



CCSU BLUEPRINT...

Plans for a Successful Fall 2020 Reopening

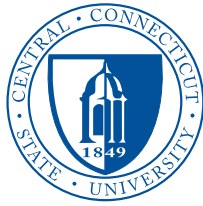


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CENTRAL

CONNECTICUT STATE UNIVERSITY

August 7, 2020

Dr. Zulma R. Toro
President, Central Connecticut State University
Davidson Hall, Room 112
1615 Stanley Street
New Britain, CT 06050

Dear President Toro,

On behalf of the Fall 2020 Reopening Steering Committee, please accept this report, Blueprint for a Successful Fall 2020 Semester, for your consideration. When launching this initiative in April, you directed us to keep the health and safety of the CCSU family and student success at the forefront of every decision along with equity and accessibility considerations, and we believe we have met those goals.

I know you are aware of the enormity of this project and the dedication of the 16 work groups and more than 120 faculty, staff, and students who participated in the planning process. Their participation – their perspectives – were essential in addressing the complexities of our University as we plan for implementing a HyFlex teaching model in the fall and prepare for moving fully online if necessary. While many hours have gone into this project, these plans must be considered a work in progress, perpetually evaluated as the coronavirus conditions warrant.

As you and the Executive Committee review the information we have submitted, please feel free to call on us or work groups to answer any questions or concerns you might have.

We stand ready to implement the next steps as we maintain the health and safety of the Central family.

Sincerely,

Sal Cintonino
Chief Operations Officer
Chair, Fall 2020 Reopening Steering Committee



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PLANNING & GUIDING PRINCIPLES

The process for creating this “Blueprint for the Fall 2020 Semester” began in April amid the early days of the COVID-19 coronavirus pandemic. Two guiding principles: the health and safety of Central Connecticut State University (CCSU) campus community and student success remained the highest priorities as the University considered academic, psychosocial, and financial issues and various educational formats — including an online model for classes, a combination of online and on-ground classes, or a fully remote academic and administrative operation.

Eight work groups with members drawn from numerous departments across the campus reviewed and researched eight general areas: academics; technology; student life; logistics and operations; student recruitment and supports; social and emotional aspects; community and alumni relations; and essential personnel to consider the following questions:

- What challenges must be met to reopen for the Fall 2020 semester?
- What are the challenges in implementing on-ground, hybrid, and remote models?
- What services/activities may not be provided in a remote model?
- What immediate and long-term needs must be considered?

The work groups’ summaries included information and data gathered from the campus community, our sister institutions, medical experts, and state and federal health agencies. Safety was the paramount theme in all the summaries, with various overlaps in challenges and solutions related to on-ground, hybrid, and remote experiences.

A steering committee appointed by President Toro reviewed and analyzed the work groups’ summaries while considering the gating conditions required by the Governor’s ReOpen CT Task Force. In its report to the President and Executive Committee, the Steering Committee recommended that two pathways, a remote model and a flexible hybrid (HyFlex), were realistic options in need of further study.

The Executive Committee expanded the number of work groups to 16 and directed the teams to focus on the academic, administrative, and operational logistics for each pathway. Included in this charge was the understanding that HyFlex was the preferred pathway, though an equal focus was put on each pathway. This would ensure the University’s ability to smoothly and swiftly transition from HyFlex to remote due to the unpredictability of the coronavirus pandemic.

The 16 work groups, involving more than 120 members of the CCSU community, worked both independently and collectively to provide detailed plans and guidance to the Steering Committee. Their suggestions and concerns, along with guidelines and policies established by the Connecticut State Colleges & Universities (CSCU) System Office are reflected in this “Blueprint for the Fall 2020 Semester.”

**A list of the CCSU team involved in the Fall 2020 planning process is available in appendix K (page 69).*

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HYFLEX PATHWAY



At a Glance

Hy-Flex Academics

- Up to 35 percent of fall classes in the HyFlex model; remaining 65 percent online.
- Thirty-five classrooms outfitted with new technology. Class size: 10 to 15 students on-ground and 20 to 25 students online.
- On-ground and online students do not rotate.
- Five large lecture spaces and 20 labs/specialty spaces for HyFlex learning.
- Additional labs with modified technology on an A/B block schedule (defined below).
- Increased Wi-Fi availability on campus and Welte parking garage.
- Laptops, Chromebooks, and tablets are available to students, faculty and staff.
- Increased duration between labs and classes: 30 minutes (for cleaning).
- Faculty and staff have office access.

Hy-Flex Administrative/Logistical Operations

- Campus is open for business to campus community as scheduled or by appointment.
- Schedules staggered or flexed to limit office occupancy to maximum of 50 percent.
- Staff schedules include a combination of on-ground and telework hours.
- Some student support services still available on-ground, but office hours reduced and/or available by appointment.
- Residence halls and dining halls open.
- Recreational activities available on-ground and online.
- Athletics fall competitions postponed. NEC will review/reconsider on Oct. 1.
- Student Life programs delivered on-ground and online.

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HYFLEX PATHWAY

The HyFlex (hybrid flexible) model provides three methods of course delivery: in-person, synchronously online, and asynchronously online using lecture capturing and broadcasting capabilities.

Features of Asynchronous Online Courses

Asynchronous online courses are scheduled with no specified meeting times and do not have time designated on the final exam schedule. These courses will not contain synchronous learning opportunities although faculty will make themselves available during posted office hours. In an asynchronous online class:

- Students learn on their own schedule while meeting instructor-detailed due dates for assignments and other course elements.
- Sessions do not occur in real time, increasing flexibility and convenience.
- E-Communication typically occurs through emails and through learning-platform posts.
- Faculty members can post and update course material at their own paces and on their own schedules.
- Anxiety about live-streaming is eliminated, so the full energy can be focused on the teaching-and-learning process.
- Course can be mostly/fully built before the course begins so faculty can focus their energies on guiding and mentoring students throughout the course.

Features of Synchronous Online Courses

Online synchronous course will meet as a group at scheduled times during the semester through videoconferencing (e.g., WebEx, Blackboard Collaborate, or Microsoft Teams). Some faculty members teaching online synchronous courses may choose to meet with their students during all published meeting times. Others may choose to meet less frequently; but when the course does meet, the meeting must occur during the scheduled course timeframe in Banner/Central Pipeline. Faculty should communicate scheduled course sessions to students, in writing, prior to the start of the semester or as soon as possible. In a synchronous online class:

- Course meeting may include live webinars, virtual classrooms, and/or video conferencing.
- Face-to-face interaction provides a sense of community.
- Face-to-face connections allow instant messaging.
- E-Discussion amongst the entire class community can occur in real time.
- Instructors can provide immediate verbal feedback to students.
- Flexible pedagogy incorporates events as they happen and provides learning opportunities “in the moment.”
- Group-based interaction is possible.
- Lectures can be captured through web conferencing tools.



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In addition to the flexibility it offers, HyFlex also provides access to lab equipment, performance spaces, and campus experiences. The needed technology for this modality existed in the library and Vance 009, and the work groups determined that those existing implementations could serve as a pilot and foundation for a future large-scale initiative.



HyFlex learning combines tracking cameras, microphone arrays (multiple microphones that record sound simultaneously), chat tools, and lecture capture tools with existing online tools such as Blackboard to deliver an in-person lecture that can be simultaneously streamed and recorded for students learning at a distance.

The work groups collaborated with the Center for Teaching and Faculty Development (CTFD), the Instructional Design and Technology Resource Center (ITDRC), and the Information Technology Department (IT) to evaluate the potential for purchasing and

deploying new classroom technology to provide a high-quality experience for students unable or who choose not to attend an on-ground class. The work groups' advocacy resulted in the University's decision to invest more than \$1.2 million in the development of 35 classrooms, 5 large lecture spaces, and 20 labs/specialty spaces for HyFlex learning.

Challenges and compromised services in implementing the HyFlex model, along with solutions and immediate needs identified by the work groups, are highlighted below:

Major Challenges

- One of the most expensive modalities because it requires the resources, professional development, and preparation for both the modified on-ground approach and the fully online approach.
- Re-registering of students who desire HyFlex classes. This will be a time consuming and significant undertaking for the Registrar's Office and the advising staff.
- Adjusting physical and digital infrastructure, retraining support staff, and creating new training guides to maintain the highest level of success.
- Ensuring students are equipped for a HyFlex experience by providing student life activities (virtually and on-ground) and webinars on self-care, self-compassion, and nutrition that can be viewed on-demand.
- Minimizing student stress and anxiety. As soon as possible, communicate the HyFlex courses and registration information.
- Access to affinity and peer-groups is critical to student social and emotional well-being. As such, the cultural centers (including the Women's Center and the LGBT Center) must have the necessary space and financial support required to operate and work in a HyFlex format.
- Developing a marketing and messaging plan that provides a level of security and comfort to the campus community.
- Building virtual gatherings to replace large physical events which cannot be held.



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- Taking two residence halls offline. One to serve as an isolation hall for students who test positive for COVID-19; the other to serve as a quarantine hall for students potentially exposed to a virus-positive individual or to await COVID-19 test results.

Compromised Services

- Some classrooms, labs, performance spaces, and pod-based environments may not accommodate the lecture capture hardware necessary for HyFlex learning.
- Cost factor and supply-chain may be limited for technology/equipment.
- Social distancing requirement eliminates most traditional student life experiences.
- Many academic programs will have to be adjusted/revised to meet required health & safety guidelines. This includes teaching large sections and hands-on experiential learning (e.g. theater, art, music, dance, science labs, teacher education, and nursing).
- Reduced lab access could result in slowing and reducing research productivity.
- Maintaining frontline/essential employee availability should a virus resurgence occur.
- Meeting the needs of various programs due to distancing requirements, lack of lab substitutes, and required health protocols.
- Hybrid learning requires a pedagogical shift by instructors.

Solutions to Challenges

- Purchase equipment to support the virtual requirements of a HyFlex classroom.
- Enhance student accessibility and safety by providing split shift scheduling of both academic and student support services and expanding non-traditional workday hours. This would help lower exposure risk for office staff and provide student assistance during “off-hours” (a much-needed option for students with childcare/family responsibilities and those with jobs).
- Install safety shields and cleaning stations in offices and public spaces.
- Develop a Personal Protective Equipment (PPE) supply chain.
- Provide health & safety training opportunities.
- Support Human Resources in development of health & safety policies and compliance protocols and contact tracing procedures.
- Recommend a strategy to support student technology needs, including devices and/or broadband access.
- Prioritize campus housing based on a student’s distance from campus, year in school, social needs, or other standards in the event campus housing is limited.

Immediate Needs

- Bring back staff to perform necessary infrastructure changes.
- Develop communication plan for incoming calls and concerns to ensure a unified message.
- Create a process for identifying which classes will feature on-ground components, when those classes will be offered, and how students will be notified of class expectations is essential.
- Support for training and development of faculty, staff, and students on technological platforms and pedagogical approaches.

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HYFLEX PATHWAY STRATEGIES

The Crossroad of Technology, Academics, and Safety

HyFlex, is a flexible hybrid model that would allow courses to be simultaneously delivered both in- person and online, using lecture capturing and broadcasting capabilities within classrooms. The HyFlex model enables teaching, learning, and student services to be provided both on-ground and online.

This instructional approach expands CCSU's capacity by providing the same high-quality experience to those who are unable or choose not to attend an on-ground class. It provides flexibility to students who cannot attend class online during its scheduled time; they can access the session asynchronously. An additional benefit of this model

is its relative ease of transition to the Remote Pathway. This conversion will be necessary after the Thanksgiving break when classes and finals are scheduled to go online as a health and safety precaution or in the event of another mid-semester campus closure.



Technology

It is important to note that technology is an integral component of the HyFlex experience. The support mechanisms needed to maintain the highest level of technological success require on-ground IT staff, adjustments to infrastructure and retraining, and rethinking.

The CCSU System Office currently provides four primary tools for online learning that can be adapted to a HyFlex model for supporting anywhere, anytime, learning.

- Blackboard Learn 9 - learning management system with class calendar, content organization, threaded discussions, and assessments.
- Blackboard Ally – American with Disabilities (ADA)-compliant tool suite for storing videos, slides, and lectures.
- Kaltura Lecture Capture & Media Space - video and image streaming and storage with the capability to provide ADA-compliant captioning.
- Cisco WebEx and Microsoft Teams - support synchronous delivery with video conferencing capability.

By mid-August, CCSU will have equipped more than 40 classrooms and 20 lab/specialty spaces with the necessary technology. Included in that number are traditional classrooms, larger classrooms that can accommodate up to 175 students, and portable systems for anticipated use in laboratory and specialty classrooms. For computer labs and technology enhanced specialty software to be remotely accessible, additional “virtual computer classroom” software and modified licensure of existing tools must be incorporated.

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Class Scheduling



Classrooms and courses to be offered in the HyFlex modality must be identified and, ideally, the courses would span all four academic schools and meet the needs of both new and returning undergraduate and graduate students.

To offer students as much autonomy as possible, they should be able to register for a HyFlex seat or choose to participate remotely. While we intend to offer as many students as possible the opportunity to learn on-ground, the Steering Committee recognizes that four central tenets in this process must be prioritized in the selection process: (i) resident students, (ii) international students, (iii) first-year students, and (iv) a balanced and diverse population of students.

For each on-ground class, a single cohort of students is necessary for potential tracking and containment if a coronavirus outbreak on campus were to occur. To reduce the risk of such an outbreak, CCSU will clean every classroom and laboratory space between each class. To operationalize this plan, it was necessary to deviate from our traditional class schedule and adopt an “A/B Block” schedule.

Recognizing that students would be registered for courses before this change and wishing to preserve as much of our traditional operating schedule as possible, the majority of lecture courses are scheduled on the “A” block with start times that align with the original schedule. Some experiential, lab, and studio courses have been designated to run on the “B” block and are scheduled at staggered intervals throughout the day.

Support

Administrative and support offices, including the professional development centers, have been adapted to offer both in-person and online services. The Instructional Design and Technology Resource Center (IDTRC) and the Center for Teaching and Faculty Development (CTFD) have increased the number of programs and opportunities available to faculty throughout the summer. Combined, the Centers have offered more than 70 professional development opportunities since May and have worked with more than 200 faculty during this time. They also formed a collaborative space for faculty to share ideas, tips, and techniques for HyFlex education and are planning two more large-scale workshops for delivery before the beginning of Fall 2020.

Steering Committee Recommendations

The continued infrastructure facelift is recommended by the Steering Committee, including the following:

- Reduce classroom sizes in multiple academic buildings to promote social distancing and provide on ground learning.
- Creation of student waiting rooms in close proximity to HyFlex classrooms.
- Creation of large classrooms to accommodate social distancing for approximately 40 students in areas that would traditionally accommodate a few hundred students.



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- Confirmation that HyFlex classes can transition to remote classes at any time during the semester.
- New signage produced and installed to provide safety instructions.
- Continued purchase and disbursement of cleaning dispensers and PPE.
- Heating and ventilation improved by adding ultraviolet systems, increasing the frequency of filter changes, and performing frequent coil sanitizing of condenser.
- Migration from magnetic swipe systems to touchless scanning for area offices and student centers.
- New electronic messaging signs and training videos which should be installed/implemented immediately.
- Mobile application to support students and provide information.
- Distribute health & safety compliance and enforcement protocols to campus community.

These safety measures and infrastructure improvements are in alignment with many of the recommendations outlined in the work group reports. The Steering Committee recognizes that many of these improvements exceed the basic recommendations and guidance provided by the state. Work group suggestions not in alignment with campus health & safety protocols are not being recommended.

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REMOTE PATHWAY



At a Glance

Remote Academics

- All classes delivered online.
- Only faculty have coordinated access to HyFlex classrooms and labs.
- Thirty-five classrooms set up with new technology to present lectures remotely.
- Classes can be pre-recorded in video/TV studio.
- Labs equipped with new technology for faculty to present instruction remotely.
- Increased Wi-Fi around campus and Welte Garage.
- Chromebooks and laptops available.
- Faculty and staff have coordinated access to offices.
- Students are allowed on campus for scheduled appointments/meetings.

Remote Administrative/Logistical Operations

- Campus remains open for business to campus community as scheduled or by appointment.
 - Schedules staggered or flexed to limit office occupancy to maximum of 50 percent.
 - Staff schedules include a combination of on-ground work and telework.
- Some student support services still available on-ground, but office hours reduced and/or available by appointment.
- Residence halls and dining halls closed.
- Recreational activities only delivered online.
- Athletics competitions canceled.
- Student Life programs only delivered online.

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REMOTE PATHWAY



The University's Remote Pathway model moves all classes online and many facilities would be closed, including residence and dining halls, Detrick Gym, and the Huang Recreation Center. However, administrative and student support services would be available both on-ground and virtually. This model of operation should not be confused with a "campus shutdown" when all services, supports, and classes would move online due to a significant coronavirus exposure risk.

The work groups received significant feedback from faculty, staff, and students on the successes and challenges of the March to May 2020 remote learning experience. That feedback guided the development of a robust strategy for remote education while keeping in mind that, if the HyFlex model were to be selected, remote delivery would continue to be a key aspect of more than 65 percent of course offerings.

The changes to the academic and residential experiences increase the need for remote delivery of services such as proctoring, helpdesk, and instructional design. The work groups specifically focused on providing high-quality remote services, transitioning key offices to provide online experiences, and creating a robust people and technology system to provide seamless services to students. Challenges and compromised services in implementing the Remote model, along with solutions and immediate needs identified by the work groups, are highlighted below:

Major Challenges

- Learning methodology changes and opportunity for in-person interaction dissipates. The loss of these interactions in residential, commuter, and classroom settings has implications on the daily lives of all members of our campus community.
- Promoting the engagement of students, alumni, donors, and faculty who often leverage in-person events as their catalyst.
- Improving usage, adoption, and maturity of online technology.
- Lab experiences to support online learning.
- Ensuring students are equipped for a remote experience by providing student life activities virtually and on-demand, including webinars on self-care, self-compassion, and nutrition.
- New processes to support virtual administrative operations of all campus services.

Compromised Services

- Remote and off-campus operations eliminate many of the traditional student life experiences. It will be necessary to rethink how interactions occur throughout the year in order to create a family environment remotely.



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- Social and emotional support services would need to be offered in a reduced capacity.
- Athletics, professional travel, and campus gatherings reduced and/or eliminated.
- Quality and availability of home internet service would become a requirement.
- Faculty research productivity may be reduced as some will not have access to their labs, specialty software, and library-based resources.
- Advanced lab-based learning experiences would not be possible, potentially reducing the educational experience of students and/or delaying the graduation of some students.

Solutions to Challenges

- Develop and offer additional training to faculty on the software systems for remote learning.
- Work with student groups to determine students' needs and identify gaps in Wi-Fi and equipment availability.
- Maximize the ability of staff and faculty to work remotely. Consider adopting department-by-department technology standards that are (at least) equivalent to the technology on campus.
- Cancel and/or modify the current course schedule as soon as possible and communicate these changes clearly and consistently to reduce student and faculty stress and anxiety.
- Develop a MS Teams group that will serve as a digital repository for sharing of experiences, messages of support, and pedagogical tips and tools.
- Explore technology solutions to making digital interactions easier and more enriching. The offices of Enrollment Management, Alumni, Community Engagement, and Student Life need the next 30 days to develop alternate plans for student experiences in remote settings.

Immediate Needs

- Develop a supply chain for PPE and any supplies for faculty and staff needed for continuous operation of the University working remotely.
- Designate classrooms or studios that faculty could use to create their virtual lessons or live-stream classes.
- Conduct an analysis of technology upgrades necessary to support remote learning and then complete the work.
- Provide staff with additional training to support remote student experiences.

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REMOTE STRATEGIES

The changes to the academic and residential experience increase the need for remote delivery of services such as proctoring, helpdesk, and instructional design, but due to the lack of social interaction, new challenges emerge. Ongoing exploration of better software, hardware, and training modalities to support remote learning will continue to improve the experience. However, the lack of socialization is not something that will be easily replaced by technology.

Technology

An obvious and critical component of the Remote experience is technology. The support mechanisms needed to achieve the highest level of technological success requires Information Technology (IT) staff, adjustments to infrastructure and systems.

The CCSU System Office currently provides four primary tools for online learning that can be adapted to a remote model for supporting anywhere, anytime, learning:

- Blackboard Learn 9 - learning management system with class calendar, content organization, threaded discussions, and assessments.
- Blackboard Ally - ADA-compliant tool suite for storing videos, slides, and lectures.
- Kaltura Lecture Capture & Media Space - video and image streaming and storage with the capability to provide ADA-compliant captioning.
- Cisco WebEx and Microsoft Teams - support synchronous delivery with video conferencing capability.

Class Scheduling

Classrooms and courses to be offered in the Remote modality must be identified with the understanding that there is no on-ground personal classroom interaction.

Support

Administrative and support offices, including the professional development centers, have been adapted to offer both in-person and online services and support. The Instructional Design and Technology Resource Center (IDTRC) and the Center for Teaching and Faculty Development (CTFD) have increased the number of programs and opportunities available to faculty throughout the summer. Combined, the Centers have offered more than 70 professional development opportunities since May and have reached more than 200 faculty during this time. They also formed a collaborative space for faculty to share ideas, tips, and techniques and are planning two more large-scale workshops for delivery before the beginning of Fall 2020.



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Steering Committee Recommendations

The continued infrastructure facelift is recommended by the Steering Committee, including the following:

- Technology renovations and equipment installation to support remote lecture delivery.
- Add Wi-Fi hot spots around campus.
- Increase supply chain to provide technology to students.
- New signage produced and installed to provide safety instructions.
- Continued purchase and disbursement of cleaning dispensers and PPE.
- Heating and ventilation improved by adding ultraviolet systems, increasing frequency of filter changes and performing frequent coil sanitizing of condenser units.
- Migration from magnetic-swipe systems to touchless scanning throughout campus.
- New electronic messaging signs and training videos installed/implemented immediately.
- Implementation of a mobile application to support and provide information to students.
- Each office and department develops a plan for pivoting from HyFlex to remote pathway (e.g. handling of office hours, appointments, and equipment/supplies needed at remote sites).





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BLUEPRINT FOR BOTH PATHWAYS

When evaluating the HyFlex and Remote modalities, common themes and service needs emerged. While both pathways are unique, this Blueprint outlines the essential requirements addressing each facet of the University's operation, and these are highlighted below (with additional details available in the appendices).

Operations & Logistics Requirements

- Provide repopulation plans for campus.
- Train campus community on safety guidelines and compliance.
- Implement daily COVID-19 monitoring plan for campus community.
- Open Quarantine and Isolation buildings and provide complete standard operating procedures.
- Immediately control access to areas impacted by a positive COVID-19 cluster.
- Provide shutdown plans for the campus (see appendices A-C, pages 45-47).
- Develop campus information hotline to facilitate campus community questions.
- Provide Fall 2020 course offerings for HyFlex and Remote classes.
- Coordinate campus-wide hours of operations.
- Outline standard operating procedures (SOPs) for first responders, University police, medical and counseling employees who have an increased risk of exposure due to their line of work.
- Continue to identify sources for cleaning products to keep a stock of supplies. Implement product substitutions as appropriate and advance purchase products to reduce the risk of supply-chain shortages.
- Use the John Hopkins Contact Center training course to establish sufficient staffing to perform level 1 contact tracing.
- Improve campus HVAC and eliminate communal water fountains.
- Minimize the sharing of equipment and vehicles (e.g. facilities and police vehicles) to reduce the risk of exposure.
- Create a CCSU COVID Info hotline (860) 832-3200 staffed 24-7 to answer questions and provide guidance.
- Provide signage and information highlighting health and safety enhancements on campus to increase campus community's confidence.
- Produce videos highlighting cleaning and health and safety procedures to be shared with students, staff, and faculty prior to coming back to campus and during the semester.
- Provide protocols for timely notification to staff on positive COVID-19 cases (see appendices A-D, pages 45-48).
- Prepare for the possibility of a long-term shutdown and establish SOP for labs, food services, and residence halls. Provide plans in Spanish and English.

Technology Requirements

- Provide non-emergency mass communication system via campus signage and mobile/home text/screen pop-up.
- Increase technology and software training addressing faculty-specific needs to adopt new teaching and learning systems.



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- Continue exploration of improvements to software, hardware, and training modalities to support remote learning and improve the experience.
- Implement a virtual computer lab to support specialized software on student laptops locally or at a distance.
- Digitize forms and training to ease employee and student onboarding experiences.
- Establish technology support for students and minimum standards as required by Blackboard, Kaltura, and online systems.
- Develop a process to clean technical equipment, teacher workstations, and other technology.
- Make the On-Base (document imaging) project a priority for online forms and workflows.
- Provide Wi-Fi in parking areas or garages.
- Develop a mobile ready workforce. Build solutions and business processes that function on campus and at home. Transition staff from desktops to laptops. Schedule staff to work from home one to two days a month to maintain readiness for potential exit from campus.
- Order surplus laptops to minimize need for repair anticipating limited external technician access.
- Develop an app for students to access information about on-campus and community-based services to address housing, food, utility, financial, health care, and mental health needs.
- Identify a solution for the delivery of large virtual events (e.g. Open House, Admitted Students Day, New Student Orientation, career fair, faculty development programming, new faculty orientation, alumni outreach, etc.), so that all University events have consistent feel and navigation.
- Define a consistent solution for paperwork. Many employees do not have home printers. Make all forms available online with signature/approval routing.
- Create virtual lobbies for support units; this should be consistent across all units to provide a “Central” feel and reduce the number of tools students must learn to use.

Human Resources/Workforce Requirements

- Ensure health monitoring of employees and contractors is done routinely and consistently.
- Make certain staffing levels are maintained to meet accreditation standards. Establish a back-up plan should illness and/or family needs compromise the status quo.
- Practice universal precautions, social distancing, strict adherence to safety policies, and mandatory use of PPE.
- Develop and communicate Human Resources policies and procedures that provide guidance on accommodations for employees with underlying medical conditions or compromised immune systems.
- Increase staffing in custodial areas in order to provide the level of cleaning required. Modify shift times to allow enough time to clean areas prior to students arriving in buildings.
- Provide alternate assignments/retrain support staff who are unable to perform substantive telework.
- HR to establish on-campus health & safety compliance plan for faculty, staff, and student workers.
- Provide Deans and Vice Presidents workforce management guidance and support for employees returning to the office, working remotely, or in need of training due to illness.

Student/Academic Requirements

- Provide emotional support for students and faculty via one-on-one and group counseling.
- Create additional opportunities for interaction with peers from across campus for faculty, staff, and students.

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- Adopt digital platforms for students to interact with one another, independent of University-sponsored events.
- Establish a stakeholder committee to coordinate engagement activities virtually and on-campus to foster connection and “Blue Devil” spirit.
- Establish the confidence of faculty and staff, if on campus, that the campus facilities are safe, clean and virus-free; particularly Kaiser Hall and the Huang Recreation Center which were prepped to house/treat potential COVID-19 patients.
- Increase development opportunities focused on classroom community and engagement, pivot pedagogy, software, and technological platforms.
- Offer additional training for all modes of technology available at CCSU (WebEx, Teams, Blackboard Learn, Pipeline, etc.).
- Provide consistent enforcement of approved online platforms to decrease student frustration.
- Provide training to the campus community in the areas of trauma-informed care, mindfulness, self-care, emotional health and wellness, CCSU’s available support services and resources, xenophobia, and Title IX.
- Provide guidance to faculty and staff on how to address PPE compliance in their units/classrooms.
- Create a virtual computer lab environment to support specialized software on student laptops locally or remotely.
- Student Affairs to develop the health & safety compliance protocol for students.

Experiential Learning Requirements

Off-campus experiences are an important component of many of our academic programs. In some cases, experiential learning is required for program completion, as well as certification and licensure. These learning experiences include off-campus practicums, internships, student teaching, clinical and field placements, and other off-campus opportunities.

CCSU is working to provide the greatest number of experiential opportunities to students while operating from a “safety first” mindset. A safety team has developed guidelines, while also examining and understanding external protocols required at the off-campus sites. These guidelines include:



- Students must complete a newly developed Experiential Learning Application that establishes safety protocols to be followed and also includes important contact information about the student, faculty, and off-campus site supervisor essential for contact tracing (see appendix G, page 53); this must be acknowledged by the student, faculty, and off-campus site supervisor.
- Students must also submit a signed COVID-19 Assumption of Risk and Release of Liability Waiver (see appendix H, page 54).
- Experiential learning opportunities must be prioritized for programs that require off-campus hours needed for certification and licensure.

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- The appropriate Dean's Office must have an inventory of off-campus experiences on file, as well as acknowledged receipt of the Experiential Learning Application and Waiver from the student, faculty, and site supervisor.
- Accommodations should be made for students whose off-campus experience must be terminated due to COVID-19 (in some cases, students' program completion will be delayed when off-campus hours are required for certification and licensure).
- In situations and circumstances out of the University's control which do not allow students to complete their required hours, a final grade of "incomplete" is strongly recommended to ensure students are not financially responsible for additional course tuition. Similarly, in programs offering simulated or alternative experiences, allowing students to complete their program is strongly recommended.

Enrollment & Admissions Requirements



The usual tools and methods for recruiting new students are extremely limited. Most college fairs have been canceled or are now virtual events. The state's mandate to limit group gatherings impacts on-campus recruiting events such as Open House and campus tours. The modifications needed to provide new student recruitment opportunities include:

- Move Financial Aid and Financial Literacy information sessions online using PlatformQ.
- Identify a new platform for hosting Open House and Admitted Student Days virtually.
- Enhance the virtual tour experience on the website to make it a more complete campus-wide tour experience.
- Redesign campus tours to follow safety protocols. This includes creating "safe" spaces at the edge of specific buildings and establishing one-way entrances and exits.
- Limit the numbers of prospective student information sessions and groups tours to comply with the state's guidelines for both indoor and outdoor gatherings.
- Review recruitment materials, acceptance package, financial aid award letters, and other related materials to reflect current services.
- Modify the Paul Gianaris Welcome Center, used for undergraduate admissions information sessions, to comply with social distancing guidelines and equip the Center with sanitizing stations.
- Utilize a new, large tent for hosting high school visits, campus tours, and other Admissions' events.
- Create new in-person meeting spaces in Davidson Hall and Willard-DiLoreto Hall for Admissions staff and prospective students and families to enable proper physical distancing.

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STUDENT LIFE IN DETAIL

Developing and expanding student engagement with the campus community during the Fall 2020 semester will be more important than ever. The Office of Student Affairs staff heard from many students during the spring and summer who felt disconnected from campus while the University operated remotely. Creating a virtual campus experience using technology and social media is critical to fostering connections with students. The Student Life team is working on a number of initiatives:



- Inter Residential Council (IRC) will coordinate virtual programming for resident students. Each Hall Council will be charged with building community within their respective halls.
- New Student Programs continues to build its distribution list as incoming students attend online orientations. The department will continue to reach out to the new students providing tips on college success, adapting to an online learning environment, and campus engagement.
- The Student Center is continuing to register both on-ground and online student organizations' meetings and events.
- Wellness Education is planning to host events both online and in person and, this fall, plans to host a COVID-19 health & safety program.
- The Student Affairs team is producing a series of email, social media, and on-campus posters directed to all students emphasizing the safety protocols and that individual compliance is necessary to protect the University community as a whole (social responsibility).
- Student Rights & Responsibilities (SSR) meetings and hearings will be conducted through WebEx. The office will also be responsible for ensuring students are compliant with the University's health & safety protocols.
- Central Activities Network will coordinate outdoor events (when social distancing can be maintained) and online events for students including concerts, lectures, comedians, and more.
- The Office of Student Affairs is developing a comprehensive list of welcome week activities.

Clubs & Organizations

Student clubs and organizations will be able to renew their registration through the Link@CCSU, a web-based system. They will be able to submit any paperwork required through the usual process. Students who wish to start a new club will complete and submit the necessary paperwork via the Link. Meetings will be conducted remotely.

Student Activities and Leadership Development (SA/LD)

SA/LD is in the process of establishing a Microsoft Teams group for every registered student club and organization. These groups will then be able to input member rosters, email one another, share documents, and host meetings and events. The Student Government Association will continue to conduct meetings as usual on Wednesday afternoons at 3:05 p.m. All meetings will be held remotely.

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Residence Life

Following the state's guidelines for reopening university campuses this fall, CCSU will open seven residence halls. Significant modifications in occupancy levels will be implemented, in addition to health & safety equipment and resources as detailed below.



Instead of a single “move-in weekend,” the Residence Life team has created a two-phase residence hall reopening plan designed to keep students and staff safe. Students must schedule an appointment with Residence Life to drop off their belongings in mid-August and return to campus just prior to the start of classes to move in.

In alignment with state guidelines, COVID-19 testing is required for all resident students. This testing must be conducted no more than 14 days before arrival. Throughout the semester, the state will also be testing 5 to 10 percent of our

resident students each week. A coordinated plan has been developed in collaboration with Griffin Health Care. These weekly testing plans will enable the ongoing testing throughout the semester of our resident students.

The state's Guidelines for Residence Hall/Dormitory Bathrooms will be followed. In addition, health & safety measures related to residence hall life include:

- Face masks must be worn in public areas of residence halls including hallways, stairways, bathrooms and common areas. They are not required in a student's own room.
- Social distancing in public spaces (lounges, meeting rooms, hall bathrooms) is required (though many of the public spaces will be closed).
- The maximum size of any suite will be capped at four students to promote effective social distancing.
- Only resident students will be allowed in their residence hall during the semester. Room visits are restricted to other hall residents and only one at a time (two for a suite).
- No family or guests will be allowed in the halls (other than one guest on “Drop Off Day”).
- Special areas outside of residence halls (e.g. large rooms in nearby buildings) will be designated for family/guest visits.
- Shared kitchens will be closed.
- Students who reside in suites or apartments with private bathrooms must keep all personal items in the bedroom.
- New cleaning protocols have been developed for high touch areas. Cleaning and disinfecting products will be provided throughout the building and frequency of cleaning public areas and bathrooms will be increased.
- Residence Life and student staff are receiving additional training in health & safety regulations.
- Virtual floor communities will be established to enable Resident Assistants (RAs) to:



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- Lead regularly scheduled meetings and activities, including sessions to reinforce and educate students about the University's health and safety protocols and the importance of their participation as it relates to social responsibility (for the greater good).
- Build supportive relationships with their students.
- Stay connected for the semester's duration should a full campus shutdown occur.

Phase One: Drop-Off

Students will register for a day and time between August 12 and August 21 to deliver their belongings to their dorm rooms.

- Students will login to MyHousing to sign up for a drop-off time.
- At drop-off, each student must provide an ID and a copy of their confirmation email to obtain access to their residence hall.
- A staff member will be standing by to provide room access.
- Elevator occupancy will be limited to a student and their one guest.
- Specific stairwells will be designated for either up or down travel.
- When exiting their vehicle, each student and guest will be required to wear a face mask.
- Once drop-off is complete, student and guest will be asked to exit the area promptly.

Phase Two: Move-In

- First year students will move in on August 24 and transfer and continuing students on August 25.
- In accordance with state guidelines, to move in, every student must have documentation that they have had a viral COVID-19 test with negative result within 14 days prior to arrival on campus.
- Student will be assigned a move-in time based on their status (e.g., freshmen, transfer, continuing student) and building location. They will receive an email in August (prior to move-in) with information about move-in day and time.
- Upon arrival, they will be checked in by staff to verify that they are taking occupancy of the room and have complied with testing and vaccine requirements.
- Incoming resident students must have documentation that they have had a COVID-19 test within 14 days prior to their arrival on campus. This documentation must be submitted prior to arrival on campus or in person upon arrival.
- No guests or family are allowed into the residence halls on move-in day.
- Students will submit an online self-screening questionnaire upon arrival to campus and each day for the first seven days.

Please note: Additional information and instructions for Drop-off and Move-in are available [at this link](#).

Spaces for Student Congregation

The University has identified several spaces, both outdoor and inside, that will serve as areas for group socialization while allowing for the required physical distancing. The University Architect worked in concert with the Health and Safety Director to identify spaces which would safely accommodate 40-plus students. These spaces include the Library, Carol Ammon Atrium, Founders Hall, Alumni Hall, the Student Center, Kaiser Gymnasium, and Devils Den. Spatial distancing is being achieved in these locations by a variety of methods, which may include placement of furniture, removal of seating, instructional signage, and floor markings.

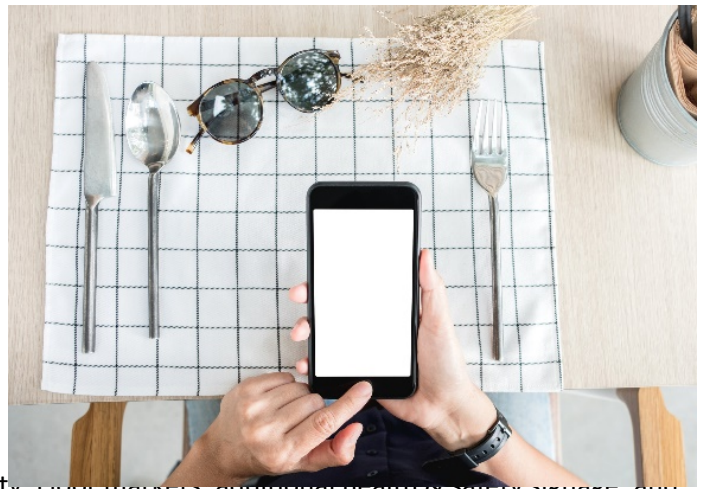
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DINING SERVICES IN DETAIL

We are collaborating with our dining service provider Sodexo to establish a phased-in reopening our campus dining facilities. Using new technologies and modifying dining facilities, Sodexo will provide our students with a number of dining styles and options that adhere to local, state, and federal health guidelines while providing flexibility and a sense of safety.

The operational changes (featured in appendix J, page 68) include:

- Meal options will include dine-in, carry-out, prepackaged foods.
- By downloading and using the “Bite” app, students can view daily menus to plan ahead and preorder meals.
- To limit physical contact between staff and students, new technology will be installed to create touchless entryways and create options for online ordering, cashless payments, and delivery.
- Self-service options will be eliminated.
- Following social distancing requirements, dining rooms will operate at 30 percent capacity. Floor markers, additional health & safety signage, and plexiglass barriers will be installed.
- Service during quarantine will include safe meal delivery options to isolated locations for students experiencing symptoms or diagnosed with COVID-19.
- Sodexo employees will wear masks and gloves and continue to wash hands frequently. They will also regularly report on their health.
- High-touch surfaces will be cleaned frequently with professional-grade products.
- Table cards will be used to signal when a table has been cleaned and sanitized.



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ATHLETICS IN DETAIL

The Northeast Conference Council (NEC) of Presidents has postponed all competition and championships for the Fall 2020 season due to the continuing challenges presented by the pandemic. The NEC will reconvene on

October 1 to evaluate the public health crisis and competitive options moving forward.



CCSU student athletes are scheduled to return to campus with the general student body on August 24, 2020 and will be allowed to practice and participate in other athletics-related activities. Following NCAA Division 1 regulations and NEC protocols, training and practice protocols have been established to govern practices and coordinate team activities. When competition resumes, a representative of CCSU will communicate the University's health and safety protocols with visiting institutions.

General Health & Safety Protocols

To develop standard operating procedures in alignment with the NCAA, NEC, and CCSU, an Athletics Covid-19 Action Team was formed. Its membership includes the two team physicians, Athletic Training staff, the head strength and conditioning coach, and the interim Director of Athletics. Health and safety protocols developed for the fall semester include:

- Student athletes, coaches, and staff will receive education on the general hygiene practices that may mitigate COVID-19. This presentation will be available digitally and viewing required (and viewing verified), prior to their return to campus.
- The wearing of masks by student athletes, coaches, and staff is required when not actively training and physical distancing of 6 feet cannot be maintained.
- Locker room usage during preseason camp will be limited according to guidelines set in place by the University.
- Student athletes who will be living in residence halls must follow the arrival procedures and testing guidelines.
- Additionally, student athletes will be screened by Health Services/Athletic Training, including but not limited to, filling out the COVID-19 questionnaire and taking temperatures.

Testing

Student athletes who will be living in residence halls will be subject to CCSU health and safety protocols (page 19). Each week five to 10 percent of student athletes from each practicing, in-season team will be tested for COVID-19.

A blue-tinted architectural blueprint of a building, likely a university structure, serves as the background for the header. The blueprint shows various architectural details like windows, doors, and structural elements. Overlaid on this is the text 'CCSU BLUEPRINT...' in a large, white, sans-serif font.

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Reporting Protocol

A positive test result requires immediate call to CCSU COVID-19 contact-tracing hot line (Additional information on contact tracing on page 32).

- Student athlete contacts head coach, head athletic trainer and the Office of Student Affairs in the event of a positive test result or COVID-19 symptoms.
- Coaches and staff contact head coach/athletic director, head athletic trainer and HR in the event of a positive test result or COVID-19 symptoms.

Practice

Coaches will be required to submit a practice plan for each of the three phases of return to play. Locker room usage during preseason camp will be limited according to guidelines set in place by the University.

- Coaches and other staff present at practices will be required to wear masks.
- Coaches will not use whistles during practice.
- Each student athlete/group will be given a designated time to be present at the facility. Arrival/departure must be scheduled so that groups will not meet each on the way in or way out.
- Student athletes will remain part of the same group for each phase.
- Social distancing guidelines always enforced:
 - 6 feet between persons; 12 feet between persons during workouts.
 - 15 feet is advised for coaching staff.
- If multiple groups are on the field at the same time, quadrants must be established on the field to maintain adequate distancing.
- If multiple coaches are on the field they must stay with their assigned group. They are not to circulate during the training session with other groups.
- Surfaces and equipment must be disinfected prior to each training groups arrival and after each group departure (e.g. balls, cones, goals).
- Student athletes reporting to training should arrive wearing/bringing any clothes, equipment, towels, etc.
- A policy for the return of clothing to the equipment room for proper washing has been established and will require the use of drop-off bins to avoid direct hand-off from students to staff.
- Student athletes will be responsible for providing their own water bottles, which will be required to be clearly labeled, for use in the weight room and during practices and games. These water bottles cannot be shared with other student athletes.
- At the completion of training, student athletes should leave promptly showering at home or in their residence hall room.



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Return to Play

Our return to play/competition will take place in phases, as defined below. These phases have been recommended and reviewed by our team physicians. A working spreadsheet has been created for each team to assist individual student athletes in the completion of the phases.

- Phase 1 (14 days) - Groups of four to five student athletes will live, eat, and train together avoiding contact with other team members and other student athletes. As advised by our doctors, this 14-day period holds even for those who test negative upon their arrival to campus.
- Phase 2 (7-14 days) - Groups of 10 to 12 student athletes will leave, eat, and train together. The decision on length of this phase (and in some cases extending it) will be determined in consultation with our medical experts. Some athletes may need additional time to physically condition to the appropriate level.
- Phase 3 (7-14 days) - The entire team reunites. Determining when the team or individual athletes need a longer time to physically condition to the appropriate level will occur in collaboration with our medical experts.

Athletic Training Room

Access to the Athletic Training Room will be limited to assigned times only, to be determined by the Athletic Training staff. The number of individuals allowed in the room will be determined by the University prior to preseason camps. This information will be shared with each visiting team prior to competition.

Student athletes must:

- Always wear a mask
- Shower and change clothing prior to arrival
- Notify the staff of any illness or symptoms prior to entering the facility

Athletic Training staff will:

- Prioritize which student athletes need to utilize the facility daily
- Disinfect tables following use
- Use the required PPE as advised by the University and medical guidelines

Pre-Competition Screening for Home and Away Contests

- Prior to departure to an away contest, a temperature check and a COVID-19 signs and symptoms screening shall be performed on all student athletes and staff.
- Should a visiting team not travel with medical personnel, the visiting institution shall designate a staff member to screen and report student athlete and staff results.
- Any student athlete or staff with fever over 100.4 or any symptoms shall not be allowed to travel and be immediately referred for medical care and potential isolation.
- Process shall be repeated if game or away practice is next calendar day.
- Screening shall be completed prior to arrival to host facility.
- On subsequent dates, any student athlete or staff with fever over 100.4 or any symptoms shall not be allowed to travel and be immediately referred for medical care and potential isolation.



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- A written form from both host and visiting institution detailing travel and host party clearance or failure shall be exchanged prior to facility usage.

Game Operations Staff

- Game operations staff should check in with event manager on site to confirm they are symptom-free. Temperature check may be required.
- Game operations staff are responsible for providing their own water bottle.
- When appropriate for the sport masks will be worn and physical distancing will be enforced in the press box and working areas.
- No food will be provided.

Spectators

- A final decision on spectators will be made by University and athletics personnel.
- Possible solutions are a reduced capacity model or no fan access.

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HEALTH & SAFETY IN DETAIL



COVID-19 is a unique virus spread person to person through respiratory droplets when infected individuals cough, sneeze, or talk. Contracting the virus is also possible by touching a virus-contaminated surface or object and then touching your mouth, nose, or eyes. With this in mind, CCSU will follow CDC guidelines and Governor Lamont's executive orders as they pertain to best practices for limiting exposure and spread of the virus through the wearing of face masks and other PPE as appropriate, physical (social distancing), crowd limitations, and aggressive cleaning and sanitization practices.

All CCSU faculty, staff, students, visitors, and vendors are required to abide by the following:

Face Mask Protocol

- The wearing of face masks is required in all campus buildings (use is discretionary when alone in an office/room or when eating in a designated dining area).
- Outdoors, the wearing of face masks is required when social distancing cannot be maintained.
- Bandanas, scarves, or stretched shirts are not considered safe alternatives for face masks.
- Masks must cover the nose and mouth and have tension that reasonably seals both the top and bottom of the mask.
- Cloth and disposable face masks will be provided for those faculty, staff, or students who do not bring their own from home. During the fall semester, mask dispensing stations will be offered at five locations on campus: the former University smoking huts and a drive-up depot located at the top of Arute Parking Lot. Additionally, during first two weeks of the semester, supplies of masks will be in tents outside of academic buildings. CCSU has procured PPE to safely support the mask safety protocol during the summer and fall, but the campus community is strongly encouraged to purchase their own masks.
- Individuals who have underlying medical conditions and have been advised by a medical professional to refrain from wearing a face mask or other PPE, shall not come to campus. Faculty and staff must contact HR immediately following said medical advice to obtain a workplace accommodation, if appropriate. Students, before coming to campus, must contact the Office of Student Disability Services for further instruction.

Social Distancing Protocol

The state guidelines for limiting the number of people who congregate inside or outdoors include:

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- Indoor private gatherings – 25 people
- Outdoor private gatherings – 100 people (one-time exception for graduations at 150 people)
- Outdoor organized gatherings – 15 feet of space blanket to blanket or cap of 500 people
- Outdoor event venues – 25% of fire capacity and distancing

Hundreds of new physical and digital signs will remind the campus community to follow the six-foot, social distancing requirement.

- Plexiglass will be installed in administrative offices and classrooms as an added layer of protection when social distancing could be compromised.
- Physical barriers will be placed outside of service areas to guide social distancing leading up to service desks, windows, and counters.
- Additional safety measures will include overhead and counter signage, directional signage, floor spacing decals, and a nearby supply of cleaning products.



Personal Protective Equipment (PPE)

A logistics plan will manage the distribution of masks, hand sanitizer, and sanitizer wipes. PPE for standard science laboratories will continue to be handled by their academic departments. Research or tasks that require specialized PPE will be outlined in PPE Hazard Assessments by the Office of Environmental Health & Safety (EHS). N95 masks will be distributed under the CCSU Respiratory Protection Program and limited to staff in Health Services and the Police Department who may have the potential for direct contact with Covid19 positive cases. Additional PPE may include gloves, gowns, face shields, and goggles. For information about non-compliance protocols (see page 38).

Awareness Training & Education



The visual reminders of our standards will be reinforced through training and education. Working with the Office of Environmental Health and Safety, the departments of Athletics and Residence Life have developed educational videos and informational materials to be shared with their students prior to their arrival on campus and throughout the semester. Additional videos and materials will be provided to the entire Central community highlighting what to do if exposed to the virus; how to protect yourself and others from exposure, and CCSU COVID-19 safety procedures, quarantine and isolation steps, and the decision process for an emergency shutdown. Much of this information is contained in the attached appendices A-F (pages 45-52) and will also be disseminated through a variety of communications channels outlined on page 40.

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Cleaning Procedures

The Facilities Management Department is following disinfection and sanitization protocols recommended by the Connecticut Department of Public Health and the CDC. The supply chain for procuring these products has been secured since May. These supplies enable the University to maintain the highest level of management as it relates to disinfecting and sanitizing. Building entrances and classrooms are being equipped with hand sanitizers and disinfecting wipes. Disinfecting and cleaning products will also be available in bathrooms, common copy machine areas, and other shared facilities.



Both CCSU and contract custodial staff are following these measures:



- Using an approved disinfectant that addresses COVID-19.
- Daily disinfection routines in all the buildings using a variety of manual and battery-operated sprayers including backpacks for large areas.
- Deep cleaning and disinfection of residence halls.
- Deep cleaning and disinfection of dining areas.
- Electronic sprayers are used on hard surfaces.
- Blocks of time have been scheduled for cleaning of classrooms between each class.
- All high-touch areas in buildings (doorknobs, handles, railings, entrances, etc.) are disinfected multiple times through the day.
- Cleaning and disinfection of all bathrooms multiple times through the day.
- All hard floor surfaces cleaned daily with disinfectant.
- Public notices (signs) have been posted throughout buildings highlighting the need for disinfection using hand sanitizers, wipes, and cleaning regimens.

Facilities/HVAC Improvements

Facilities Management is making significant upgrades on campus to improve the health and safety of the campus community, including more than \$1 million investment in heating, ventilation, and air conditioning (HVAC) equipment that will increase fresh air in buildings.

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General Facilities

- Installing plexiglass in classrooms, administrative offices, serveries, and dining rooms.
- Reconfiguring and removing furniture in classrooms to establish new capacities based on physical distancing requirements.
- Designating separate entrances and exits for buildings and one direction corridors where possible.
- Installing COVID-related signage throughout campus.
- Adding door-hold opens to limit the need for touching.
- Removing PINs on common doors to eliminate multiple people touching keypads.
- Shutting down communal water fountains.



HVAC

Following CDC recommendations and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Position Document on Infectious Aerosols, CCSU is implementing these changes:

- Replacing MERV 8 with MERV 13 filters in building HVAC systems. MERV 13 (Minimum Efficiency Reporting Value) filtration is recommended for hospital general surgery rooms. In addition to enhanced filtration, CCSU is increasing the rate of filter changes through the pandemic from once per quarter to once per month.
- Enhancing the level of filtration by increasing the amount of fresh air as indoor and outdoor conditions permit. ASHRAE sets a typical minimum outside air level for business buildings and CCSU has increased this amount. Though this will impact the indoor air temperature and humidity, it will provide for additional outside fresh air to circulate throughout the buildings. Also, the system night setbacks are being adjusted to provide even more ventilation through the night.
- Adding ultraviolet lights (known to kill viruses) to the air supply ductwork in the academic and residential buildings where possible.
- Purchase a supply of portable ultraviolet air filtration units to be strategically placed in high traffic areas.

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Health Monitoring, Testing, and Contact Tracing

The University's comprehensive health management strategy for the fall involves extensive planning, preparation, and investment of resources to implement processes for health monitoring, contact tracing, and testing. These tools will be implemented with support from Jackson Labs, Griffin Health, New Britain Department of Public Health, nursing staff in the quarantine and isolation dorms, University Health Services and Student Wellness staff, as well as the CCSU contact tracing teams.



Health Monitoring

This summer, the University made a significant investment to implement Mediat Electronic Health Records. This system provides real-time information to students, faculty, and staff and assists them in symptom monitoring and reporting.

This type of monitoring is a key component in self-care management and serves as a preventive measure to help contain the spread of COVID-19. It will also provide University Health Services up-to-the-minute information and ongoing metrics without the need for in-person visits. In addition, symptom tracking allows the university to appreciate if the seven-day trailing trend of the university constituents is improving or becoming more symptomatic. Rather than relying on point in time temperature checks at the entrance of buildings, which might be impacted by environmental conditions, this strategy asks participants to check for symptoms prior to coming on campus. The highlights of implementing Mediat's symptom tracker software are:



- Students, faculty, and staff will be able to record their symptoms or lack of symptoms daily via a weblink to the Mediat Healthcare website. This website is HIPAA-secured as is the transmission of information.
- Faculty, students, staff, and contractors must log-in each day they are on campus to the symptom survey and complete the form before coming on campus. For resident students, it will be completed before leaving their dorm room.
- Upon receiving a "symptom-free" finding, individuals are cleared to be on campus.
- Students with symptoms for multiple days will have an appropriate follow-up with University Health Services to determine if they should receive an in-person or telehealth visit and general guidance on continued monitoring.

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- University employees with symptoms will have appropriate follow-up with University Human Resources to provide general guidance and continued monitoring.
- Vendors who have symptoms are not allowed to come to campus.

Testing & Resident Student Move-in Protocol

Testing protocols and recommendations are changing by the day. According to the CCSU System Office, the goals of testing people without symptoms in certain populations or groups include the following:

- 1) prevent transmission in congregate settings among high-risk persons;
- 2) inform infection control measures in healthcare settings and congregate facilities; and
- 3) protect persons living and working in high risk settings.



For resident students, testing and quarantine protocols are dependent on their home state and/or travel itineraries before arriving on campus and the guidelines are:

- To live on campus, students who are from states identified in the [Connecticut Department of Public Health Travel Advisory](https://portal.ct.gov/Coronavirus/Travel) (<https://portal.ct.gov/Coronavirus/Travel>) must quarantine for 14 days in Connecticut prior to move-in.
- To live on campus, students who are residents of Connecticut or a state not listed in the Connecticut Department of Public Health Travel Advisory must be tested no more than 14 days prior to campus arrival. A copy of the negative test must be provided. If a test was obtained in the 72 hours prior to travel but the result is still pending at the time of arrival in Connecticut, the student shall remain in the CCSU quarantine hall until the test result is received. A negative test result for COVID-19 shall eliminate the need for further quarantine.
- All resident students and residence hall directors must provide a dated, negative, approved test result prior to moving into the residence halls.
- The State of Connecticut now requires international students and those who reside in one of the states/territories identified in the [Connecticut Department of Public Health Travel Advisory](https://portal.ct.gov/Coronavirus/Travel) to arrive on campus on August 10 to undergo a 14-day quarantine. In addition, anyone entering from one of the identified states must fill out a travel health form upon arrival (The form is available online at [ct.gov/travelform](https://portal.ct.gov/Coronavirus/Travel)).
- Commuter students who have traveled to states identified in the [Connecticut Department of Public Health Travel Advisory](https://portal.ct.gov/Coronavirus/Travel) and spent 24 hours or longer in one of the affected states within 14 days of their

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first day on campus are required to self-quarantine for 14 days, according to Governor Lamont's Executive Order No. 7III.

Ongoing Testing

The University worked with the System Office and state to procure the services of Griffin Health which will send swabbers to campus throughout the semester to conduct weekly testing of 5 to 10 percent of the resident-student population, residence hall staff, and student athletes who are in season and practicing.

*Please note: Additional information about resident student testing is available [at this link](#).

Contact Tracing & Assessing Risk

Contact tracing is a universal public health tool used to contain the spread of communicable diseases. To ensure successful population monitoring, the Connecticut Department of Health will notify CCSU personnel of all known or suspected cases tied to the University. The leadership team, the Office of Environmental Health & Safety, and any other related departments will be apprised of known or suspected cases and receive instructions on isolation, quarantine, and appropriate cleaning and disinfecting measures.



CCSU has established a Contact Tracing Center to work in conjunction with the local Department of Public Health in symptom tracking and contact tracing when a member of the CCSU community receives a positive COVID-19

test result. The School of Education and Professional Studies Nursing faculty who are also practitioners are supervising the team and will coordinate program oversight. The team also includes several CCSU staff who are receiving training through the Johns Hopkins COVID-19 Contact Tracing Certification program.

Tracing for COVID-19 includes four primary steps that continue until the end of any possible transmission chain has been reached. At each step, the contact tracer must remain calm, be empathetic, refrain from giving medical advice, guidance or speculation, and reinforce that safety is the University's first priority to help reduce the caller's anxiety and/or fear. These primary steps include:

- A. Identify and notify students of their confirmed or probable COVID-19 status, as well as provide direction and information regarding testing, quarantining, isolating, and where to get treatment if needed.
- B. Interview students who have tested positive for COVID-19 and help them identify the people they were in contact with during their infectious period.

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- C. Locate and notify identified contacts of their potential exposure, interview them to assess if they have symptoms, provide information regarding testing if they do, and provide options regarding care if they are ill, as well as provide assistance with on campus care if indicated.
- D. Monitor contacts and daily reports on each person's symptoms and temperature for 14 days after the student's last contact with the infected person while they were infectious.

The four steps will be analyzed with all campus cases to assess risk (see appendix A, page 45) related to community spread.

Gathering this data and performing a daily analysis will enable the University to identify clusters that may be associated with buildings, specific groups, or specific residential living quarters. If the data identifies a cluster, the University can implement additional quarantine and cleaning. If the identified cluster location cannot be determined (e.g. a single residential suite), the University will notify the campus of a building closure (see appendices A-E, pages 45-49). A building closure will commence within two hours from time of notification and, typically, will remain in effect for 72 hours while deep cleaning occurs.

Isolation and Quarantine Care

To provide care to our students should isolation or quarantine become necessary, the University has designated Seth North Residence Hall for isolation and Beecher Residence Hall for quarantine.

Isolation (Seth North)

Students who test positive for COVID-19 or are symptomatic but have not yet tested positive will be evaluated via a telehealth appointment by Health Services. Based on symptom severity, students will be directed to either isolate or go to a local hospital emergency room (see appendix E, page 49).



- Students who live off campus who test positive for COVID-19, as well as any University contacts who live off campus, will be instructed to isolate or quarantine at home and must refrain from returning to campus until they provide evidence of medical clearance.
 - For those students unable to isolate or quarantine safely at home, with approval from the Vice President for Student Affairs, will be offered the opportunity to isolate or quarantine on campus in the Quarantine or Isolation halls. They must refrain from leaving these facilities until they provide evidence of medical clearance and approval from Health Services.
- Students who live on campus and test positive for COVID-19, as well as any University contacts who live on campus, will be provided with two options:
 - isolate or quarantine safely at home and refrain from returning to campus until they provide evidence of medical clearance and Health Services approval.

CCSU BLUEPRINT...

- isolate or quarantine on campus in the University's Quarantine Hall or Isolation Hall and refrain from leaving these halls until they provide evidence of medical clearance and Health Services approval.
- Isolation care of students isolating on campus is monitored and managed by an RN under the direct supervision of a physician.
- Isolation care will remain in effect for a minimum of 10 days AND student is afebrile without medication for 72 hours AND student reports improving symptoms AND is medically cleared in writing by a licensed medical provider and approved by the Health Services.

Quarantine (Beecher Hall)

- Students who have come in contact with someone who has tested positive for COVID-19 will be directed to seek COVID-19 testing and quarantine for up to 14 days (see appendices E & F).
- Quarantine will remain in effect for up to 14 days from their last exposure to the COVID-19 infected patient; during this time, contacts are encouraged to stay home, monitor their health, and maintain social distance from others. The contact tracer will assist the contact in identifying the dates of their quarantine.

General Information

- Students who are directed to quarantine or isolate will be strongly encouraged to be tested for COVID-19 if they have not already done so.
 - The contact tracer will provide resources about COVID-19 testing on and/or off campus if needed.
 - Students will be asked to provide the University with documentation of COVID-19 test results if done off-campus.
 - Students who refuse to comply with recommended testing will not be permitted to quarantine on campus.
- Medical clearance approvals are provided to the Health Services team; a Health Services physician or designee will review the documentation and provide notice of the clearance approval.
- When COVID-19 medical clearances are approved, the Health Services team notifies the Contact Tracing Supervisor, the Director of Residence Life, the Data Team, and the Associate Dean of Students.
- Students may continue to take classes remotely if recommended to quarantine or isolate if they choose to do so but may not attend classes in campus classrooms.





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- Students who are too ill to attend classes while in quarantine or isolation care will not be penalized academically for any missed work, assignments or tests, but may be required to make up this work.
- The health services provider will notify the Associate Dean of Students and the Contact Tracing Data Team of any students recommended for quarantine or isolation care.
- Students are responsible for making arrangements to return home, if that is their desired plan, and for notifying the University in a timely manner when they leave.
- While in quarantine or isolation, students will receive daily medical check-in contacts, Wi-Fi access, health education materials, necessary PPE, thermometers, hand sanitizer, food, laundry, pharmacy, and cleaning services, in addition to guidance for addressing financial needs for testing.
- Students with pets on campus will be responsible for making arrangements for their pet's boarding and care while in quarantine or isolation care on campus.

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Emergency Shutdown

CCSU has developed a “blueprint” for the orderly shutdown of the campus whether it is based on a serious COVID-19 outbreak on campus or a shutdown declaration by the state.

Given the size and scope of the University and associated operations, this plan takes approximately 96 hours to fully complete, though more than 70 percent of operations can be closed and shutdown within eight hours. The residual 30 percent of shutdown involves the coordination of resident students packing up their belongings and

arranging for travel home, etc. (See appendices A, B, C, & D for details, pages 45- 48).



Decisions related to a campus outbreak involves assessment of risk, followed by a determination of whether community spread is occurring. If none, the standard practice of deep cleaning overnight of academic and administrative buildings will continue. Residence halls will receive high touch and expanded areas of cleaning. If community spread is determined, the appropriate building(s) will be closed for 72 hours. This process includes:

- A closure alert will be sent to the campus community delivered over emergency alerts, digital signage, and relevant electronic messaging (e.g. email, campus portal, website, etc.).
- Classes and all events are shutdown within two hours of notification, and faculty, staff, and students are directed to immediately begin collecting their belongings, teaching supplies, and otherwise, to support the closure of campus operations.
- Within 48 hours of the initial notification, approximately 85 percent of the campus community is expected to have exited campus. Faculty and staff begin final campus closure with monitoring of all interaction in/out of buildings and labs.
- Researchers, residence life employees, and essential employees remain the only staff able to access campus. Meals for students still preparing to exit are boxed and delivered by campus providers.
- Within 72 hours, contracted movers assist resident students with final pickup, and students unable to secure travel home are 14 assisted in relocation to an area hotel.
- Students in the quarantine or isolation halls will remain for the duration of their required seclusion.

CCSU BLUEPRINT...

HUMAN RESOURCES IN DETAIL

Telework & Remote Teaching Requests

Faculty and staff who have underlying medical conditions or other COVID-19 health concerns may request consideration to teach remotely or telework. To request consideration or accommodation, employees must first notify their Division Head/Dean/Associate Vice President, who will then direct the employee to contact Daniel Moreland in Human Resources at daniel.moreland@ccsu.edu.



The employee should continue to work remotely until Human Resources responds to the remote work request (faculty members provided the outcome before start of semester). Mr. Moreland will triage the request and make a preliminary determination regarding the category of the request.

Requests for accommodations under the Americans with Disabilities Act

(ADA) will begin with the interactive process as prescribed by federal regulations. Employees will be provided with instructions and forms for completion to return to the attention of Mr. Moreland.

Requests to telework that do not meet the ADA standards will be reviewed with consideration given to the Governor's directives regarding teleworking and the CDC guidelines for employees at risk. As part of this review, HR will discuss with the Division Head/Dean/Associate Vice President (AVP) any other options for teleworking/teaching remotely or reassignment of work. HR will provide notification of the outcome of the request to the Division Head/Dean/AVP and the staff/faculty member.

Employees who are not otherwise eligible for telework/remote teaching will receive information from HR about other options under the Family and Medical Leave Act (FMLA) and Families First Coronavirus Response Act (FFCRA).

CCSU BLUEPRINT...

NONCOMPLIANCE IN DETAIL

At all times, the CCSU community, visitors, and vendors are expected to follow the University's health and safety protocols outlined on page 26. This includes the wearing of an appropriate face mask, social distancing, and following posted guidelines (e.g. directional signs in stairwells or elevator occupancy limits).



To report an individual who is noncompliant, a call should be placed to the **COVID Hotline (860) 832-3200**. The call will trigger the immediate deployment of designated personnel who will investigate the matter, identify the status of the noncompliant individual, and file a report.

Employee Violation

Human Resources will promptly provide assistance and direction to managers, deans, and supervisors to address instances of noncompliance, working within the confines of collective bargaining agreements where applicable. Continued noncompliance will be addressed as with any other violation of University policy by Human Resources.

- Reports of faculty and staff who fail to abide by established safety protocols must be forwarded to the employee's direct supervisor. For faculty, these reports must be made to the appropriate Dean's Office.
- The Dean or supervisor shall ask to speak with the non-compliant employee in a private area, without causing embarrassment. Non-compliant employee should remain in this area until compliance or directed otherwise.
- The Dean or supervisor shall give the non-compliant employee a direct order to comply and inform the non-complaint employee that failure to comply may subject him or her to discipline.
- If the non-compliant employee refuses to comply, Human Resources shall be contacted. Human Resources (ASL, DM) along with the Dean and or manager/Division Head, if available, will respond and meet with the non-compliant employee. Human Resources will repeat the direct order to comply and notice of potential discipline.
- If the non-compliant employee continues to refuse to comply, Human Resources shall place the non-compliant employee on administrative leave and direct the employee to leave campus immediately pending disciplinary investigation.
- In the event Human Resources is not available such as after hours or on the weekends, supervisor and or manager shall repeat the directive to comply two more times noting each time employee's understanding of insubordination and noncompliance. After the third attempt, the supervisor and or manager shall direct the non-compliant employee to leave campus immediately and work remotely for the remainder of their shift and to not return to campus until authorized by Human Resources. Supervisor and/or manager shall inform the non-compliant employee that a disciplinary referral will be made to Human Resources.

CCSU BLUEPRINT...

FOR YOUR SAFETY



**MAINTAIN SOCIAL
DISTANCING - 6' APART**



MASKS PROTECT EACH OTHER



**KEEP FACE COVERED
AT ALL TIMES**



Student Violation

A call to the COVID hotline will trigger the immediate deployment of designated personnel who will investigate the matter, identify the status of the noncompliant individual, and file a report.

Classroom Issue

- Faculty are encouraged to direct students in their classrooms to comply with face mask and safety requirements. Students who fail to follow the direction shall be asked by faculty to leave the classroom.
- Faculty member should call the COVID Hotline (860) 832-3200 to report the compliance issue.
- The Student Rights and Responsibilities Office (SSR) will receive the complaint and investigate. For incidents involving student athletes, an additional report will be made to the Athletic Director.

Resident Students

- First offense: student will meet with the Hall Director and receive a warning.
- Second offense: student will meet with SRR and receive a one-year probation.
- Third offense: student will meet with SRR and be removed from housing and campus.

Commuter Students

- First offense: student will meet with SRR and receive a warning.
- Second offense: student will meet with SRR and receive a one-year probation.
- Third offense: student will meet with SRR and be removed from campus.

Visitor/Vendor Violation

Employees and students who observe vendors (e.g. construction or grounds crew) who are not abiding by the University's health and safety protocols, are asked to call the COVID Hotline (860) 832-3200.

- Prior to conducting business on campus, vendors will work with Facilities Management to provide pertinent, timely information about the health and status of their workers.
- Any contractor/vendor found in violation of the University's protocols will receive a written reprimand and may also be removed from campus.

CCSU BLUEPRINT...

COMMUNICATIONS IN DETAIL

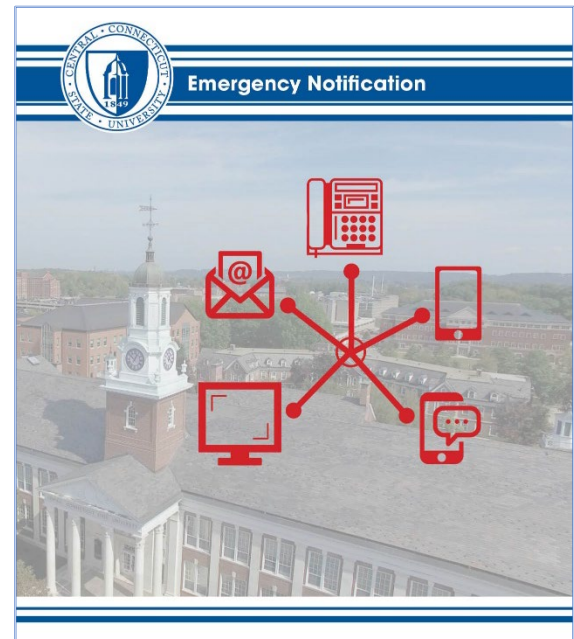
The University's communication strategy provides a layered approach for disseminating timely and critical information. For general education and information about the fall semester plans and health & safety protocols, a variety of communication channels will be used including:

- Campus email and alumni eNews
- Website (including the webpages specifically designed for the Blueprint for the Fall Semester ccsu.edu/reopenplan)
- A chatbot (for online communications)
- Texting
- Pipeline (CCSU intranet)
- Social media posts and paid ads
- Exterior and interior digital signs
- Instructional videos
- Printed materials (posters, flyers, and pamphlets)

Emergency Alerts

The foundation of the University's emergency communication continues to be the Everbridge Emergency Alert system. Campus-based emergency alerts will be sent via this system following established emergency procedures. In addition to Everbridge and digital signage displays, CCSU has invested in Ellucian Banner Mobile application. This application allows for non-emergency communication and "screen pop" messages to alert students of campus information.

To support student and staff non-emergency medical notifications, the University has acquired Medicat's contact tracing and texting module which adds capabilities to the existing systems in Health Services. This tool comes complete with Ellucian Banner integration and texting capabilities and can send broad text alerts in the event a group on campus or those in a specific area on campus need to be notified that they may have been in contact with a COVID-19 positive individual.



Call Centers

In addition to the digital mechanisms outlined, CCSU has implemented three separate call "hotlines" or call centers. The University has an information line to help connect students with services and individual's on campus. The Health Services and Human Resources departments have been outfitted with call-center capabilities that will serve as principle points of contact for students and staff respectively when reporting symptoms or for contact tracing.

CCSU BLUEPRINT...

Hotline for COVID Information Line and Resource Navigator 860-832-3200

M-F 8 to 5; Rolls to police dispatch off-hours

Primary Manager: Kathy Poirier

Secondary: Tiffany Moffo Simpson

COVID Student Contact Center 860-832-1910

Primary Manager: Michael Russo, Health Services

Secondary: Marisol Ostrov, Health Services

"All-Incidents" Employee Call Center 860-832-3202

Primary Manager: Daniel Moreland, HR

Secondary: Norma Rivera, HR



CCSU BLUEPRINT...

OUR PATHWAY TO THE FUTURE

After four months of a campus shutdown and moving classes and the University operation online, CCSU began a phased-in reopening of campus on June 15. The resiliency and innovation demonstrated by our faculty and staff during the spring semester also will be essential this fall if we are to serve our students well.

To provide faculty and staff office access, the “Bookings” software was useful in scheduling appointments. This level of coordination was needed to allow for high-touch cleaning between visitors and contact tracing, if it became necessary.



Following direction from the CSCU System Office, we began transitioning staff back to campus on July 13. These schedules were created with office occupancy never exceeding 50 percent of the capacity by staggering hours and assigning people to work on campus on intermittent days. Based on a continued analysis of each division’s operation, additional staffing will be scheduled to work on-ground while limiting occupancy.

Moving forward, the following dates are key to our pathway to the future:

August 10

- Phase-in of student workers and University Assistants (UAs)
- Student workers and UA’s may be hired to perform work both remotely and on campus based on operational needs.
- The Student Center and other student services will open with reduced hours by appointment.

August 10 or 11

- Resident student Quarantine - International students and those who live in one of the U.S. states/territories identified in the Connecticut Department of Public Health Travel Advisory must arrive on campus to undergo a 14-day quarantine.

August 12 - August 21

- Residence Hall Drop-Off

August 24

- Faculty return
- New students move into the residence halls

August 25

- Returning students move into the residence halls

August 26

- Classes begin

CCSU BLUEPRINT...

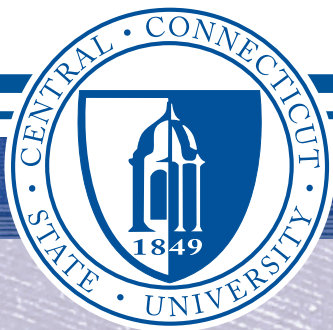
As conditions related to the pandemic change, this Blueprint must be revisited and reconsidered. We cannot know what new challenges the coronavirus will deliver tomorrow – next week – next month, but we do believe our best chance for a successful fall semester lies in the continued investment in equipment, software, professional development opportunities, and other resources that support both the HyFlex and Remote pathways outlined in this report.



Throughout this transition and our path forward, our commitment to the health and safety of our campus community and the success of our students will remain our top priorities. As the oldest public university in the state, CCSU has a long history of survival and success, and our deep commitment to quality, affordable, and accessible education will continue this fall.



APPENDICES



CCSU Quarantine & Isolation

CONFIRMED PERSON WITH COVID-19 ON CAMPUS

Assess Risk

IF Community Spread

Close all buildings for 72 hours and deep clean
Send out Closure Alert

IF No Community Spread

Deep clean overnight
Academic and administrative buildings receive deep cleaning
Residence halls get high-touch and elevated cleaning
Send out notice to campus

IF Confirmed Contacts
Follow quarantine procedures

Quarantine 14 days
Test at beginning
Second test at Day 10

Isolation Options

Commuter students:
Return home for isolation
or move to Residence Hall
Isolation (14 days)

Faculty or staff:
Return home for isolation
(14 days)

Resident students:
Move to Residence Hall
Isolation or return home
(14 days)





CCSU Shutdown: 96-Hour Plan

Campus Open Normal Operations



Analytics Recommend Campus Shutdown



DAY #1

Campus announcement is electronically distributed to campus. This announcement and shutdown plans were shared with the campus community before classes began.

Classes and all events will end two hours after notification.



DAY #2

Faculty and staff return to work to collect items needed for remote work. Staff will be monitored before entering buildings.

Resident students continue packing. Move-out will take place over the next 72 hours. Meals and moving supplies will be delivered to the residence halls. Students unable to move will pack up the room and label boxes for pickup.



DAY #3

Faculty and staff return to collect items needed for remote work. Staff will be monitored before entering buildings.

Academic and administrative buildings close at noon except for researchers, residential life, and essential employees.

Resident students continue packing. Move-out will take place over next 48 hours. Meals will be delivered to residence halls.



DAY #4

Research faculty return by appointment only. Research faculty and essential staff will be monitored before entering buildings. Movers will pick up boxes from 8 a.m. to noon. Resident students will continue packing. Residence halls will close by 1 p.m. Relocation/check-in at hotel will begin at 2 p.m. Campus closed at 10 p.m.



CCSU Closure: Community Spread

Campus Open
Normal
Operations



Multiple positive tests in a specific
campus location



**DAY
#1**

Analytics recommend closure/quarantine.

Campus announcement is electronically distributed to campus. This announcement and all closure plans also were shared with the campus community before classes began.

Classes and all events for designated group will end two hours after notification.

Closure for next 72 hours. No classes or events for designated group or in designated locations. Dining services and all available classes remain open.

Deep cleaning begins.



**DAY
#2**

Deep cleaning continues.

Increase testing for the group. Possibly move group members temporarily to new dorm during cleaning. Meals will be delivered to the designated group who live in residence halls.

Designated students, faculty, and staff remain in quarantine for next 48 hours. Closure remains in effect for next 48 hours.

Attend classes online if available.



**DAY
#3**

Deep cleaning continues. Increase testing for the group.

If deep cleaning is completed and no additional positive test positives are reported within the group, the group may return to normal operations the next morning. Relocate back to residence hall after 6 p.m.

If additional positive tests, closure remains in effect for an additional 48 hours.



Before and After COVID-19 Diagnostic Testing

Isolation and Quarantine Steps

There are several reasons why you may undergo a COVID-19 test: You have symptoms of possible infection, were in close contact with someone infected with COVID-19, or you are a student planning to live on campus. The directions below will guide you in next steps while awaiting diagnostic test results and after test results are available.

WHILE AWAITING TEST RESULTS:

1. If you have any COVID-19 symptoms*, then follow the isolation steps outlined below while you are waiting for results.

*COVID-19 symptoms include:

- Fever, chills, or repeated shaking/shivering
- Cough
- Sore throat
- Shortness of breath, difficulty breathing
- Feeling unusually weak or fatigued
- Loss of taste or smell
- Muscle pain
- Headache
- Runny or congested nose
- Diarrhea

If you have no symptoms but were the close contact of a person with COVID-19, then follow the quarantine steps outlined below while you are waiting for your test results.

*You are a close contact of a COVID-19 positive person if, from 48 hours before their symptoms began, the person with COVID-19:

- Lived or stayed overnight with you
- Took care of you or you took care of them
- Stayed within 6 feet of you for an extended duration (10 minutes) while they were not wearing a face mask
- Exposed you to direct contact with their body fluids or secretions (e.g., coughed or sneezed on you) while you were not wearing a face mask, gown, and gloves
- Was your intimate partner

3. If you do not have COVID-19 symptoms and are not a close contact, just wait for your test results. You do not need to follow isolation or quarantine steps. If you are a residential student, you will be required to remain in your residence hall until negative test results are provided.

AFTER YOU GET YOUR TEST RESULTS:

1. If you test positive, follow the isolation steps outlined below

2. If you test negative AND:

- You were not a close contact and have no COVID-19 symptoms, you can resume your regular activities.
- You were a close contact* of a COVID-19 positive person, continue to follow the quarantine steps.
- You were not a close contact but have COVID-19 symptoms*
 - If your healthcare provider thinks you have COVID-19, continue to follow the isolation steps outlined below.
 - If you are in close contact with a vulnerable person,** you should consider remaining in isolation for the entire isolation period, as described in isolation steps outlined below
 - Otherwise, follow isolation steps until your fever has been gone without taking fever-lowering medication and your symptoms have been improving, both for 72 hours.

**A vulnerable person is someone who is:

- Age 60 years or older
- Staying in a nursing home or long-term care facility
- Has asthma (moderate-to-severe)
- Has chronic lung disease
- Has diabetes (type 1, type 2, or gestational)
- Has serious heart conditions (including heart failure, coronary artery disease, congenital heart disease, cardiomyopathies, and pulmonary hypertension)
- Has high blood pressure
- Has chronic kidney disease being treated with dialysis
- Has severe obesity (body mass index of 40 or greater)
- Has chronic liver disease
- Immunocompromised (due to various conditions, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, HIV with a low CD4 cell count or not on HIV treatment, and prolonged use of corticosteroids and other immune weakening medication)

CCSU ISOLATION AND QUARANTINE GUIDELINES FOR INDIVIDUALS WITH COVID-19 INFECTION AND FOR THEIR HOUSEHOLD/ROOMMATE(S) AND CLOSE CONTACTS

1. If you have a test confirmation or a doctor's diagnosis of COVID-19, your name and contact information will be shared with public health staff at the Connecticut Department of Public Health to help with contact investigation.
2. Someone from the Connecticut Department of Public Health, CCSU Contact Tracing, or your local health department will call you and ask you for a list of people you have had close contact with while you were sick or just before you got sick.
3. A State of Connecticut contact tracer will contact you only for health matters related to COVID-19 and not for any other reason.
4. If you are awaiting test results, follow the isolation steps (below) until results arrive. If your results are negative, check with your doctor before you stop following the isolation steps.

ISOLATION STEPS

If you have been diagnosed with COVID-19 or you are awaiting COVID-19 test results, you must follow these Isolation Steps to prevent the spread of disease.

Call CCSU Contact Tracing immediately. Stay home or in the designated Isolation Residence Hall until recovered

- Most people with COVID-19 have mild illness and can recover at home. If you are 60 years or older or have a condition such as heart, lung, or kidney disease, diabetes, high blood pressure, or a weakened immune system, you are at higher risk of getting more seriously ill.
- Do not come to work or attend on-person classes or enter any public areas on campus.
- Stay home or in the designated isolation CCSU Residence Hall until recovered. Recovery means your fever has been gone for the past 72 hours without the use of fever-reducing medicine like acetaminophen (Tylenol) and your cough or difficulty breathing has improved, and it's been at least 10 days after your first symptoms. If you had a positive COVID-19 test but never had symptoms, stay home/in the designated isolation CCSU Residence Hall for at least 10 days after the date of your test.

Close Contacts

- People in your home, your roommate(s), your intimate partner(s), and people who take care of you or who you take care of are considered "close contacts." Also considered close contacts are people you can identify who stayed within 6 feet of you for an extended duration while you were not wearing a face mask or who had direct contact with your body fluids or secretions while they were not wearing a face mask, gown, and gloves.
- If you have a test confirmation or doctor's diagnosis of COVID-19, then everyone who you had close contact with from 48 hours before your symptoms began until you self-isolated, should follow the quarantine steps.

What if you can't separate yourself from others?

- Anyone who continues to be in close contact with you must begin a new quarantine cycle of 14 full days after the last day that person had close contact with you or from the date that your isolation ends.

QUARANTINE STEPS

If you live in a household with or had close contact with someone diagnosed with COVID-19 (including contact from 48 hours before that person had any symptoms, until they self-isolated) you must follow these quarantine steps. It can take up to 14 days to develop symptoms if you become infected with COVID-19.

Call CCSU Contact Tracing immediately. Stay home/ in assigned quarantine residence hall room to see if you develop symptoms.

- You must stay home/in your assigned residence hall in quarantine for 14 full days after you were last in close contact with the person with COVID-19. Close contact is described in the column to the left.
- Check with your medical provider or seek COVID-19 diagnostic testing to confirm the diagnosis.
- If you are unable to avoid close contact with the person with COVID-19, you must stay in quarantine for 14 full days after the day that person completes their self-isolation. This is likely to be at least 24 days total.

What if you develop symptoms?

- Call CCSU Contact Tracing immediately.
- COVID-19 symptoms include fever, chills, cough, shortness of breath, sore throat, runny nose, or muscle pain, headache, nausea, vomiting, diarrhea, or losing the sense of smell or taste.
- If you develop any of the above symptoms, and they are new symptoms that you don't usually have in daily life, then you may have COVID-19 and you must follow the isolation steps.
- Monitor your symptoms closely and seek medical advice or medical care if symptoms worsen, especially if you are at a higher risk of serious illness.
- Check with your medical provider or seek COVID-19 diagnostic testing to confirm the diagnosis.

GENERAL RESTRICTIONS AND INFORMATION FOR BOTH ISOLATION AND QUARANTINE

- Stay home/in the applicable residence hall room except to seek medical care.
- Do not come to work, attend in-person classes, or enter any public areas.
- Do not use public transportation, ride shares or taxis.
- Separate yourself from others in your home, especially people who are at higher risk of serious illness.
- Stay in a specific room and away from other people in your home as much as possible. Use a separate bathroom, if available.
- Do not prepare or serve food to others.
- Do not allow visitors into your home/residence hall.

PREVENT THE SPREAD:

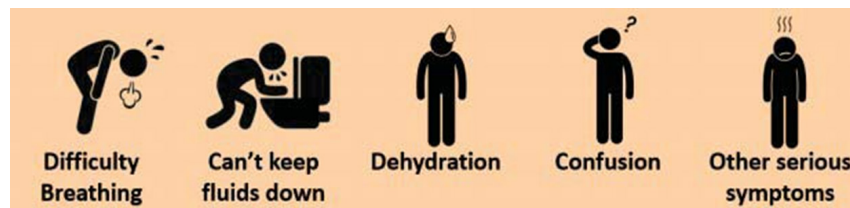
- Wear a face covering or mask if you are in the same room with others. If you are unable to wear a face covering or mask, others should wear a face covering or mask if they share or enter the room.
- Cover your coughs and sneezes. Cover your mouth and nose with a tissue or sneeze into your sleeve -- not into your hands -- then throw away the tissue into a lined trashcan and immediately wash hands.
- Wash your hands often and thoroughly with soap and water for at least 20 seconds, especially after coughing, sneezing, or blowing your nose, or after going to the bathroom. Alcohol-based hand sanitizer with a minimum content of 60 percent alcohol can be used instead of soap and water if the hands are not visibly dirty.
- Do not share household items such as dishes, cups, utensils, towels, bedding with other people. After using these items, wash them thoroughly with soap and water. Laundry may be washed in a standard washing machine with warm water and detergent; bleach may be added but is not necessary.
- Clean and disinfect all "high-touch" surfaces every day (including counters, tabletops, doorknobs, faucets, toilets, phones, tv remotes, keys, keyboards), and especially any surfaces that may have body fluids on them. Use household cleaning and disinfectant sprays or wipes, according to the product label instructions.

More info at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

PRACTICE SELF CARE:

- Rest and drink plenty of fluids. You may take acetaminophen (Tylenol) to reduce fever and pain.
 - Note that medicines do not "cure" COVID-19 and do not stop you from spreading the virus.
- Seek medical care if your symptoms get worse, especially if you are at a higher risk of serious illness.

*Symptoms that indicate you should seek medical care include:



- If possible, call ahead before going to your doctor's office or hospital and tell them you are in Isolation for COVID-19 to prepare health care personnel for your arrival and protect others from getting infected.
 - Do not wait in any waiting rooms and do wear a face covering or mask at all times if possible.
 - Do not use public transportation.
 - If you call 911, first notify the dispatch and paramedics that you are under isolation for COVID-19.

Thank you for your cooperation in this important public health matter.



Isolation & Quarantine Locations

Two residence halls, Seth North and Beecher, have been taken offline and will serve as isolation and quarantine locations respectively.

Seth North Isolation Hall

The estimated duration of isolation is 14 days. Seth North Hall will be staffed two shifts a day by either a Registered Nurse or a Licensed Practical Nurse and one staff member. Staff from a third party will deliver three meals a day to individuals in isolation. Deep cleaning and high-touch cleaning will take place daily. Each room will include a phone; mini-fridge; toiletries; and technological devices for contact with the Wellness Center for updates. Third-party staff will change bed linens.

A third-party supervisor will coordinate building operations.



Seth contains 55 single rooms with lavatories in the corridor. This residence hall includes a community study room in the basement, which will be used by staff who are managing the building. The laundry facility (also in the basement) contains three washers and three dryers. The building also features a full apartment, which will be used by the staff who are managing the building.

Beecher Quarantine Hall

The quarantine period for individuals is typically 10 to 14 days and includes daily temperature checks and interviews by the nurse on duty. Staff from a third party will deliver three meals a day to individuals in quarantine. Deep and high-touch cleaning will take place daily. Third-party staff will change bed linens.

A third-party supervisor will coordinate building operations.



Beecher Hall is a three-story corridor-style residence hall and has double-occupancy space for 129 students or singles for 65 students. Residents also have access to a 24-hour computer lab located next to the staff office on the first floor. Laundry facilities include three washers and three dryers. There is an RD apartment that can accommodate the staff managing the building, as well as a community lounge.



CENTRAL

CONNECTICUT STATE UNIVERSITY

EXPERIENTIAL LEARNING APPLICATION

This signed document shall serve as the catalyst to process applications for off-campus experiential learning opportunities for students, faculty, and staff who are active members of Central Connecticut State University (CCSU). With safety being the paramount focus for CCSU, the information and guidelines within this application are applicable for all off-campus practicums, internships, student teaching, clinical and field placements, and other off-campus experiences and opportunities. The ability to complete any and all off-campus experiences requires both adherence to university safety guidelines and any additional external protocols that are outlined by the off-campus site.

These off-campus experiences are often required for program completion, certification, and licensure, as well as important learning experiences that go beyond the classroom in preparing our graduates for the workforce. Keeping this in mind, a safety team has developed health and safety guidelines, while also examining and understanding external protocols required at the off-campus sites.

The University is requiring anyone who is participating in an experiential off campus program to conform with the following Central Connecticut State University Campus Safety Guidelines:

- A completed Experiential Learning Application must be on file in the appropriate Dean's Office
- A completed contact form/emergency contact form must be on file in the appropriate Dean's Office
- The utilization of a face mask during any and all hours of participation is required
- Frequent handwashing followed by an alcohol-based gel/foam hand sanitizer, and the utilization of hand sanitizers and hand wipes after all personal contact with high touch areas
- Six feet of social distancing should be adhered to whenever possible
- Notification agreement to the University in the event of physical illness that may be associated with symptoms of COVID-19
- Submission to the appropriate Dean's Office and Health and Safety officer at the university of all additional safety guidelines required by the off-campus site
- Signed copy of the COVID-19 Assumption of Risk and Release of Liability on file in the appropriate Dean's Office

CONTACT INFORMATION

CCSU Student Information:

First Name:

Last Name:

Email:

Mobile Number:

Emergency Contact Name:

Emergency Contact Mobile Number:

CCSU Faculty Supervisor Information:

First Name:

Last Name:

Email:

Mobile Number:



CENTRAL

CONNECTICUT STATE UNIVERSITY

COVID-19 ASSUMPTION OF RISK AND RELEASE OF LIABILITY

I, _____, presently a student at Central Connecticut State University (“CCSU”), wish to participate in _____ (“Activity”). I understand that, as a condition of such participation, I am being asked to sign this COVID-19 Assumption of Risk and Release of Liability and that my doing so is an act of my free will.

By signing this document, I understand and agree to the COVID-19 requirements set forth below:

- Students are strongly urged to continue to follow the CDC guidelines that can be found at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/index.html>.
- Students are strongly urged to avoid high-risk environments where they may be exposed to COVID-19 including large crowds (malls, planes, trains, buses, movie theaters), restaurants and bars, and gyms.
- Students are strongly urged to practice frequent handwashing followed by an alcohol-based gel/foam hand sanitizer, such as Purell. Students who travel may require screening and a mandatory quarantine of 2 weeks following return.
- If you are feeling sick, please do NOT come to the Activity. If you are exhibiting signs of COVID-19, please notify your healthcare provider immediately and get tested.

I am aware of and understand the symptoms and risks of COVID-19. I also understand that there are risks and hazards directly or inherently involved in the Activity that may be present and may increase my risk of contracting COVID-19 despite taking all prescribed precautions. Despite these and other risks involved in participation in the Activity, I voluntarily choose to participate. I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of CCSU, and agree to all requirements for returning.

In consideration for CCSU permitting me to participate in the Activity, I hereby assume all the risks associated with such participation and I agree to hold the State of Connecticut, the Board of Regents for Higher Education, the Connecticut State University System, CCSU, their employees, agents, representatives and volunteers harmless from any and all liability, actions, causes of actions, claims or demands of any kind and nature whatsoever, including those arising from the negligence of CCSU, which may arise by or in connection with my participation in any events related to the Activity and COVID-19. The terms herein shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

I have read the foregoing and fully understand its contents. I understand that by signing this COVID-19 assumption of risk and release of liability agreement, I will be giving up substantial rights and I sign this document freely and voluntarily without any inducement.

This document shall be construed in accordance with the laws of Connecticut, without regard to its principles of conflicts of laws.

Name of Student _____

Student's Signature _____

Date _____

Off-Campus Site Location and Site Supervisor Information:

Name of Site:

Address of Site:

Supervisor First Name:

Supervisor Last Name:

Supervisor Email:

Supervisor Mobile Number:

By checking this box, there is an understanding the internal expectation for our CCSU students include:

- The utilization of a face mask during any and all hours of participation is required
- Frequent handwashing followed by an alcohol-based gel/foam hand sanitizer, and the utilization of hand sanitizers and hand wipes after all personal contact with high touch areas
- Six feet of Social distancing should be adhered to whenever possible
- Notification agreement to the University in the event of physical illness that may be associated with symptoms of COVID-19
- Notification agreement to the University in the event of institutional shutdown of facility.

Name _____

Signature _____

Date _____



SOP: CCSU Student COVID-19 Contact Tracing
Created: 08/03/2020
Purpose: To establish procedures for student contact tracing and the University's response related to positive cases on the CCSU campus.

Contact tracing is a universal public health tool that has been effectively used to contain the spread of communicable diseases on the CCSU campus, in local communities and nationally. CCSU has used this approach in collaboration with local authorities. Contact tracing is defined by the Centers for Disease Control (CDC) as:

"...contact tracing involves identifying people who have an infectious disease (cases) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to [isolate](#) and contacts to [quarantine](#) at home voluntarily."

In addition to the use of personal protective equipment (PPE) and physical (social) distancing, there are four primary and interdependent functions that the University will focus on in an effort to contain and mitigate the spread of COVID-19 on the CCSU campus. These functions include:

1. **Testing** of students and staff who are living in campus residence halls, as well as those in other potential high-risk groups
2. **Contact tracing** of individuals associated with the University who are identified as having come in contact with students, faculty or staff who test positive for COVID-19
3. **Isolation** of students known to test positive for COVID-19 or are symptomatic and awaiting test results
4. **Quarantine** of students (for up to 14 days) who have had contact with infected students and are asymptomatic

Although this protocol mainly addresses the procedures and practices involved in contact tracing of students, it is understood that a parallel and interdependent process has been established for contact tracing of faculty and staff; in addition, it is understood that protocols related to COVID-19 testing, as well as quarantine and isolation care, intersect with this contact tracing protocol. As such, areas of intersection are detailed throughout this protocol.

In order for contact training to be successful, the entire University community must embrace this initiative. Key elements of successful contact tracing include:

- Transparency with regard to contact tracing efforts and findings
- Cooperation with contact tracing efforts (while strongly encouraged, contact tracing is voluntary unless otherwise stipulated by law)
- Timeliness with regard to obtaining test results and gathering responses from contacts
- Completeness of contact lists
- Use of contact tracing data and analytics to inform the University's response to the presence and location of the virus on campus
- Collaboration with local Department of Public Health officials

In order to ensure successful contact tracing and ultimately containment of COVID-19 virus on campus, the University will employ the following elements:

1. ***Develop and utilize contact tracing protocols, forms and scripts***

- Protocols will establish processes and procedures for testing, contact tracing, isolation and quarantine care.
- Legal mandates vs. voluntary cooperation will be clearly stated.
- Limits and limitations of confidentiality are clearly communicated and followed.
- Person's identified as in need of virus testing, contact tracing, quarantine care, and isolation care are informed and updated on status changes in a timely manner.
- Emotional, social and mental health supports are offered throughout the process.
- Standardized forms and/or templates are utilized to help ensure complete collection of necessary information.
- Scripts are developed and utilized to guide activities and communication with cases and contacts.

2. ***Establish and maintain a student contact tracing call center and team***

- A COVID-19 student contact tracing call center is established and staffed by the student contact tracing team.
- The phone number of the student call center is 860-832-1910
- An identified team of contact tracers is established to conduct contact tracing.
- The student contact tracing team will be available to receive phone calls Monday through Friday, from 7:00a.m.- 7:00p.m. After hours calls will be routed to the CCSU police dispatcher who will take messages, as well as have information about how to address a variety of issues and contact on-call consultation.
- Team members primarily work remotely but may work on campus if necessary.
- Team members conduct contact tracing, and are available to assist, advise and direct students if a student tests positive for COVID-19, is symptomatic or may have been exposed to COVID-19.
- The team is led by two APRN supervisors who are responsible for managing the contact tracing system for students, scheduling of team members, assessing and addressing performance issues, making required notifications when required, serving as a liaison with the Human Resource contact tracing team and the health services provider team, and ensuring that all protocols and procedures are followed.

- Team members are trained in:
 - how to triage calls and redirect non-tracing calls when needed
 - use of the contact tracing data system in Medica
 - contact tracing procedures and documentation
 - how to establish rapport
 - use of scripts
 - use of technology
 - follow-up procedures
 - access to student supports
 - notification of chain of command in the event that an urgent or emergency situation arises

3. ***Implement technology solutions***

- Technology is identified and implemented to allow for the collection, analysis and reporting of contact tracing activities.
- Technology solutions are FERPA compliant to allow for the secure collection and storage of confidential student and faculty/staff information.

4. ***Case reporting***

- Students will call the Student Contact Tracing Call Center at 860-832- 1910
- Timely case identification is essential for effective contact tracing activity and virus containment.
- Contact tracing activities commence immediately upon a positive test report by students, faculty, staff, authorized family members/guardians, and/or public health officials.
- Positive COVID-19 cases reported to the University via the call center are reported to the director of environmental health and safety and the interim director of health services; one or the other will contact the local Department of Public Health.
- The supervisors report any anomalies, urgent or emergency situations to the director of health services, who reports this information to the vice president of student affairs.

5. ***Medical Consultation***

- In the event that a student requests or requires a medical consultation, the contact tracing team member transfers the call to the Student Wellness Center's (SWC) Health Services team at 860-832-1926
- The call is not disconnected from the contact tracing team until a staff member in the SWC picks up the call.
- A SWC's Health Services APRN will provide requested consultation to students via the phone or a telehealth appointment depending on the nature of the call, and if necessary, provide recommendations and/or develop a follow up plan with the student (which may include an appointment with a SWC Health Services APRN or with the student's primary care provider).
- Students may also seek consultation from their primary care provider.
- Students who have medical questions and want medical consultation, but do not have a primary care provider, or do not want to speak with their primary care provider or a SWC Health Services APRN, will be offered a list of community providers they can call.

6. *Isolation and Quarantine Care*

- Students who test positive for COVID-19 or are symptomatic but have not yet tested positive will be evaluated via a telehealth appointment by SWC Health Services and directed to isolate or go to a local hospital ER based on symptom severity.
- Students who have come in contact with someone who has tested positive for COVID-19 will be directed to seek COVID-19 testing and quarantine for up to 14 days.
- Students who live off campus who test positive for COVID-19, as well as any University contacts who live off campus, will be instructed to isolate or quarantine at home, and refrain from returning to campus until they provide evidence of medical clearance.
 - Students who live off campus who test positive for COVID-19, as well as any University contacts who live off campus, may not be able to isolate or quarantine safely at home; in these situations, with approval from the vice president of student affairs, students will be offered the opportunity to isolate or quarantine in the on campus Quarantine or Isolation Hall and refrain from leaving these facilities until they provide evidence of medical clearance and approval from the SWC health services team.
- Students who live on campus who test positive for COVID-19, as well as any University contacts who live on campus, will be provided with two options:
 - isolate or quarantine safely at home, and refrain from returning to campus until they provide evidence of medical clearance and SWC health services approval
 - isolate or quarantine on campus in the University's Quarantine Hall or Isolation Hall and refrain from leaving these halls until they provide evidence of medical clearance and SWC health services approval
- Students are responsible for making arrangements to get home if that is their desired plan, and for notifying the University in a timely manner when they leave.
- Students who are directed to quarantine or isolate will be strongly encouraged to be tested for COVID-19 if they have not already done so.
 - The contact tracer will provide resources about COVID-19 testing on and/or off campus if needed.
 - Students will be asked to provide the University with documentation of COVID-19 test results if done off-campus.
 - Students who refuse to comply with recommended testing will not be permitted to quarantine on campus.
- Quarantine will remain in effect for up to 14 days from their last exposure to the COVID-19 infected patient; during this time, contacts are encouraged to stay home, monitor their health, and maintain social distance from others. The contact tracer will assist the contact in identifying the dates of their quarantine.
- Isolation care of students isolating on campus is monitored and managed by an RN under the direct supervision of a physician.
- Isolation care will remain in effect for a minimum of 10 days AND student is afebrile without medication for 72 hours AND student reports improving

symptoms AND is medically cleared in writing by a licensed medical provider in writing and approved by the SWC health services.

- Students may continue to take classes remotely if recommended to quarantine or isolate if they choose to do so, but may not attend classes in campus classrooms.
 - Students who are too ill to attend classes while in quarantine or isolation care will not be penalized academically for any missed work, assignments or tests, but may be required to make up this work.
 - The health services provider will notify the Dean of Students and the contact tracing data team of any students recommended for quarantine or isolation care.
- Medical clearance approvals are provided to the SWC Health Services team; a SWC physician or designee will review the documentation and provide notice of the clearance approval.
- The SWC Health Services team notifies the contact tracing supervisor, director of residence life, the data team, and the dean of students when COVID-19 medical clearances are approved.

7. *Services to support students waiting for test results, isolation and quarantine.*

- In an effort to meet student wellness needs and encourage adherence to testing, contact tracing, isolation and quarantine care, students will be offered medical, mental health, and social support.
- Students in quarantine or isolation care in an on-campus facility will receive daily medical check-in contacts, Wi-Fi access, health education materials, necessary PPE, thermometers, hand sanitizer, food service, laundry service, pharmacy service, and cleaning services.
- Students will receive guidance for addressing financial needs for testing, as well as while in quarantine or isolation care if needed.
- Students who have pets on campus will be responsible for making arrangements for their pet's boarding and care while in quarantine or isolation care on campus.

8. *Public communication.*

- To support contact tracing efforts, the University will help the University community and local community understand that their participation and adherence to public health recommendations (including isolation and quarantine) are essential to contain the virus, protect the health and safety of others, and keep the campus open.
- Communication strategies include regular communication from University leadership, regular contact with local public health officials and local community leaders, contact with local media outlets when necessary, establishment of a call center to answer questions, and information posted on the University's website.

9. *Metrics and monitoring.*

- An appointed data team of University containment stakeholders will monitor and meet to review data and analytics of contact tracing efforts on a daily basis.
- The team will use this data to assess the success of the University's efforts to contain the spread of the virus; in addition, the team will review the success of local and statewide efforts to contain the virus, statewide hospital admissions and capacity, and local death rate trends.

- The team will make recommendations to the University president regarding how to respond to this data.
- A dashboard will be utilized to track key indicators.

10. ***Privacy and data sharing.***

- Privacy, security and protection of student (and faculty and staff) health information will comply with all FERPA requirements.
- Protected health information data will only be shared when required by state and/or federal law.

Procedures

Contact tracing for COVID-19 includes four primary steps that continue until the end of any possible transmission chain has been reached. At each step, the contact tracer must remain calm, be empathetic, refrain from giving medical advice, guidance or speculation, and reinforce that safety is the University's first priority to help reduce the caller's anxiety and/or fear. These primary steps include:

- A. **Identify and notify students** of their confirmed or probable COVID-19 status, as well as provide direction and information regarding testing, quarantining, isolating, and where to get treatment if needed.
- B. **Interview students** who have tested positive for COVID-19 and help them identify the people they were in contact with during their infectious period.
- C. **Locate and notify identified contacts** of their potential exposure, interview them to assess if they have symptoms, provide information regarding testing if they do, and provide options regarding care if they are ill, as well as provide assistance with on campus care if indicated.
- D. **Monitor contacts** and daily reports on each person's symptoms and temperature for 14 days after the student's last contact with the infected person while they were infectious.

Although the purpose of the student contact tracing call center is to engage in contact tracing, it is understood that students, and others, may contact the call center for other reasons. Various scenarios are provided below, along with the procedure for responding to these different types of calls.

I. Inquire about general COVID-19 or other related information

- A. Ascertain if the caller is a student/parent/guardian
 1. Ask for name and Banner ID
 2. If calling on behalf of a student, get:
 - a. caller's name and phone number
 - b. student's name and Banner ID or date of birth
 3. Verify emergency contact information

4. If not a student, refer accordingly
 - a. CCSU employee- Human Resources
 - b. Others- appropriate CCSU department or local resource
- B. Assess whether it is an emergency situation related to COVID-19 (i.e., declining quickly, difficulty breathing, blue lips or face, confusion, difficulty to awaken or stay awake and/or chest pain or pressure)
 1. Inform caller that you will transfer their call to a 9-1-1 dispatcher
 2. Transfer call and remain on-line until the dispatcher picks up.
 3. If not, answer question if known.
- C. If caller is seeking medical advice or has a medical question:
 1. Do not give medical advice or speculation
 2. Refer students to the SWC Health Services Team or their primary care provider (PCP) to answer medical questions
 3. Refer all other callers to the caller's PCP

II. Make a report of student who has tested positive for COVID-19 (AKA a “case”)

- A. Ascertain if the caller is a student/parent/guardian
 1. Ask for name and Banner ID
 2. If calling on behalf of a student, get:
 - a. caller's name and phone number
 - b. student's name and Banner ID or date of birth
 3. Verify emergency contact information
 4. If not a student, refer accordingly
 - c. CCSU employee- Human Resources
 - d. Others- appropriate CCSU department or local resource
- B. Assess whether it is an emergency situation related to COVID-19 (i.e., declining quickly, difficulty breathing, blue lips or face, confusion, difficulty to awaken or stay awake and/or chest pain or pressure)
 1. Inform caller that you will transfer their call to a 9-1-1 dispatcher
 2. Transfer call and remain on-line until the dispatcher picks up.
 3. If not, answer question if known.
- C. If caller is seeking medical advice or has a medical question:
 1. Do not give medical advice or speculation
 2. Refer students to the SWC Health Services Team or their primary care provider (PCP) to answer medical questions
 3. Refer all other callers to the caller's PCP
- D. Proceed with collecting preliminary information and document information in Medica

- E. Inform student/parent/guardian/other that the student will need to be referred to the SWC for a telehealth appointment in order to proceed with isolation care
 - 1. Tracer puts caller on hold and contacts the SWC to inform them of the situation and that a telehealth appointment is needed
 - 2. Tracer transfers call to the SWC and stays on the line until the SWC picks up the call.
- F. SWC APRN meets with student for telehealth appointment, completes assessment and confirms need for isolation care
 - 1. Isolation procedure initiated:
 - a. Provide information regarding isolation options based on status
 - b. Ascertain and help trouble shoot any identified challenges
 - c. Provide student with information about the process going forward including provision of daily COVID monitoring and tracking information
 - d. Instruct student to notify student contact tracing all center once medical clearance is obtained if isolating off campus
 - e. Inform student that they cannot be out on campus until they submit medical clearance from their PCP or the University's on-site medical professional and receive approval from the CCSU SWC Health Services Team
 - f. Inform student that they may continue with attending classes if they are well enough to do so and that the dean of students will be notified to help ensure that the student is not penalized academically while in isolation
 - g. Document in EHR decision regarding where isolation will take place
 - 2. SWC APRN informs call center team supervisor of any students who have been instructed to isolate
 - 3. Call center team supervisor will notify:
 - a. director of health services, who will notify the vice president of student affairs
 - b. dean of students, who will notify the relevant academic deans and student's professors that the student is out due to illness
 - c. HR if student was attending classes on campus so HR can determine if faculty/staff need to be notified and contact traced
 - d. director of residence life if the student was living on campus, who will notify the student's parent/guardian/significant other
 - e. athletic director if the student is a CCSU student-athlete
 - f. quarantine or isolation care residence halls RN and hall monitor if the student will be going to either of these levels of care on campus
- G. SWC student call center team members initiate contact tracing.
- H. SWC student call center members, in conjunction with supervisors and RN assigned to the Isolation Hall monitor tracking data of students they speak with

and/or assigned to them; this continues until the student is medically cleared and approved by the SWC Health Services team to return to campus.

III. Make a report of an asymptomatic individual who has been exposed to a COVID-19 positive individual (AKA a “contact”)

- A. Ascertain if the caller is a student/parent/guardian
 - 1. Ask for name and Banner ID
 - 2. If calling on behalf of a student, get:
 - a. caller’s name and phone number
 - b. student’s name and Banner ID or date of birth
 - 3. Verify emergency contact information
 - 4. If not a student, refer accordingly
 - a. CCSU employee- Human Resources
 - b. Others- appropriate CCSU department or local resource
- B. Assess whether it is an emergency situation related to COVID-19 (i.e., declining quickly, difficulty breathing, blue lips or face, confusion, difficulty to awaken or stay awake and/or chest pain or pressure)
 - 1. Inform caller that you will transfer their call to a 9-1-1 dispatcher
 - 2. Transfer call and remain on-line until the dispatcher picks up.
 - 3. If not, answer question if known.
- C. If caller is seeking medical advice or has a medical question:
 - 1. Do not give medical advice or speculation
 - 2. Refer students to the SWC Health Services Team or their primary care provider (PCP) to answer medical questions
 - 3. Refer all other callers to the caller’s PCP
- D. Proceed with collecting exposure information and document in Medicat
- E. Tracer recommends that student seeks testing for COVID19
 - 1. Provide information regarding testing sites
 - 2. Ascertain and help trouble shoot any identified challenges
 - 3. Request that caller call back to inform call center of test results
- F. Inform student/parent/guardian/other that the student will need to be referred to the SWC for a telehealth appointment in order to confirm the need for quarantine
 - 1. Tracer puts caller on hold and contacts the SWC to inform them of the situation and that a telehealth appointment is needed
 - 2. Tracer transfers call to the SWC and stays on the line until the SWC picks up the call.
- G. SWC APRN meets with student for telehealth appointment, completes assessment and confirms need for quarantine

1. Quarantine procedure initiated
 - a. Provide information regarding quarantine options based on status
 - b. Ascertain and help trouble shoot any identified challenges
 - c. Provide student with information about the process going forward including provision of daily monitoring and tracking information
 - d. Instruct student to notify SWC student call center once medical clearance is obtained
 - e. Inform student that they cannot be out on campus until they submit medical clearance from their PCP or the University's on-site medical professional and receive approval from the CCSU SWC Health Services Team
 - f. Inform student that they may continue to attend classes remotely if they are well enough to do so and that the dean of students will be notified to help ensure that the student is not penalized academically while in quarantine
 - g. Document decision in EHR regarding where quarantine will take place
2. SWC APRN informs call center team supervisor of any students who are instructed to quarantine
3. Call center team supervisor will notify:
 - a. director of health services, who will notify the vice president of student affairs
 - b. dean of students, who will notify the relevant academic deans and student's professors that the student is out due to illness, as well as notify the student's emergency contact.
 - c. HR if student was attending classes on campus so HR can determine if faculty/staff need to be notified and contact traced
 - d. director of residence life if the student was living on campus,
 - e. athletic director if the student is a CCSU student-athlete
 - f. quarantine or isolation care residence halls RN and hall administrator if the student will be going to either of these levels of care on campus

H. SWC student call center team members in conjunction with the supervisors and RN assigned to quarantine hall monitor tracking data of students they speak with and/or assigned to them; this continues until the student is medically cleared and approved by the SWC Health Services team to return to campus.

I. If student in quarantine tests positive for COVID-19, initiate isolation procedure (see section II, F) and begin contact tracing

IV. Make a report of student who has symptoms of COVID-19, but has not yet been tested or has not knowingly been exposed to someone who has tested positive for COVID-19

A. Ascertain if the caller is a student/parent/guardian

1. Ask for name and Banner ID
 2. If calling on behalf of a student, get:
 - a. caller's name and phone number
 - b. student's name and Banner ID or date of birth
 3. Verify emergency contact information
 4. If not a student, refer accordingly
 - a. CCSU employee- Human Resources
 - b. Others- appropriate CCSU department or local resource
- B. Assess whether it is an emergency situation related to COVID-19 (i.e., declining quickly, difficulty breathing, blue lips or face, confusion, difficulty to awaken or stay awake and/or chest pain or pressure)
1. Inform caller that you will transfer their call to a 9-1-1 dispatcher
 2. Transfer call and remain on-line until the dispatcher picks up.
 3. If not, answer question if known.
- C. If caller is seeking medical advice or has a medical question:
1. Do not give medical advice or speculation
 2. Refer students to the SWC Health Services Team or their primary care provider (PCP) to answer medical questions
 3. Refer all other callers to the caller's PCP
- D. Proceed with collecting initial information about student in question
- E. Inform student/parent/guardian/other that per CDC and state guidelines the student is advised to:
1. Seek COVID19 testing
 - a. Provide information regarding testing sites
 - b. Ascertain and help trouble shoot any identified challenges
 - c. Request that caller calls back to inform call center of test results
 2. Contact their PCP if they have not done so already
- F. Inform student/parent/guardian/other that the student will need to be referred to the SWC for a telehealth appointment in order to triage symptoms
1. Tracer puts caller on hold and contacts the SWC to inform them of the situation and that a telehealth appointment is needed
 2. Tracer transfers call to the SWC and stays on the line until the SWC picks up the call.
 3. Health service provider completes telehealth assessment and notifies the SWC student contact tracing supervisor if COVID-19 testing and quarantine is recommended.

V. Make a report of a return to campus clearance

- A. Ascertain if the caller is a student/parent/guardian

1. Ask for name and Banner ID
 2. If calling on behalf of a student, get:
 - a. caller's name and phone number
 - b. student's name and Banner ID or date of birth
 3. Verify emergency contact information
 4. If not a student, refer accordingly
 - a. CCSU employee- Human Resources
 - b. Others- appropriate CCSU department or local resource
- B. Assess whether it is an emergency situation related to COVID-19 (i.e., declining quickly, difficulty breathing, blue lips or face, confusion, difficulty to awaken or stay awake and/or chest pain or pressure)
1. Inform caller that you will transfer their call to a 9-1-1 dispatcher
 2. Transfer call and remain on-line until the dispatcher picks up.
 3. If not, answer question if known.
- C. If caller is seeking medical advice or has a medical question:
1. Do not give medical advice or speculation
 2. Refer students to the SWC Health Services Team or their primary care provider (PCP) to answer medical questions
 3. Refer all other callers to the caller's PCP
- D. Instruct student to upload written documentation of medical clearance into the Mediat EHR portal and await approval to return to campus from the SWC Health Services team
1. Provide student with instruction on how to complete this upload
 2. Verify with SWC Health Services team to look for the upload and to notify the call center team member if the upload is completed within 48 hours
- E. SWC health services physician or designee reviews medical information provided and determines if the student is approved to return to campus
1. If not, student is informed of the reason and what is needed to provide approval
 2. If yes, student is informed of the decision, along with the following individuals on campus:
 - Vice President of Student Affairs
 - Director of Health Services
 - Director of Residence Life (if the student lives on campus)
 - Dean of Students
 - Supervisor of the Contact Tracing Team
 - Human Resources
 - Athletics Director (if student is a student-athlete)
 - RN in the Quarantine/Isolation Residence Halls
 - Hall Administrator of the Quarantine/Isolation Residence Halls

CCSU DINING NEWS

Campus dining should be safe, convenient, and delicious. We're on it!
To check out meal plan options or upgrade today, visit ccsudining.sodexomyway.com

RESIDENT DINING



- Memorial hall and Hilltop will operate at 50% Capacity with limited seating
- Take-out options will be available in both facilities.
- All Self-serve stations now operated by Dining Staff
- All tables and chairs will be cleaned and sanitized after use.
- The New hours reflect time to sanitize all touch points daily

RETAIL DINING



- “Devil’s Den is a Cashless facility. All Devil’s Den purchases made on the kiosk or Grubhub app.
- Some items have been eliminated to streamline our menus
- Food Court seating will be limited—Enjoy our outdoor picnic areas
- Order-ahead and mobile pay for all retail concepts through the Grubhub app with no fees for the fall Semester
- Check out our new hours at Devil’s Den

TECHNOLOGY



- Download the Grubhub app for mobile ordering, daily menus and planning.
- Text Devil to 82257 for dining updates, promos and giveaways.
- Follow CCSU Dining at [ccsudining](#) on Instagram and facebook.
- All Cashier stations will offer touchless payment and campus ID scanning

HEALTH & SAFETY



- Masks and gloves worn by all team members
- All team members are required to pass safe a daily health screening
- Face coverings required for all customers in all dining establishments when not seated
- All high-touch surfaces cleaned and sanitized after each customer and throughout the day
- Table cards will signal if a table has been cleaned and sanitized for customers

MEAL PLAN INFO



- Commuter Meal Plans will not be available until further notice
- Special Events and promotions included throughout the semester
- Unused Flex Dollars do not roll over from fall to spring.
- Take-out options are available at Memorial and Hilltop

ADDITIONAL INFO



- Floor signage in all dining locations to encourage social distancing.
- Plexiglass protective shields installed at all service areas
- Marketing and sustainability internships now available
- Student Employment positions available

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REOPENING PLANNING PARTICIPANTS

Technology Work Group

TECHNOLOGY		
HyFlex		Remote
1. Sean McNickle - Chair		1. Stan Styrzula - Chair
2. Jose Pezo		2. James Bryant
3. Tom King		3. Jennifer Nicoletti
4. Amy Kullgren		4. Tom Burkholder
5. Nicole Elsinger (Student)		5. Kenneth Trochsler
6. Chad Williams		6. Kelli Parady (Student)
7. Diane Cannata		7. Tina Rivera
8. Kelly McLaughlin		

Academics Work Group

ACADEMICS		
HyFlex		Remote
1. Christina Robinson - Chair		1. Marianne Fallon – Chair
2. Chad Valk		2. Chad Valk
3. William Mann		3. Ray Hernandez
4. Alyssa Volpicella		4. Robert Wolff
5. Eric Leonidas		5. Fred Latour
6. Jerry Jarrett		6. Joanne Milke
7. Kimberly Smith		7. Lisa Frank
8. Kim Kostelis		8. Lisa Bucher
9. Louise Williams		9. Yvonne Kirby
10. Briana Kuo (Student)		10. Cheyenne Bermudez (Student)

Student Life Work Group

STUDENT LIFE		
HyFlex		Remote
1. Tom Pincince - Chair		1. Amy Strickland – Chair
2. Lauren Turenne		2. Francesca Testa
3. Jacqueline Cobbina-Boivin		3. D'Lon Wilcox
4. Scott Hazan		4. Sarah Horrax
5. Amy Strickland		5. John Carpa
6. Awilda Reasco		6. John Tully
7. Beth Ghiloni-Wage		7. Maria Santilli
8. Jean Alicandro		8. Gladys Colon
9. Roshanay Tahir		

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Logistics/Operations Work Group

LOGISTICS/OPERATIONS		
HyFlex		Remote
1. Jim Grupp - Chair		1. Steve VanVoorhis - Chair
2. Hank Altman		2. Karen Arborio
3. Steve Villanti		3. Molly McCarthy
4. Barbara Coughlin		4. Doreen Revoir
5. Daniel Moreland		5. James Whittemore
6. Ryan Wark		6. Guy Crundwell
8. Jean Alicandro		7. Steve Villanti
9. Sarah Atkinson		8. Susan Slaga-Metivier
10. Carl Antonucci		
11. John O'Connor		

Front Line, Essential Work Group

FRONT LINE, ESSENTIAL		
HyFlex		Remote
1. Karen Misbach - Chair		1. Greg Sneed - Chair
2. Joe Starzyk		2. Rene Karas
3. LT. Orlando Oliveira		3. Karen Martin
4. Rich Karas		4. Sheryl LeBel
5. Thomas Bohlke		5. Thomas Bohlke
6. Norma Rivera		6. Tammy Perrotta

Student Support Services Work Group

STUDENT SUPPORT SERVICES		
HyFlex		Remote
1. Patrick Tucker - Chair		1. Larry Hall - Chair
2. Nilvio Perez		2. Myrna Garcia-Bowen
3. Betsy Fangiullo		3. Keri Maynard
4. Tina Rivera		4. Melina Lopez
5. Joanna Flanagan		5. Montez Johnson
6. Joanne Milke		6. Pat Gardner
7. Jacqueline Guzman		7. Justine Gamache
8. Keri Maynard		8. Amara Osorio (Student)
9. Beth Spear		9. Craig Schnur
10. Jonathan Smith (Student)		

Social and Emotional Aspects Work Group

SOCIAL & EMOTIONAL ASPECTS		
HyFlex		Remote
1. Michael Russo - Chair		1. Shannon Jackson - Chair
2. Sabeen Chaudhry		2. Julie deFalco
3. Pamela Whitley		3. Scott Kazar
4. Jonathon Pohl		4. Gladys Colon
5. Kristine Larsen		5. Olusegun Odesina
6. Michael Bartone		6. Pamela Whitley
7. Lisa Bigelow		8. Raven Ong
		9. Youngseon Kim

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Community and Alumni Relations Work Group

COMMUNITY & ALUMNI RELATIONS		
HyFlex		Remote
1. Mary Beth Papallo - Chair		1. Nelba Márquez-Greene - Chair
1. Brenda Albert		2. Laura Marchese
1. Cathie Jost		3. Joe Gordon
2. Laura Whittemore		4. Cathie Jost
3. Cheryl Crespi		5. Christa Sterling
4. Jessica Hernandez		6. Gil Gigliotti

Steering Committee

Sal Cintorino, Chief Operations Officer

George Claffey, Chief Information Officer

Kim Kostelis, Dean, School of Education and Professional Studies

Janice Palmer, Interim Associate Vice President for Marketing & Communications

Christina Robinson, Interim Associate Vice President for Graduate Studies, Research, and Faculty Development

Anna Suski-Lenczewski, Chief Human Resources Officer

Executive Committee

Zulma Toro, President

Rusty Barcelo, Interim Vice President, Equity and Inclusion

Charlene Casamento, Chief Financial Officer

Sal Cintorino, Chief Operations Officer

George Claffey, Chief Information Officer

Sue Collins, Interim Special Assistant to the President for Foundation Affairs and Development

David Dauwalder, Provost

Michael Jasek, Vice President, Student Affairs

Carolyn Magnan, University Counsel

Karissa Peckham, Associate Vice President, Enrollment Management

Anna Suski-Lenczewski, Chief Human Resources Officer

Ex officio, Jeremiah Jarrett, Presidential Fellow & Professor of Biology

Ex officio, John Tully, Presidential Fellow & Professor of History