are **student retention and success** and **time to degree**. Our primary goals in designing the fall term instructional configuration are: (1) to assure that as many students as possible can make appropriate academic progress toward graduation; (2) to assure a safe environment and minimize the risk of a significant flare-up of COVID-19; and (3) to assure the continued operational and financial stability of UF if there is a significant flare-up of COVID-19. Consequently, fall academic programming will be designed to accommodate as many students and faculty as possible if they are challenged by serious illness, age, and/or serious underlying health conditions that may put them at higher risk associated with COVID-19.

Under the provost's leadership and with consultation from its deans, UF has conducted a comprehensive analysis of the makeup of its face-to-face, online, and hybrid courses across all domains: labs/arts, clinical, off site, indoor, outdoor, non-traditional, undergraduate, graduate, clinical, and professional in nature. Class sizes and delivery formats have been considered and in all venues, the appropriate combination of online physical distancing, sanitation, masks, and other needed safety measures will be used. The colleges will continue to work with the provost's office throughout June to update the course schedule for the fall semester in anticipation of students being asked to re-register in light of the changed environment. Guidelines to assist in accomplishing the delivery of various types of classes will be available to deans, department chairs, and faculty.

UF encourages its faculty to plan instructional activities to ensure continuity of education in case of COVID-19 flare-ups. The purpose of this plan is to help faculty and students maintain, to the extent possible, the progress of teaching and learning in an environment where in-person class sessions become inadvisable. The goal is to maintain the delivery of instruction as much as possible to minimize the disruption of student progress. Faculty will be encouraged to design each course syllabus to enable students to not return to campus after Thanksgiving break, if they do not wish to do so.

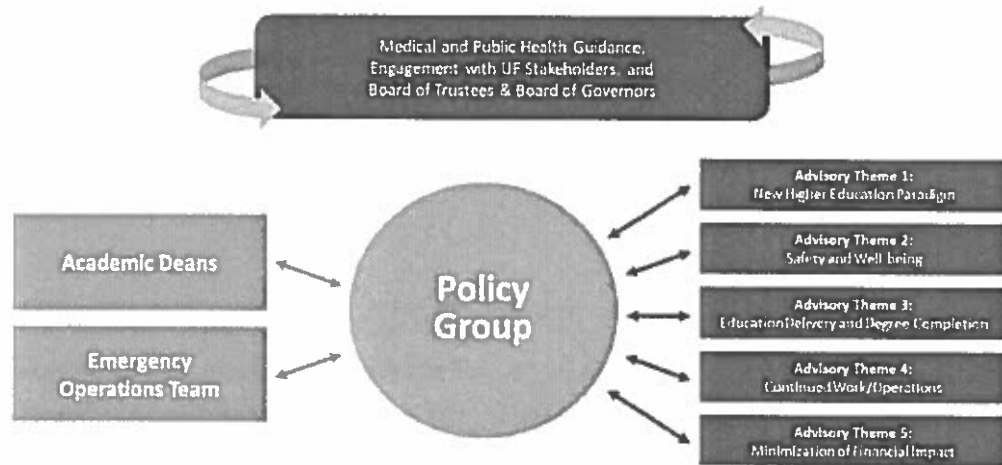
Launched well before COVID-19 struck, a robust network of training and development tools (available at <https://elearning.ufl.edu/keep-teaching>) has been made available to support our faculty in the use of online and non-traditional modes of instruction delivery—whether synchronous or asynchronous. UF provides on-going training for faculty through a variety of channels which include videos and online resources focused on online teaching and research, on-demand workshops and consultations, and webinars focused on specific technologies. In addition, UF faculty have access to online resources for professional development which include LinkedIn learning and vendor-provided online content. UF has invested substantially in recent weeks to enhance the quality of online courses that will be delivered this fall through close collaboration between faculty and instructional designers. Co-curricular activities are a critical component of a well-rounded educational experience. Each college is developing plans for the co-curricular experience to be as rich as possible, regardless of the method of course delivery or what else might be happening on campus.

UF's approach to recovery planning has been neither organizationally monolithic, uni-dimensional, or inflexible. On the contrary, our reopening plan remains highly adaptable and informed on many fronts. Eleven issue-oriented task forces continue to provide input, as do the deans of all 16 colleges. Calls are going out to the UF Faculty Senate and the campus community at large is being invited to offer input through reopen@ufl.edu.

Since the inception of our planning efforts, we have seen demonstrable changes in the health environment of our campus, our local community, and across the state and nation. We are constantly monitoring these changes and anticipate more as we approach the fall semester. We have made a point of regularly updating our campus community, with emails, social media, and with Q & A web pages focused on COVID-19-related issues. We have stressed the need to remain flexible and resilient to our faculty, staff, and students (see a message from UF President Kent Fuchs [here](#)) and will continue to do so. And, as with any emergency, we are prepared to modify our plans for the fall and future semesters as this pandemic evolves.

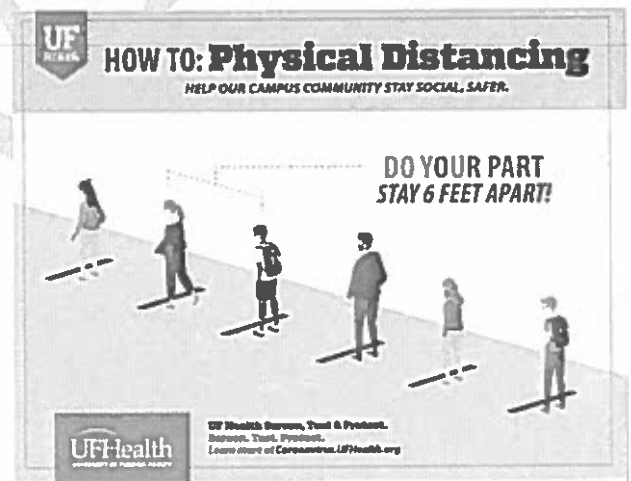
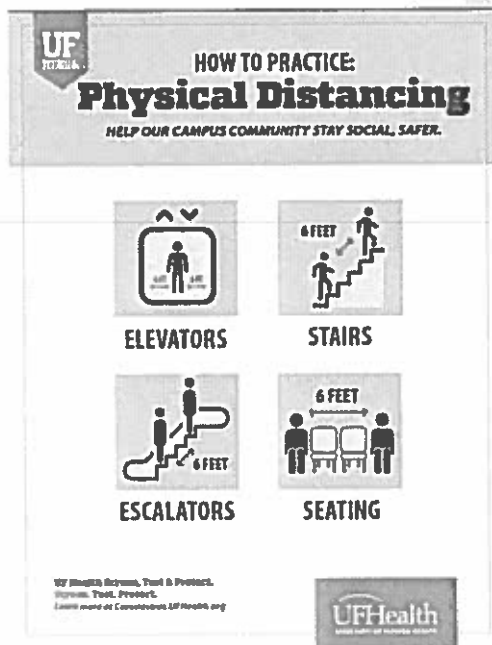
Appendix A
UF Institutional Recovery Framework

UF Institutional Recovery Framework



Appendix B

UF Health Screen. Test. Protect – Sample Communication Collateral

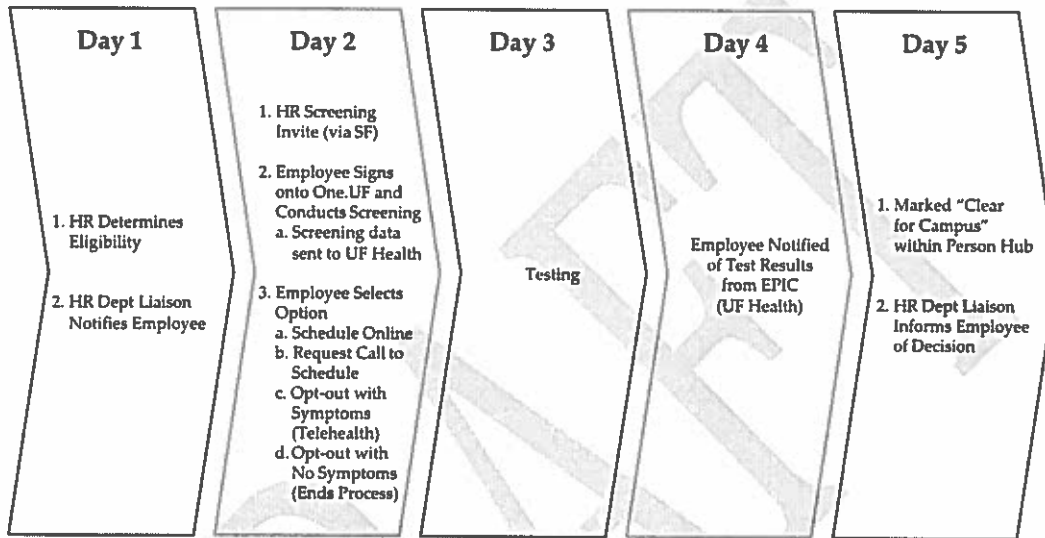


Appendix C

UF Return to Campus Employee Journey Map



UF Return to Campus Employee Journey Map



* Disclaimer: This is best case and dependent on how timely employees complete each activity.