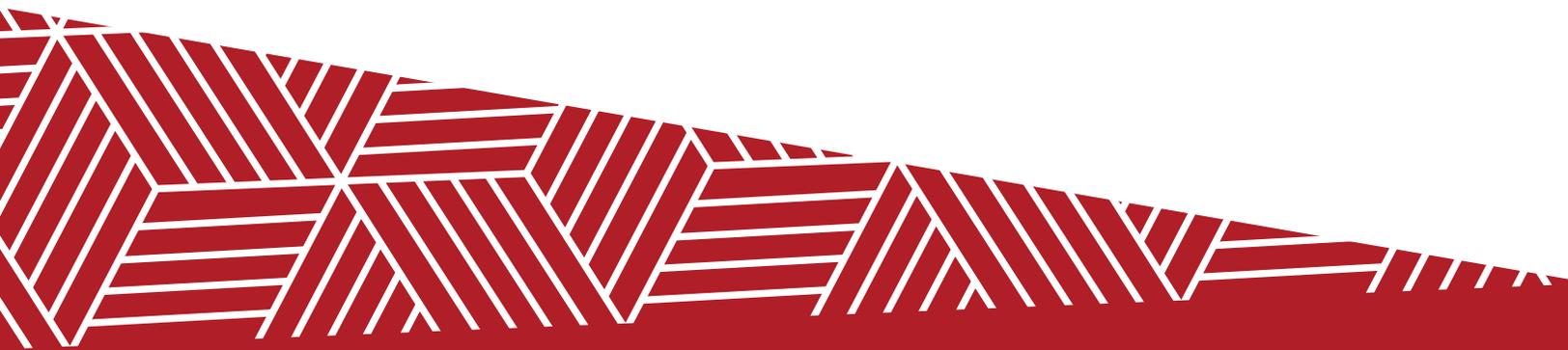


# DYOUVILLE



# Restart D'Youville

Our Covid-19 Restart Plan

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# Executive Summary

## COVID 19 RESTART PLAN

*Restart D'Youville* is a dynamic draft of a plan that is intended to communicate our process for returning to campus safely while maintaining the flexibility necessary to adapt to the ever-changing COVID-19 situation and regulations. Our return to campus can be synthesized as a blend of various hybrid, face-to-face, and online instructional modalities that are supported by a new paradigm of hygiene, cleaning, and disinfection protocols which are necessary to best support human health and safety. The policies and processes described within this document are crafted to respond directly to Governor Andrew Cuomo's New York Forward Checklist for Higher Education Institution Reopening Plans, including the key facets of (1) Reopening, (2) Monitoring, (3) Containment, and (4) Shutdown. These provisions will not only allow for best practices and compliance in our restart efforts, but also provide an anticipatory design and clarity for responding to any potential future outbreak of COVID-19 in our Western New York Region.

### ACADEMIC CALENDAR

D'Youville will begin the Fall 2020 semester as initially planned on August 10th for the School of Pharmacy and then for the remainder of the campus on August 24th, 2020. The academic calendar will proceed as scheduled until Thanksgiving Break, whereas students and faculty will be asked to remain off campus and continue their teaching and learning activities online until the completion of the Fall 2020 semester.

### ROLES & RESPONSIBILITIES

Prior to restarting the campus, D'Youville will meet all of the requirements set forth in federal, state and regional guidelines. However, we must all acknowledge that from now on maintaining health and safety requires a "whole community" effort beyond the mandates imposed upon higher education organizations. Therefore, some mandates and policies are individual's responsibility within our community. Here is a brief summary of those individual responsibilities:

### PRE-ARRIVAL REQUIREMENTS

- **Training:** All students and employees must review and affirm D'Youville's mandatory safety PowerPoint presentation before arriving on D'Youville's campus.
- **Health Screening:** All students and employees must complete their self-assessment health screening questionnaire by August 14th, prior to the start of the Fall 2020 semester.
- **Testing:** Any student or employee which has failed the self-assessment health screening must be tested for COVID-19 and be cleared with a negative result prior to returning to campus.
- **Self-quarantine:** While it is not something that D'Youville can mandate or enforce, all students and employees are strongly encouraged to minimize their interpersonal contact and/or quarantine at home for a minimum of 7 days prior to arriving on D'Youville's campus.

## DAILY REQUIREMENTS

- **Health Screening:** Utilize the health screening process provided by D'Youville to respond to the daily health self-assessment questionnaire before coming to campus or leaving your residence hall room.
- **Wear Face Coverings:** Wear a face covering that covers your nose and mouth at all times except when alone in a room, alone with roommate(s), while stationary and eating or drinking, or while delivering instruction in scenarios that contain a minimum of 6' physical distance between the instructor and any other individual.
- **Maintain Social Distance:** Maintain at least six feet social distance between themselves and other people whenever possible.
- **Personal Hygiene:** Maintain a high level of personal hygiene specifically including frequent thorough hand washing (for at least 20 seconds with soap and water) and/or use hand sanitizer with at least 60% alcohol.
- **Remain Digital:** Limit all group gatherings and hold all meetings, social events, conferences, and special events in a virtual environment unless not possible or otherwise approved by a vice president.
- **“Whole Community” Approach:** Human health and safety is everyone's job now. All members of the D'Youville community are expected to utilize the cleaning supplies provided to them and distributed throughout campus in areas where you are utilizing shared furniture or equipment. Additionally, enforcement of social distancing is everyone's job. If a social distancing issue cannot be first resolved through a simple conversation, individuals are asked to report the issue to [socialdistancing@dyc.edu](mailto:socialdistancing@dyc.edu). Social distancing complaints will be handled through normal judicial processes for students and disciplinary procedures through Human Resources for employees.

## IMPLEMENTATION DYNAMICS

We cannot stress enough the dynamics of this restart plan. D'Youville is very dedicated to working with local, state and federal policy makers in order to ensure our compliance, as well as other governmental and non-governmental organization such as the Erie County Department of Health and CDC which can provide guidelines for best-in-class practices for responding to COVID-19. Recovery is going to be a long gradual process. However, D'Youville is a much longer-oriented institution that will shine through and continue serving its mission beyond the duration of this pandemic.

While we are confident in our planning and have sent many individuals researching far and wide to gather information, we fully acknowledge and embrace that some things will be out of our control. In response to such uncertainty, D'Youville will boldly continue to scan and monitor all the available information in order to remain agile and make purposeful adjustments where ever and whenever necessary to maintain human health and safety, the continuity of instruction, and our reputation as a best-in-class student-centric institution of higher education. The entire leadership team is being charged with the implementation of this plan. All questions and concerns that cannot be resolved within your respective business unit should be directed to Dr. Jason MacLeod, D'Youville's AVP for Operations and COVID-19 Compliance Officer.

# Reopening

Plans for restarting campus operations including student, faculty, and staff return.

## A. CAPACITY:

D'Youville has made several critical changes to our organizational processes in order to support our community's capacity for social distancing. Among the many, the following four strategies will be the most noticeable and impactful efforts to promote social distancing on our campus:

### INSTRUCTIONAL DENSITY REDUCTION

D'Youville established a guideline for reduced density in classrooms, which is roughly three times the normal average and capable of allowing 6' physical distancing. Additionally, roughly 40% of classes are being offered online to allow for the closure of strategic classrooms in busy hallways to reduce traffic and bathroom congestion.

### STAFF & ADMINISTRATIVE DENSITY REDUCTION

D'Youville is requiring that staff and administrative employees working in offices with multiple people develop plans for maintaining no less than 50% occupancy of their campus offices. Permitted employees will be rotating in one-week on-campus/work-from-home shifts, with special cleaning in between rotations. Student workers and faculty are required to work on campus in continuation of their normal workplace conditions. Any employee that is the single staff/administrative employee in their department or is provided with a single occupancy office will be required to work on campus daily for their regular scheduled work hours.

### ELEVATOR CAPACITIES & DIRECTIONAL MOVABILITY

D'Youville has posted signage to reduce elevator capacity, promote social distancing in confined elevator spaces, and direct the flow of traffic one-way in stairwells.

### TELECONFERENCING

D'Youville is requiring that meetings continue to take place digitally to the fullest extent possible in order to reduce unnecessary instances of equipment sharing such as conference room tables and chairs.

## B. PPE:

### FACE COVERINGS

All D'Youville students, faculty, and staff must wear face covering in accordance with D'Youville's Guidelines (see Page 2 - Daily Requirements). All students and employees will be provided with a washable/reusable face covering before rejoining the campus community. D'Youville will maintain stock of replacement face coverings, as well as disposable face coverings to respond to special unanticipated issues or demands. All members of D'Youville's community are also encouraged to obtain and utilize their own face covering to ensure that there is never a situation where clean face coverings are inaccessible. Members of the D'Youville community should plan to have a face covering with them at all time.

### OTHER EQUIPMENT

The Office of Accessibility Services has ordered special transparent face coverings to accommodate individuals with hearing impairments that may require lip reading in the classroom. D'Youville's Purchasing Office is also working with all departments and academic program chairs to order the specific PPE (e.g., gloves, face shields, paper gowns, thermometers) that may be required in their specific areas of operation.

### DISTRIBUTION

All students and employees living in residence will receive their PPE at their respective residence hall. All other employees will obtain their PPE through their manager. Boxes with the appropriate number of PPE will be delivered to each department.

## C. SCREENING & TESTING:

All students and employees are required to submit a pre-arrival health assessment screening questionnaire by August 14th, 2020. Anyone who fails or does not return the required pre-arrival health assessment screening will be required to show negative test results for COVID-19 prior to being permitted entry to any D'Youville facility.

In an effort to make COVID-19 testing easily accessible to all, D'Youville is trying to coordinate and sponsor at least 1 day of on-site COVID-19 testing that is available to the entire campus community. The intent of encouraging testing is to identify anyone that may be sick or asymptomatic and quarantine them before they have a chance to spread COVID-19 throughout our facilities and academic community. Anyone who is mandated to be tested for COVID-19 would have the option to attend this on-site testing option or any other testing option of their choosing.

For additional support regarding COVID-19 testing locations, please see the following COVID-19 testing locations near campus:

### **Jericho Road Community Health Center**

1.8 miles from campus  
No restrictions. All walk-ins taken

### **WNY Immediate Care**

6.3 miles from campus  
Appointment required

### **Quest Diagnostics**

6.4 miles from campus  
Appointment and Referral required

### **WellNow**

8.7 miles from campus  
Appointment required

Once students and employees have joined the D'Youville community, daily health self-assessments will be required via a process provided by D'Youville. The daily health self-assessment will be a questionnaire adopting at least the minimum mandatory New York Forward guidelines for health screening.

## D. RESIDENTIAL LIVING:

### **SCHEDULE & MOVE-IN PLANS**

In order to reduce congestion for the move-in process, students will be permitted to start dropping off their belongings to residence halls on August 10 by appointment. Only two individuals will be permitted to accompany the student during these drop-off appointments, and everyone will be mandated to wear the appropriate PPE. Students will begin being permitted to stay in the residence halls on August 21st, unless otherwise granted special permission by D'Youville Chief Student Affairs Officer.

### **PRE-SCREENING**

All residents will be required to begin filling out a daily pre-arrival health assessment screening on August 1st. The results of this screening must be submitted by the 14th and any positive screenings or non-submitted results will trigger a mandatory COVID-19 test for the individual in question. These individuals will not be permitted entry to the residence halls until they test negative for COVID-19.

If D'Youville is able to secure an on-campus testing partnership, the testing will take place on August 17th, with the intent that anyone mandated to be tested can have adequate time to receive their test results and move into the residence halls at the normal time with all of their peers. Individuals that have been mandated to show COVID-19 test results are permitted to be tested anywhere else of their choosing and submit their results to the D'Youville if a different testing location is preferred. In addition to anyone that is mandated to be tested, all other students and employees are also strongly encouraged to be voluntarily tested for COVID-19 through D'Youville sponsored test days or other testing means prior to returning to campus.

### **ON-CAMPUS RESIDENT COVID-19 AGREEMENT**

All on-campus residents must read and affirm the digital COVID-19 Agreement Form before returning to campus. This agreement includes the following stipulations and expectations:

- Face covering rules
- Health screening protocols
- Sharing personal items is prohibited
- Common area capacity reductions
- Elevator capacity reductions
- Hygiene, cleaning, and disinfection protocols
- Guest restriction policies
- Enforcement protocols

## EDUCATIONAL PROGRAMMING

All resident students are required to watch an educational video building awareness for COVID-19 prior to selecting their residence hall room location. This educational video covers the topics of social distancing, hand washing, personal hygiene, and the risks associated with utilizing the shared spaces of a residence hall. Students will also be required to watch two additional educational videos related to the same topics upon first returning and moving into the residence halls.

## CAPACITY LIMITS

D'Youville has capped the total occupancy permitted in our residence halls at 75% in order to reduce density, promote social distancing, and account for the potential need of quarantine space. We have also allowed many students on a first come, first serve basis, as well as in response to the need for special accommodations, to live in single rooms instead of double occupancy spaces to further reduce density in our residence halls.

## ACCESS PROTOCOL & VISITOR RESTRICTIONS

Only residents will be permitted to enter our two residence hall buildings. Entrances will be locked, and access will be given via D'Youville ID card to the eligible individuals. Other non-resident students which typically have day-time access to the residence halls will not be permitted entry during Fall 2020 semester. Additionally, no other visitors will be allowed in any residence hall during the Fall 2020 semester. Any special case scenario for request to have a guest in the residence hall would need to be applied for and approved by the Director of Student Engagement.

## SOCIAL DISTANCING & ENFORCEMENT

All social distancing guidelines and enforcement protocols are clearly spelled out in the COVID-19 Agreement Form and the educational awareness videos. The social distancing guidelines are enforceable by the D'Youville Student Code of

Conduct document available in the institutions Policy Handbook and they will be managed in the same way as any other judicial matter. Anyone who wishes to report a social distancing violation is asked to send an email to [socialdistancing@dyc.edu](mailto:socialdistancing@dyc.edu).

Within the residence halls specifically, some representative examples of social distancing guidelines include:

- Wearing a face covering at all times unless you are in your private room with your roommate(s), or if you are in a public bathroom maintaining oral hygiene.
- Elevator capacity has been changed in accordance with 6' social distancing guidelines.
- Restrictions on gathering density in shared lounge spaces has been set not to exceed 3 people.
- No gatherings will be permitted unless sponsored by the university. Lounge spaces capacities have been re-established at 3 people.

## ENHANCED CLEANING & DISINFECTION

High contact areas such as bathrooms, common areas, laundry rooms, etc. will be cleaned and sterilized daily. Additionally, the residence halls will be supplied with wall mounted hand sanitizer and sanitizing wipe dispensers in order to provide students with the proper equipment to support our "whole community" approach to campus sterilization.

## SPECIAL CONSIDERATIONS

Special housing considerations for students who are immune-compromised or who have an underlying health condition will be made. Students who inform the Director of Student Engagement of their underlying health condition(s) may be placed in a single room. D'Youville will work within its Student Accommodations Committee to ensure that students' requests are reviewed in a timely manner so that they can be evaluated for additional support.

## E. OPERATIONAL ACTIVITY:

D'Youville is planning for flexibility as we navigate this situation which is very dynamic and quickly evolving. This section provides a brief overview of what is to be expected in the various areas of D'Youville's operational activities.

### INSTRUCTIONAL DELIVERY

A variety of instructional modalities are being utilized in order to ensure social distancing and the protection of vulnerable populations. The three main models of instructional delivery are as follows:

- **100% face-to-face:** Small courses which can meet social distancing requirements will be taught in-person on campus in traditional face-to-face instructional formats. Courses that require in-person experiences such as labs and other subjects that are more difficult to be taught remotely will be prioritized for on campus instruction.
- **Rotational Synchronous Learning:** Medium to large student courses which require in-person instruction that cannot meet social distancing requirements will rotate groups of students' attendances between physical and digital participation. In these settings, faculty will teach a sub-group of the course in the classroom using Zoom (or another technology) to teach remote learners at the same time. For example, if a Monday, Wednesday, Friday class is divided into three groups, each group of students would have 1 day of in-person and 2 days of digital attendance each week.
- **100% online:** large courses which are impossible to comply with social distancing will be taught online. We have done our best to ensure that online courses will be teaching the learning objectives which are most conducive to the remote learning modality.

### CLINICAL PLACEMENTS

All students participating in clinical placements must adhere to the policies, rules and regulations set forth by the host institution of the clinical placement. D'Youville does not have jurisdiction over their operations, nor can D'Youville ensure that these placements will still be available. However, we are working very closely with our partners and program accreditors to keep student on track with the appropriate experiential learning opportunities needed for their degrees.

### FACULTY OFFICE HOURS

To the fullest extent possible, faculty office hours will be facilitated online in order to promote the greatest level of availability for students while also supporting social distancing.

### LIBRARY SERVICES

D'Youville will follow infection control procedures put forward by the American Library Association and the REALM (Reopening Archives, Libraries, and Museums) Project. The Library will also be rolling out a new process for contact-free circulation. As part of this plan, the 2nd floor of the library which houses the majority of D'Youville's collection will remain closed to the public. Only library staff will be permitted to retrieve books from the stacks. D'Youville community members will digitally order and pickup their requested materials to-go. Returned books will be quarantined for at least 24-hours before re-shelving. Reserve materials such as skeletal models will still be available for use, however, the appropriate PPE must be worn at all times while using the materials. Research librarians will be available, offering research assistance (point-of-need or by appointment) through Zoom, phone, chat, or email.

## HEALTH & COUNSELING SERVICES

D'Youville has a relationship with local healthcare systems for treating students and university community members. For example, WellNow Urgent Care is a walk-in healthcare provider that offers quick, convenient and quality care for non-life-threatening injuries and illnesses. WellNow Urgent Care accepts D'Youville's health insurance and has the capacity to manage the provision of healthcare services for D'Youville's student population. D'Youville also has secured the services of a Nurse Practitioner who will be available daily throughout the Fall 2020 semester to provide telehealth counseling to all students and write prescriptions for medication, as needed. Students are also encouraged to utilize their own healthcare provider and/or healthcare services and facilities within their own communities.

Understanding that students are experiencing and will experience heightened anxiety, the Director of Student Engagement will be fully engaged in communicating with students by email, phone, and through webinars to share information about the contents of this document, as well as student engagement and socialization strategies during this time and periods of quarantine. The currently available modified "Talk, Listen, & Encourage" Sharepoint site which all students have access to will contain information such as how to cope with anxiety, how to connect with and support peers, and where to go for counseling. In the event that counseling is requested, D'Youville's Personal Counseling Center is well prepared to offer services to students in collaboration with Western New York Crisis Services.

## CAMPUS MINISTRY

Support services through campus ministry will continue to be offered in a variety of mediums, all following CDC guidelines. Gathering for campus ministry services will typically never exceed 10 people. Mass is anticipated to be held as usual with special accommodations to promote social distancing and be in compliance with all rules and regulations related to density and gathering limitations. This will include, but not be limited to, floor decals to direct traffic, ropes to restrict seating, the use of face coverings, and additional hand sanitizing stations.

## MAILROOM

The mailroom will continue to digitally distribute as much mail as possible, in order to reduce the need for physical deliveries and sharing of touch points. D'Youville has also deployed special sanitation and social distancing signage for external deliveries.

## CONFERENCE ROOMS & AUXILIARY SPACES

In alignment with our effort to maintain teleconference of meetings to the fullest extent possible, D'Youville will be closing many of the conference spaces on campus in order to promote social distancing and re-appropriate cleaning resources to other high priority areas on campus.

## FACILITIES, DESIGN, & CONSTRUCTION SERVICES

All contractors working for D'Youville are required to submit a safety plan for approval prior to commencing work on our campus. These safety plans address issues such as PPE, equipment personalization and sanitation, break protocols, and building access requirements. In addition, D'Youville enacts strict guidelines regarding the zones which contractors are permitted to be and ensures to every extent possible that there is separation between the contractors and the rest of our community.

## FOOD SERVICES

D'Youville's food services are operated by Chartwells of the Compass Group and will be adhering their plan (see Appendix A) for responding to 3 tiers of social distancing that may be enacted at any time at the discretion of D'Youville in response to our institutional and regional COVID-19 situation.

## EVENTS SERVICES

During the Fall 2020 semester, events will gradually begin to be permitted on a case-by-case basis. Priority will be given to special requests that are essential or healthcare related, for example conducting a blood drive.

## F. RESTART OPERATIONS:

### MASTER PLANNING

In order to take a comprehensive approach to restarting the campus, D'Youville has prepared a document of building drawings that explicitly specifies all the key COVID-19-inspired changes that are necessary on campus. These changes include but are not limited to informational signage, PPE disposal bins, wall mounted sanitizer dispenser locations, sanitizing wipe dispenser locations, new elevator capacity signage, stairwell directional signage, and areas that are designated as "high-touch" cleaning areas (common door knobs, elevator buttons, etc.). This document serves as the roadmap that jump started our preparations and ensured that a very high level of detail was considered to help protect human health and safety on our campus.

### "WHOLE COMMUNITY" APPROACH TO CLEANING

Understanding that D'Youville's Custodial Team cannot possibly be everywhere at the same time, we are making the appropriate cleaning supplies widely available so everyone has the choice to re-sterilize surfaces before using them. To this extent, we are requiring a fundamental behavioral change and community participation in our commitment to keeping facilities safe and open for learning.

### OUTSIDE AIR CIRCULATION

D'Youville's Facilities Services team will pre-condition buildings, flushing out any stagnant air via the heating, ventilation and air conditioning (HVAC) system. This process will take place for a continuous 72 hours prior to reoccupying the buildings. During this time, the HVAC outdoor air dampers will be opened to the maximum setting that still allows us to provide the desired indoor air temperature and humidity. The practice of increasing the percentage of outdoor air circulation through our buildings will continue throughout the fall semester and will meet or exceed all of the regulations proposed by the American Society of Heating and Air-Conditioning Engineers (ASHRAE). In general, we are raising the MERV filtration level wherever possible and planning for a campus-wide upgrade of HVAC equipment to embrace new state-of-the art filtration technology in our facilities.

### BUILDING ACCESS PROTOCOL

In order to limit building access and control campus visitation processes, all D'Youville buildings will remain locked at all times and require a D'Youville ID to 'swipe' access into the buildings. Please remember to always carry your D'Youville ID with you at all times and contact the Campus Safety Department if you are encountering issues or need a new ID issued.

### EDUCATIONAL AWARENESS CAMPAIGN

In addition to the informational signage that will be posted all throughout campus, all employees and students will be required to review and affirm D'Youville's safety training PowerPoint presentation before returning to campus. All students in residence will also participate in additional educational awareness programming to help promote positive behavioral change and hygiene that fights the spread of illnesses such as COVID-19.

## G. EXTRACURRICULAR:

D'Youville will be going virtual to the fullest extent possible during the Fall 2020 semester with some very well planned and customized personal experiences that embrace social distancing and promote a high quality of student living on campus. The following highlights representative examples of key protocols in among the various types of extracurricular activities at D'Youville.

### GUEST SPEAKERS

All guest speakers which normally enhance instruction or are complementary to D'Youville academic community will be host virtually unless otherwise approved by a Vice President.

### STUDENT CLUBS & ORGANIZATIONS

All club leaders are required to go through a training with the Director of Student Engagement which covers a variety of topics related to COVID-19 and promoting human health and safety. All events organized by student clubs and organization are encouraged to be digital or hybrid, and if hybrid there will be gathering size caps based upon the location of the event and COVID situation in our region. Currently, the anticipated maximum gathering size limits are 10 people for indoor spaces and 25 people for outdoor spaces unless otherwise approved by the Director of Student Engagement. No gatherings will exceed the maximum allowed density by local, state and federal guidelines.

### FITNESS CENTER

D'Youville will resume Fitness Center operations whenever permitted to do so by government regulations in accordance to those guidelines. It is anticipated that large indoor facilities or outdoor venues will require gathering limits of 10 participants and require face covering while observing all other social distancing guidelines. D'Youville is prepared to reopen with social distancing signage, as well as increased levels of cleaning supplies and regulations for utilizing cleaning supplies while using any piece of shared equipment.

## INTRAMURAL, CLUB SPORTS, & RECREATIONAL ACTIVITIES

D'Youville will resume intramurals, club sports, and other recreational activities wherever permitted to do so by government regulations in accordance to those guidelines. It is anticipated that large indoor facilities or outdoor venues will require gathering limits of 25 or fewer participants and require face covering while observing all other social distancing guidelines. During the Fall 2020 semester, we are also anticipating that any high-touch or high-contact intramurals will be replaced with socially distanced options which entail individualized activities focused on fitness, psychological health, and personal wellness.

### ATHLETICS

D'Youville will resume athletics team activities wherever permitted to do so by government regulations in accordance to those guidelines. D'Youville's Director of Athletics coordinates with NCAA conference peers on a weekly basis and is preparing to adhere to all guidelines set forth by the NCAA. There will be no indoor or outdoor competition for the fall 2020 semester. Spectators will not be permitted to attend any practices or competitions until further notice. This is a decision that will be re-evaluated periodically based on the evolving situation and regulatory guidelines providing oversight for the athletics activities. When D'Youville decides to allow spectators to attend athletics events, individuals will be mandated to wear the proper PPE and adhere to social distancing guidelines proposed by D'Youville. In the event that someone does not feel comfortable attending in-person or if capacity limits prohibit in-person attendance, D'Youville is preparing to live-stream athletics events for remote viewing. All policies for attending athletics events will be clearly posted on the athletics website as well as outside all athletics facilities.

### ALUMNI ENGAGEMENT

D'Youville's alumni engagement efforts will continue through virtual methods for the entire duration of the Fall 2020 semester. A wide range of conversations, happy hours, awards ceremonies and celebrations, including Alumni Reunion Weekend, will be held via digital platforms. No travel will take place during the Fall 2020 semester and there will be a re-evaluation before scheduling any travel for the Spring 2021 semester.

## TRAVEL & STUDY ABROAD

All unnecessary travel, both foreign and domestic, is strongly recommended to be avoided until further notice. Any student or employee who travels to a foreign destination or a region within the United States designated as ‘high-risk’ will be required to quarantine for fourteen (14) days and provide a negative COVID-19 test result before being permitted to return to D’Youville’s campus. To preserve the health and safety of our community, D’Youville has suspended all study abroad and courses with travel components during the Fall 2020 semester.

## H. VULNERABLE POPULATIONS:

D’Youville follows all CDC guidelines for vulnerable populations as outlined here:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

D’Youville will work with vulnerable individuals that self-identify to make necessary accommodations. To request these accommodations, please feel free to contact either D’Youville’s Human Resources department or the Office of Accessibility Services.

## I. HYGIENE, CLEANING & DISINFECTION:

### PERSONAL HYGIENE

Within D’Youville’s mandatory safety training program it is emphasized that frequent handwashing is the best form of sanitation and should be the preferred personal cleaning method for individuals to regulate into their daily hygiene practices.

### SANITATION STATIONS

Key locations were identified to install wall-mounted hand sanitizer dispensers, including entryways, high traffic areas, and other areas that may not be convenient for handwashing. Hand sanitizer has been procured and will be provided by D’Youville in all of these designated locations.

### CUSTODIAL RE-PRIORITIZATION

D’Youville’s Custodial Team has been re-prioritized to focus on frequent cleaning of high traffic touch-points and areas, as well as deeper cleaning with approved cleaning products for COVID-19. Re-prioritization was possible due to our master planning efforts that closed other classroom and conference room spaces, freeing up time for more frequent cleaning of areas such as bathrooms, elevators, entryways, and stairwells.

### SURFACE CLEANING

In addition to the Custodial Team’s cleaning efforts, employees and students will be asked to clean work surfaces and touch points before use with the disinfection supplies provided and distributed throughout campus by D’Youville. This is what we are calling the “Whole Community” approach to sterilization of our campus.

### INDIVIDUALIZATION

Employees will be asked to not share equipment or supplies such as pens, keyboards, chairs, etc. to the fullest extent possible. In alignment to this, employees will be required to continue utilizing Zoom for meetings while on campus in order to maintain “person bubbles” and eliminate gathering areas which unnecessarily filter multiple people through the same space in a given day.

# Monitoring

Policies to track health conditions on campus.

## A. TESTING RESPONSIBILITY:

Given that testing is not a government mandate, all testing will be conducted in accordance to D'Youville's policies and regulations. It is D'Youville's right to be able to require testing of anyone that wishes to enter our premises and D'Youville pledges to ensure these decisions are made in a fair and equitable manner. In scenarios where someone is required to be tested, it is the individual's responsibility to be tested and provide negative test results before being permitted to rejoin D'Youville's campus community. D'Youville will make an effort to sponsor an on-campus COVID-19 testing day prior to the Fall 2020 semester and periodically throughout the year as deemed necessary.

Beyond COVID-19 testing requirements, it is the responsibility of all students and employees to perform a daily health self-assessment screening utilizing the process provided by D'Youville prior to leaving their dorm room (for individuals in residence) or entering a D'Youville building. The results of this daily health self-assessment screening may trigger the need for testing and temporary quarantine. All students living in D'Youville's residence halls will be giving a thermometer to be used for their mandatory daily health self-assessment screenings.

## B. TESTING FREQUENCY & PROTOCOLS:

There is currently no comprehensive COVID-19 testing mandate at D'Youville. Rather, D'Youville is mandating COVID-19 testing when symptoms are present or when an individual is suspected to be in contact with a person confirmed with COVID-19. That being said, D'Youville reserves the right to implement a mandatory campus-wide COVID-19 testing policy at a later date as deemed necessary. Additionally, all members of the D'Youville community are strongly encouraged to be voluntarily tested to confirm that they are not an asymptomatic carrier prior to returning to campus.

After arriving on campus, students and employees will continue to be tested if they are symptomatic, if they have had close contact with a positive COVID-19 person or person in quarantine/isolation for COVID-19, as deemed necessary as a result of travel to high-risk areas, or as deemed necessary by D'Youville or external medical office clinicians' discretion.

## C. EARLY WARNING SIGNS:

D'Youville's Human Resources Office (for employees) and Student Engagement Office (for students) will collaborate with the Office of Information Services to run reports that communicate the number of suspected and confirmed cases on a daily or weekly basis. The Office of Information Service will support D'Youville in developing a dashboard of information that is stored in a confidential and secure location. D'Youville's Human Resources Office will be the point-of-contact responsible for communicating with department managers and employees which are influenced by COVID-19. The Student Engagement Office will be the point-of-contact responsible for communicating with students influenced by COVID-19.

## D. TRACING:

D'Youville will cooperate closely with the City of Buffalo and Erie County Health Departments to provide support to tracing efforts. The Erie County Health Department has the main responsibility to provide contact tracing for D'Youville's students and employees. The Erie County Health Department's contact tracers will cooperate with D'Youville to identify anyone who was considered to have "close contact" with a positive COVID-19 test case within the prior 2 days, based upon the definition of "close contact" meaning any person that was within 6 feet of a person with COVID-19 for at least 10 minutes, starting from 48 hours before the individual started to feel symptoms, and for asymptomatic cases, from 2 days prior to specimen collection.

## E. SCREENING:

Please see the 'Roles and Responsibilities' section of the Executive Summary, as well as the 'Screening and Testing' section of Reopening for a detailed description of D'Youville's screening protocols. These screening protocols will apply to all students, employees, and visitors in the event that visitors are permitted to enter a D'Youville facility. Delivery personnel will not be screened; however, they will be required to comply with D'Youville's PPE requirements, and they will be restricted to only one private access point leading directly to the mailroom. The access point dedicated to delivery personnel will be restricted from use by any other D'Youville community member unless given permission from the COVID-19 Compliance Officer or the Director of Campus Safety.

# Containment

Plans for how to respond to positive or suspected cases, as well as preventative policies and practices.

## A. ISOLATION & QUARANTINE:

### RESIDENTIAL STUDENTS & EMPLOYEES LIVING IN RESIDENCE

Any student living in a D'Youville residence hall that is suspected of having COVID-19 or tests positive for COVID-19 will be immediately placed in a designated isolation or quarantine room on D'Youville's campus. Students who test positive for COVID-19 will be asked to return home via a private means of transportation that does not rely upon public transportation. In cases where students have a non-local residence and it is not possible to return home, D'Youville will permit them to stay in the designated space accounted for on D'Youville's campus. D'Youville will maintain a capacity of isolation/quarantine space no less than 33% of the capacity of non-local residence living on campus. In the event that this is not enough space, then D'Youville will work with the students to prepare alternative accommodations. In the event that a student living in an apartment suite is required to isolate/quarantine, then the whole living suite will be mandated to do so in alignment to the person suspected or confirmed to have COVID-19.

### COMMUTER STUDENTS & EMPLOYEES

Anyone who tests positive for COVID-19 is required to be quarantined. Any individuals who do not live in D'Youville's residence halls will be required to quarantine in their own private residence in accordance with CDC and local health guidelines.

## B. STUDENTS CONFIRMED OR SUSPECTED TO HAVE COVID-19:

### RESIDENTIAL STUDENTS & EMPLOYEES LIVING IN RESIDENCE

All individuals living in residence will be receiving training before arrival, upon arriving, and periodically throughout the semester to understand that if they are experiencing symptoms of COVID-19 that they should isolate/quarantine in their private room, they should contact the designated person/platform specified by D'Youville's Student Engagement Office, and that they should not leave their private living space until otherwise instructed to do so by the Erie County Department of Health. Resources provided by the CDC will be provided to all residents

in order to provide additional support for individuals who are unsure whether they are experience COVID-19 symptoms.

### COMMUTER STUDENTS & EMPLOYEES

All commuter students and employees not living in residence will receive training prior to arriving to D'Youville's campus which will clarify that if an individual is confirmed to have COVID-19 or is experiencing COVID-19 symptoms that they should contact the designated person/platform specified by D'Youville's Human Resources Office (for employees) or Student Engagement Office (for commuter students). These individuals should not enter a D'Youville facility and should not leave their home until otherwise instructed to do so by the Erie County Department of Health.

### REPORTING PROCESSES

Employees who test positive for COVID-19, have COVID-19 symptoms, or have been exposed to someone with COVID-19 in the prior 14 days should contact D'Youville's Human Resources Office at [employeeCOVID19info@dyc.edu](mailto:employeeCOVID19info@dyc.edu). Students who test positive for COVID-19, have COVID-19 symptoms, or have been exposed to someone with COVID-19 in the prior 14 days should contact D'Youville's Student Engagement Office at [studentCOVID19info@dyc.edu](mailto:studentCOVID19info@dyc.edu). Depending on the circumstances of the report, D'Youville's point-of-contact will provide instructions and/or defer communication to the Erie County Department of Health. D'Youville's respective point-of-contact for student or employee reporting will also cooperate with any contract tracing efforts and assist in contacting any other individuals that may have been exposed to the person with symptoms or COVID-positive confirmation, giving instructions to self-monitor for symptoms and/or isolate/quarantine if deemed necessary.

### **C. HYGIENE, CLEANING & DISINFECTION:**

Students or employees confirmed positive for COVID-19 will necessitate a special COVID-19 cleaning and disinfection of their personal spaces. These individuals' respective residence hall room/office space will be closed for no less than 72 hours before anyone will be permitted entry to the space. After the 72-hour waiting period has past—the time period where theoretically all active traces of COVID-19 have died--D'Youville's Custodial Team will enter the space and thoroughly disinfect the area utilizing the appropriate cleaning products and processes specified by the CDC. If contact tracing efforts stipulate that additional areas also require COVID-19 cleaning, then these same cleaning and disinfection protocols will be applied for the other spaces of concern.

In the event that Kuhrt Dining Hall is needed to be taken offline for COVID-19 cleaning and disinfection, then D'Youville's third party food service provider, Chartwells, will cooperate with the kitchens of other local Chartwells accounts in Buffalo in order to provide take out meal service for students living in D'Youville's residence halls. Chartwells will be responsible for coordinating the cleaning and disinfecting the food serving and preparation areas in accordance to CDC guidelines, as well as coordinating with any necessary regulatory authorities to gain approval for reopening Kuhrt Dining Hall's operations. D'Youville's Custodial Team will be responsible for cleaning and disinfecting the common seating area of the dining hall.

### **D. COMMUNICATION:**

D'Youville will appoint the Human Resources Office, the Student Engagement Office, and any other individuals deemed necessary to be the designated points-of-contact to work with local and county departments of health for any communication efforts required for responding to and recovering from confirmed COVID-19 cases on campus. D'Youville's Human Resources Office, the Student Engagement Office and the COVID-19 Compliance Officer will work with the Vice President for Institutional Advancement to determine how communication should be disseminated to members of D'Youville's campus community that are believed to have come into contact with any individual that has tested positive for COVID-19. Additionally, these parties will collaborate to craft communications and determine when a communication is necessary to be sent out to community sub-groups or the broader campus community at large, in regard to positive COVID-19 test cases.

If requested by an external authority, D'Youville will assist in communicating with individuals that have been identified as experiencing "close contact" with an individual that has tested positive for COVID-19. Any subsequent individuals that are confirmed to be COVID-19 positive will be advised to follow the instructions of the Erie County Health Department or other appropriate external authority. The respective D'Youville point-of-contact for either students or employees will communicate to the individuals that have tested positive what medical documentation is necessary and how it should be submitted to D'Youville prior to re-entering D'Youville's community.

# Shutdown

Contingency plans for decreasing on-campus activities and operations and/or closing the campus.

## A. OPERATIONAL ACTIVITY:

If there is a time where either D'Youville is mandated by an external authority to shutdown on-campus operations or D'Youville itself deems it necessary to temporarily return to a work-from-home environment, D'Youville is logistically prepared to ramp down their activities in two phases, very similar to the way that things were done in anticipation of Governor Cuomo's Workforce Reduction Mandate in March 2020. The process would entail first migrating all instructional activities online to support the continuity of instruction. Then, shifting our Office of Information Services' attention to support the transition of D'Youville's staff and administration to a work-from-home environment, if deemed or mandated as necessary in any proportion of density.

These following sections provides a brief overview of what is to be expected in the various key areas of D'Youville's operational activities.

### INSTRUCTIONAL DELIVERY

In preparation for the potential of shifting back to remote instruction, faculty have been asked to front-load their curriculum to ensure that all the necessary in-person learning experiences and assessments take place early in the Fall semester. Faculty have also been asked to develop contingency plans for managing their instruction through COVID-19 and the potential of shifting back to remote instruction.

### CLINICAL PLACEMENTS

All students participating in clinical placements will continue to participate in those off-site experiential learning opportunities unless otherwise cancelled by the host institution. In the event that clinical placements are cancelled, D'Youville will work with students and accrediting bodies to provide the best possible substitute experiences to convey learning objectives and keep students on track within the realm of our capabilities.

### FACULTY OFFICE HOURS

All faculty office hours will shift to digital platforms such as Zoom, which D'Youville maintains an institutional license for.

### LIBRARY SERVICES

All library services will shift to a 100% digital delivery method and distribution of physical collections will continue under contact-free protocol. Librarians will focus extra time and effort toward supporting our community's abilities to find and utilize digital resources that can support their continuity of learning.

### HEALTH & COUNSELING SERVICES

D'Youville's counseling services will 100% shift to digital platforms. Additionally, D'Youville's relationship with local healthcare systems including WellNow Urgent Care will continue business-as-usual. It's likely that certain protocols for utilizing these services will change, however, it is anticipated that these healthcare services would be exempt for workforce reduction mandates, as was seen in the last wave of NY-PAUSE. Any alterations to health service protocols would be decided and communicated by WellNow Urgent Care.

### CAMPUS MINISTRY

Support services would discontinue in-person gatherings and transition entirely to digital platforms. Mass would be video conferenced so as to only require the individual leading mass to be essential on the campus, if the individual deemed it most appropriate to broadcast from D'Youville's Chapel instead of from an alternative location.

### MAILROOM

The mailroom would shift all mail distribution digital with an exception of the essential mail designated as financially-related, admissions-related, or institutionally confidential. Campus deliveries of mail would be halted, and any packages received would need to be scheduled for pickup via a contact-free process.

### CONFERENCE ROOMS & AUXILIARY SPACES

All conference rooms, classrooms, lecture halls, and auxiliary spaces would be closed to reduce cleaning square footage and allow D'Youville to reprioritize cleaning resources to the areas where essential employees operate

### **FACILITIES, DESIGN, & CONSTRUCTION SERVICES**

Only essential work would be continued, in order to maintain and secure the facilities. Operations would revert back to our initial COVID-19 safety protocol, whereby all timeclocks and break time process are staggered in time and location in order to cultivate the equivalent of a touch-free work environment. Work orders would only be maintained for emergency situations and must be submitted by residence hall directors in instances where the work requests are being requested for the residence halls.

### **FOOD SERVICES**

D'Youville's food services provider, Chartwells, would shift to their most socially distanced plan for delivering food services, as described in their Food Services Plan.

### **EVENTS SERVICES**

All in-person events would be cancelled and digitized to the greatest extent possible. Special requests for in-person events would need to be approved by the COVID-19 Compliance Officer and would need to adhere to all federal, state, and local guidelines.

At no point will D'Youville mandate that students move out of the residence halls. For instances where a student chooses to move-out, D'Youville will utilize a streamlined and contact-free process for the individual to do so. Students departure will be scheduled by appointment and staggered similar to the process for which they were permitted to move-in, however, during this move-out no guests will be permitted to enter D'Youville's residence halls and assist students with moving out their belongings. All shared spaces and elevators of the residence halls would have capacity limits changed to 1-person maximums for the individuals that chose to remain living in residence.

### **C. COMMUNICATION:**

If D'Youville was either mandated or optionally decided to temporarily shutdown in-person operations, a formal communication would be sent to the campus via email from the Office of the President. This communication would be followed by multiple channels of communication distributions, leveraging D'Youville's Everbridge Emergency Notification System.

Any emergency management situation such as this would necessitate the development of an emergency communication webpage that would be highlighted as a banner on the top of the D'Youville website. This emergency communication website would serve as a chronological log of all formal communications organized by topic and target audience. Formal updates will continue to be distributed by email from the Office of the President as deemed necessary, and then be logged on the emergency communication website for clarity and ease of access.