

**CHESTNUT HILL COLLEGE COVID-19 TASK FORCE REPORT:
BUILDING A PHYSICALLY DISTANT BUT SOCIALLY ENGAGED FALL 2020**



Version Dated: July 24, 2020

Information contained in this report is accurate at the time of its publication and is based upon current knowledge and guidance related to COVID-19 from federal, state, and local officials. This document and the policies contained herein are subject to change. Updates will be made and communicated to members of the Chestnut Hill College community via their @chc.edu email address and on the College website. Please check these sources frequently as the COVID-19 pandemic continues to rapidly evolve and therefore the guidance and best practices are frequently changed. Guidance from the CDC and requirements set forth by the City of Philadelphia and Commonwealth of Pennsylvania will continue to inform this document.

Table of Contents

Re-Opening Chestnut Hill College..... 4

Grounded in Mission 4

COVID-19 Task Force Structure..... 6

Academic Plan for Re-Opening..... 9

Health & Safety 14

Health & Safety Mitigation Recommendations 15

Daily Health Self-Assessment 19

Suspected/Confirmed Case Protocol 19

Residence Life 22

Prior to Arrival on Campus 25

Interim Addendum to Student Code of Conduct: COVID-19 Procedures and Expectations..... 25

COVID-19 Honor Code 27

Dining Services..... 28

Athletics..... 29

Fitness Center Protocol 30

Co-Curricular Experience 32

Transportation..... 32

COVID-19 Crisis Communications Plan..... 33

Employee Return to Work Guide 36

Appendix A: Self-Assessment 60

Appendix B: Housekeeping Draft Plan (SSC) 62

Appendix C: CACC Documents 69

Appendix D: SAO Example..... 83

Re-Opening Chestnut Hill College

The COVID-19 pandemic is unlike any crisis previously faced by institutions of higher education. In March 2020, in order to best protect members of their communities, colleges and universities pivoted overnight from in-person to fully remote education. Offices, dining facilities, fitness centers, and residence halls went from bustling with activity to empty and silent, and College traditions were suddenly being experienced through tiny Zoom screens in the virtual world of the internet instead of together in person. College students, faculty, and staff suddenly found themselves completing work from places like kitchen counters, home offices, and bedrooms, and many found themselves competing for bandwidth and devices with children, siblings, parents, and roommates. While these conditions were not ideal for the small and highly interactive educational and co-curricular experience valued at Chestnut Hill College, the ability of our community to adapt, be creative, and even excel showed that our community's relationships and resilience are ready for any challenge.

The campus we will be returning to in Fall 2020 will not be the same campus we were forced to leave in the spring. It will be a place where the rules of physical distancing will govern our interactions and where every member of the community will be wearing a mask. We will be living and learning in a new world with new rules, but the spirit that has always guided Chestnut Hill College will still be with us. The creativity and resilience shown by the Chestnut Hill College community over the last few months are now being channeled into a Fall 2020 re-opening. There are certainly many challenges and considerations in bringing people back to campus to learn, live, and work, but we will face these challenges together as a community. We look forward to working together in order to ensure a safe, successful, and exciting return. We know that a successful reopening will require the vigilance, cooperation, and dedication of everyone at Chestnut Hill College. In these unprecedented times we have already witnessed so many examples of the strength and dedication of our community and we are confident this commitment will make Fall 2020, while certainly far from our old normal, an opportunity for continued growth and unity.

This report is made based upon what is currently known about COVID-19 and incorporates public health and safety recommendations based on local, state, and federal guidance. The recommendations, policies, procedures, and expectations contained in this report may change at any time as the pandemic continues to evolve; readers of this report should expect changes as the College continues to incorporate new guidance and best practices in preparation for the Fall 2020 semester.

Grounded in Mission

The plan to re-open Chestnut Hill College is grounded in the mission of the College. The mission of Chestnut Hill College is to provide students with holistic education in an inclusive Catholic community marked by academic excellence, shared responsibility, personal and professional growth, service to one another and to the global community, and concern for the Earth.

Growing from the mission, the Core Values of Chestnut Hill College provide the College community with a structure for a safe and educationally meaningful return to campus. While

specific details are contained in this report, here are examples of the centrality of the Core Values to the work of the COVID-19 task force:

We value personal and professional growth throughout the community:

- Members of our community commit to being life-long learners, which includes adapting to previously unimagined circumstances;
- Members of our community are asked to continue to educate themselves about how to reduce exposure of themselves and others to COVID-19.

We value academic excellence:

- Members of our community are asked to teach and learn in ways that challenge faculty and students to use online learning practices in learning experiences that are normally classroom-based
- Members of our community are challenged to continue striving for excellence both in person and in the virtual educational environment.

We value ethical principles:

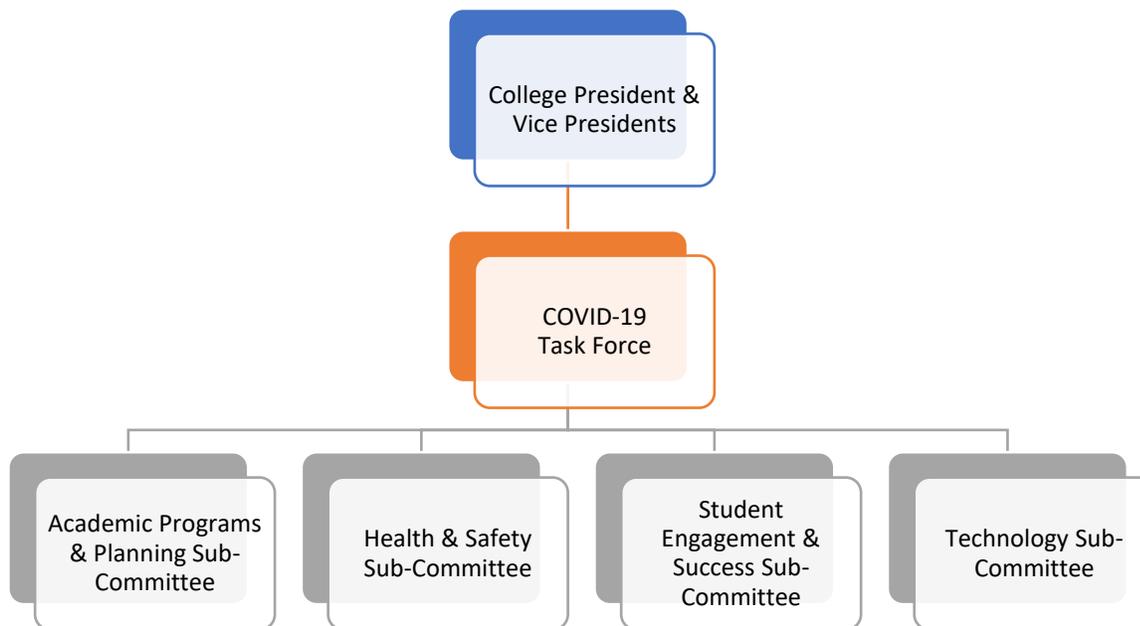
- Members of our community are asked to engage in an honest daily practice of health self-monitoring and self-assessment;
- Members of our community are asked to be supportive of each other in order to counter the stigma associated with self-reporting and quarantining.
- We Value Holistic Pursuit of Truth, Integrity, and Justice: Members of our community are reminded of our call to care for the most vulnerable amongst us and to act in ways that support the health of our entire community and respect each other in our community;
- Members of our community are reminded of our call to protect the rights of all through meeting our communal and individual responsibilities; decisions made in this lens help to protect all people in our community.

We value inclusive community:

- Members of our community are asked to support one another and check-in on each other in ways that promote physical distancing but also support engagement;
- Members of our community are reminded that we are all created in the image and likeness of God and thus called to respect human dignity and to be certain that the needs to all members are considered in decision making and planning;
- Members of our community are reminded of our commitment to an active inclusive love of all Dear Neighbors without distinction.

COVID-19 Task Force Structure

In late Spring 2020 it became clear that Chestnut Hill College needed a dedicated task force in order to create plans, procedures, and policies for a safe re-opening. The COVID-19 Task Force was appointed by the President and co-chaired by Krista Bailey Murphy, Ph.D., Dean of Student Life, and Michael Reig, JD, Registrar. The task force was intentionally inclusive of different cross sections of campus and designed to capitalize upon expertise from the appropriate faculty and staff. The full Task Force met twice a week and utilized Microsoft Teams for sharing of documents, best practices, and data needed to make decisions. The Task Force reported to the President and the College's Vice Presidents and was further organized into four sub-committees as depicted below:



The sub-committees were chaired by faculty and staff from across campus. Specifically, the chairs were:

- Academic Programs & Planning: BJ Cunningham, Ph.D., Dean of the School of Graduate Studies
- Health & Safety: Kenneth Soprano, Ph.D., Professor of Biology
- Student Engagement & Success: Nancy Dacheille, M.Ed., Director of Career Development and April Fowlkes, M.S., Director of Admissions Accelerated Adult Degree Program
- Technology: Lisa Olivieri, SSJ, Ph.D., Associate Professor of Computer Science and Technology

The four sub-committees were assigned very specific tasks in order to accomplish their work. These tasks are listed below:

Academic Programs and Planning Sub-Committee

- Investigate solutions for alternate instructional delivery including but not limited to alternating on-site and online program delivery, fully online program delivery, and hybrid program delivery.
- In light of the unpredictability of the COVID-19 virus, propose various scenarios for the Fall semester; for example, traditional 15 weeks; 13 weeks ending at Thanksgiving; 10 weeks; 8 weeks and any variations in between. We are open to the best thinking of the committee. With the various scenarios, propose the optimal approach to teaching and learning, for example, fully on-site, combination of on-site and online, etc. With a mandate to distance socially, classroom space will be severely reduced. What creative recommendations can you offer for teaching and learning under these circumstances? Without reducing class size, is it possible to offer every student a face-to-face classroom experience? For example, might half the students be in the classroom on Monday, while the others attend the class from their residence hall/home; while, at the next class meeting, the two groups exchange places?
- Investigate various scenarios for program delivery in Spring 2021 in the event that we experience risks related to COVID-19 at that time, this includes being creative with the length of the semester and the delivery of courses.
- Consider classes of varying sizes to reinforce social distancing and the procedures governing on-campus program delivery coordinated to accommodate the needs of all students.
- Review the fall semester schedules for maximum efficiency in program delivery that both reduces the amount of overall contact time for students and offers potential budgetary savings, if we observe declines in enrollment. Make recommendations pertaining to capstone and internship experiences if we are not on campus as well as if we are taking social distancing into consideration.
- Take into consideration options for faculty who are at risk and may not be able to teach on campus. What innovative means might we devise to make the necessary accommodations.
- Anticipate and identify changes, revisions, and opportunities for licensure in professionally accredited programs in areas like behavioral health and education.
- Make written recommendations on behalf of the sub-committee to Task Force.
- Take minutes of all meetings and publish them to the President, the Vice Presidents, and the Task Force.

Health and Safety Sub-Committee

- Become familiar with CDC, NCAA, state, and federal guidelines for return to work and safety on College Campuses and use them to shape College protocols.
- Advise on-campus health and sanitation, including classrooms, employee workspaces, residence halls, and common-use facilities (e.g., restrooms and eateries).
- Facilitate cooperation in developing and carrying out measures to improve the safety of workers.
- Help develop health and safety standards in accordance with CDC guidelines, rules and procedures as well as newly introduced best practices.
- Review employee concerns regarding safety and health hazards relating to COVID-19.

- Make written recommendations on behalf of sub-committee to Task Force.
- Take minutes of all meetings and publish them to President, Vice Presidents, and Task Force.

Student Engagement and Success Sub-Committee

- Create a student-focused environment that enables faculty, staff, and students to provide opportunities for successful completion of academic and professional career goals.
- Educate college community on student engagement best-practices (virtual and face-to-face).
- Develop and offer initiatives that support student engagement and success, both on-site and online.
- Provide a plan to offer resources and support for academic success to students, faculty, and staff.
- Coordinate with the three admissions offices to support current and future activities to keep prospective students engaged with the College and its community.
- Develop an activities program for virtual participation; consider activities on campus in an environment of social distancing.
- Develop a safe environment for Daily Mass, Prayer Services, Retreats, etc.
- Make written recommendations on behalf of sub-committee to Task Force.
- Take minutes of all meetings and publish them to the President, the Vice Presidents, and the Task Force.

Technology Sub-Committee

- Provide awareness of academic and non-academic technology resources and services available to members of the campus community.
- Make recommendations regarding academic and non-academic technology policies, procedures, solutions, and decisions to include best practices for an online learning environment.
- Host professional development webinars for staff and faculty to improve ability to telework and deliver high-quality online, ADA-compliant, coursework.
- Serve as a communications channel to invite participation from all academic and non-academic technology webinars, product demos, and activities.
- Facilitate communications about requests and needs for campus-wide or cross-departmental contracts or purchases of technology for academic and nonacademic purposes.
- Share information about how technology can assist specific groups to meet academic goals.
- Make written recommendations on behalf of sub-committee to Task Force.
- Take minutes of all meetings and publish them to the President, the Vice Presidents, and the Task Force.

Upon initial creation of an initial academic re-opening for Fall 2020, the Task Force, its respective sub-committees and additional members of the College community were reorganized into twenty-one (21) working groups organized under the appropriate Vice President. Presented alphabetically, these working groups include:

Alternate Funding Sources	Athletics	Classroom Technology Needs
Course Scheduling	COVID-19 Honor Code/Student Conduct Policies	Daily Housekeeping/Sanitizing
Dining Services	Employee Return to Work	Experiential Education
Fall Programming	Health & Safety Purchasing	New Student Orientation
Pedagogical Training	Protocol for Suspected/Confirmed Case	Resident Hall Opening and Safety
Signage	Student Tech/Training/Access Needs	Technology Training
Telemedicine	Video Conferencing Platform	WiFi/Bandwidth

The working groups, full Task Force, Task Force co-chairs, Vice Presidents, and President continue to (and will continue to) meet in order to complete planning and implementation of our plans for Fall 2020 and beyond.

Academic Plan for Re-Opening

Fall 2020 will not look like previous semesters at U.S. college and universities. While this is certainly something to lament and it is normal for alumni, upperclassmen, faculty, and staff to feel nostalgic for “the ways things used to be,” it is also a call to action to the entire community to be innovative, dynamic, and forward thinking. An individualized education is a reason many students and their families choose Chestnut Hill College, and Fall 2020 is an opportunity to highlight this special component of what it means to be at CHC.

The Academic Programs and Planning Sub-Committee investigated fifteen (15) possible options for Fall 2020; these options were drawn from research conducted by Inside Higher Ed and from planning and information sharing occurring at institutions of higher education across the country. Ten (10) of these scenarios were eliminated because they did not meet the academic, health, and co-curricular goals specific to Chestnut Hill College. The dismissed options were:

Back to Normal

In this scenario, the fall semester looks like any other fall semester. Residential students return to campus; commuting students participate in classes on campus as usual. This was dismissed as unrealistic and unsafe.

A Late Start

Begin the semester later than usual, perhaps sometime in October or even early November, whenever the social distancing restrictions can accommodate students gathering together in classes on campus. This was dismissed as uncompetitive, and we feared we might lose the fall semester completely.

Moving Fall to Spring

The fall semester would be postponed until January 2021. From there, schools might choose to push back the spring semester to the summer, or push through a modified calendar to make spring and a much shorter summer session possible. This was dismissed as too financially risky.

First-Year Intensive

This plan brings only first-year students to campus in the fall. First-year students learn in residential classes, while also participating in a full range of campus-based orientation and social-connecting exercises. Sophomores, juniors and seniors continue to learn remotely for the fall semester. It was noted that while we should provide intensive support to First-Years and rising sophomores to support their retention and success, full implementation of this model was seen as difficult to implement given that many courses have multiple grade levels within each course, and this model does not support necessary student engagement of upperclass students.

Graduate Students Only

In this model only graduate students return to campus to continue studies and to help with research continuity -- could also be combined with curricular and administrative considerations such as class size and need for face-to-face interaction. This was dismissed as we are not a large research intensive institution and most graduate students can pursue online learning successfully.

SCPS Students Only

In this model School of Continuing and Professional Studies (SCPS) students would be brought to campus and have priority in evening courses and classrooms. This was dismissed in favor of online learning for SCPS students which also provides evening classroom space for School of Undergraduate Studies (SUS) students (see Split Curriculum below).

Structured Gap Year

Implement a broader-scale approach to gap year experiences. Students could propose project-based experiences that could be implemented and managed while social distancing rules are still in place. This was dismissed as we do not have the infrastructure to support these types of programs.

A Block Plan

Students would take one course at a time during much shorter (three or four weeks) sessions or blocks, run consecutively for the entire semester. This was dismissed due to lack of time to plan and transform courses appropriately.

Modularity

Courses could be reimagined in terms of a series of themed modules (e.g. content in social justice, environmental awareness, etc.). Students might take five course modules over seven and a half weeks and then switch to a different five courses to continue with complimentary modules. This was dismissed due to lack of time to plan and transform courses appropriately.

Students in Residence, Learning Virtually

This approach would bring resident students back to campus, perhaps at a slightly less dense rate, while still teaching courses in a virtual environment. This plan was dismissed as it seemed odd to deem F2F residential and co-curricular interactions as able to be conducted safely while requiring faculty-student interaction to take place remotely for safety reasons.

A Low-Residency Model

Students would come to campus for one-to-two week intensive face-to-face experiences and then return home to complete the semester online. Students would be brought to campus in iterative waves. This was dismissed due to lack of time to plan and transform courses appropriately.

After elimination of these ten (10) possibilities, Academic Programs and Planning presented five (5) options for Fall 2020:

Targeted Curriculum

One approach option for fall is to reduce the number of courses being offered to limit on campus density and to prioritize support resources. Schools are considering a variety of ways of doing this, including focusing on core courses or signature experience courses, eliminating low-enrollment courses, and prioritizing courses that can be more easily adapted to multiple modalities.

Split Curriculum

In this approach, courses are designed as either on-campus or online. The courses that are most amenable for this option are those with multiple sections. Students able to return to campus (while honoring social distancing rules) can choose to enroll in either format. Requiring a defined proportion of enrollments to be in online courses for residential students may increase the number of students that can return to campus. This scenario has the advantage of simplifying the course-development process for faculty and the course-selection process for students, while also running the maximum number of on-campus courses possible while adhering to social distancing guidelines. Further, moving SCPS classes to online where possible enhances the ability to spread SUS courses out across a longer period throughout the day.

A HyFlex Model

In this model, courses would be taught face-to-face and remotely at the same time by the same instructor. Therefore, students could choose whether to return to campus or stay home. Those on

campus could be assigned certain class slots when face-to-face is an option, allowing the schools greater control of social distancing in the classroom.

A Modified Tutorial Model

In this model, students would take a common online lecture session. Faculty would then meet with small groups of students in tutorials that would allow for social distancing to be employed. A disadvantage is that it asks more of a faculty member’s time to be dedicated to meeting with students.

Fully Remote

Perhaps the most obvious option for the fall is to continue doing what we’ve been doing this spring. Students would be taught in a virtual environment from wherever they happen to be.

Of the remaining five options, rationale and discussion are presented in the table below:

PROPOSAL	PROS	CONS
Targeted Curriculum	Flexible for both SUS and SCPS Can offer modified hybrid courses for larger enrolled options Encourages creative use of space options (i.e.: Gruber Theater, outdoors, parlors, etc.)	Eliminates low enrolled required classes (for Dec grads) Does not work well with large classes of 20-40 students due to need to social distance Will need to reduce number of elective offerings
Split Curriculum	Works with F2F, Hybrid & Online Flexible for faculty & students Creates potential market for external (non-matric) students	Need to designate and dedicate space for commuters Need to provide computer labs for online work (on campus) Flat rate tuition (regardless of course delivery). Or discount for less than full-time students?
HyFlex	Allows for simultaneous delivery of online and F2F Workable option for some sections Provides shelter & safety for students not safe @ home	All faculty will need to do this to some degree for students who get sick or remain home Need technology to record/live stream Need (on-demand or by request) Cloud

	May already have tools (Teams, Zoom, Canvas)	storage, hardware, software, peripheral devices, infrastructure and training.
Modified Tutorial	May already be implemented in some courses, i.e.: science, math Conducive to Problem-Based Learning (PBL) course models	Labor intensive Will need space management plan Faculty will need to be trained on option
Fully Online	Necessary back up for shut down mid-semester Canvas templates already exist SGS/SCPS already moving as many courses as possible online Offers opportunity to offer evening meeting times to SUS	Faculty are already working on these skills Need additional support - exam proctoring software, peripheral devices and/or laptops (on-demand or by request of the faculty/students) and recommendations for access to internet for students. Need additional training on Canvas, technology, Quality Matters, online pedagogy and engaging students online

Borrowing components from Targeted Curriculum, Split Curriculum, HyFlex, Modified Tutorial, and Fully Online, Chestnut Hill College is preparing to open for Fall 2020 using a mixture of reduced density in-person instruction, hybrid class offerings, and fully online courses - what the Task Force has termed a “low-density hybrid model.” This approach will allow for maximum flexibility for the varied needs of all students and faculty. This model also prepares students and faculty for an immediate return to fully remote instruction, which may be required if prompted by local, state, and federal guidance related to COVID-19.

Classes will begin on August 31st and in-person instruction will end on Friday, November 20, 2020. There will be no holiday for Labor Day (classes will be held) and the traditional Fall Break has been eliminated. Eliminating Labor Day and the Fall Break reduces the likelihood that students, faculty, and staff will travel from campus and then return having been exposed to COVID-19. Similarly, ending in-person instruction prior to Thanksgiving allows for students to go home for the break and not return to campus at a time when seasonal flu is typically on the rise.

Classrooms will be arranged so that 6 feet of physical distancing exists between all students and the instructor at all times. In addition to providing adequate space for physical distancing, all classes will also meet at least one of the following criteria:

- 25% maximum capacity;
- 5 persons per thousand square feet; or
- No more than 25 persons per class

In order to comply with Philadelphia guidance of no more than 25 people gathering indoors, no classes will be held with more than 25 people (including the instructor), even if the room could hold more people at 25% capacity and support physical distancing. In order to accommodate these space needs, several non-traditional classroom spaces (i.e. East Parlor, Redmond Room, Sorgenti Arena, Gruber Theater) will be utilized for Fall 2020. Finally, masks or face masks will be worn in classrooms.

Upon redesign of classes to a combination of fully online, hybrid, split hybrid, and in-person, with nearly two-thirds of our fall sections being offered fully online (including approximately 50% of classes in the School of Undergraduate Studies), our classrooms will allow for at least 6 feet of distance between all individuals and will be operating at 25% of the maximum capacity. As a small college with an average class size of 12 students, very few of our classes are over 20 students in a typical year, so we are not in a position where we need to accommodate large lecture style classes.

Health & Safety

At the heart of all planning for a re-opening of Chestnut Hill College, the health and safety of the Chestnut Hill College community is paramount. The Health & Safety sub-committee was chaired by Dr. Kenneth Soprano, Ph.D., Professor of Biology. Dr. Soprano's expertise includes epidemiology and virology and this knowledge was critical to the work of the sub-committee. Dr. Sallyann Bowman, Chestnut Hill College Class of 1972, retired Director of the Student Health Services at the University of Pennsylvania, and a member of the College's Board of Directors, also shared her expertise and vast experience on this sub-committee (and the full task force). In addition to other staff members, Deirdre Horan, CRNP, Chestnut Hill College Director of Student Health Services, served on this sub-committee.

The Health & Safety Sub-Committee spent significant time reviewing federal, state, and local guidance related to COVID-19. Additionally, several key national organizations from within the higher education community released guidance and best practices that were helpful in developing a plan for re-opening. While not inclusive of all information available, frequently utilized resources included:

Federal, State, and Local Guidance

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

State: <https://www.pa.gov/guides/responding-to-covid-19/#PhasedReopening>

City: <https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/>

Federal: <https://www.whitehouse.gov/openingamerica/>

PA Department of Education:

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Pages/default.aspx>

National Organizations

ACE (American Council on Education): <https://www.acenet.edu/pages/covid-19-information.aspx>

ACCU (Association of Catholic Colleges and Universities):

<https://www.accunet.org/Resources/Coronavirus>

ACPA (College Student Educators International): <https://www.myacpa.org/covid-19>

ACHA (American College Health Association):

https://www.acha.org/ACHA/Resources/Topics/2019_Novel_Coronavirus_2019-nCoV.aspx

ACUHO-I (Association of College and University Housing Officers – International):

<https://www.acuho-i.org/covid19>

AAUP (American Association of University Professors): <https://www.aaup.org/guidance-reopening-campuses>

The Jed Foundation (mental health advocacy group): <https://www.jedfoundation.org/jeds-covid-19-resource-guide/>

NAFSA (Association of International Educators): <https://www.nafsa.org/regulatory-information/coronavirus-critical-resources>

NASPA (National Association of Student Personnel Administrators):

<https://www.naspa.org/project/covid-19-resources>

IACLEA (International Association of Campus Law Enforcement Administrators):

<https://www.iaclea.org/covid-19-resources>

NACE (National Association of Colleges and Employers): <https://www.naceweb.org/about-us/coronavirus-updates/>

NACAC (National Association of College Admission Counseling):

<https://www.nacacnet.org/news--publications/coronavirus/>

APA (American Psychological Association): <https://www.apa.org/topics/covid-19>

Based upon available information, the Health and Safety Sub-Committee recommends a series of prevention measures be in place to support a safe return to campus. These recommendations are contained in the table below.

Health & Safety Mitigation Recommendations

Preventative Measure	Additional Details	Status
Require facial coverings, masks, or face shields	At all times when indoors (except in residence hall room) and outdoors when 6 feet distance cannot be maintained	<ul style="list-style-type: none"> • Facial coverings have been purchased by Student Life and Athletics for different cohorts of students • Face shields have been ordered for faculty for use while teaching • Additional communication will go to students, faculty,

		<p>and staff regarding expectation to provide own facial coverings (with adequate supply of disposable masks available on campus)</p>
<p>Install plexiglass barriers at key, high traffic locations on campus</p>	<p>Locations include:</p> <ul style="list-style-type: none"> • Dining Hall • McCaffery Lounge Cashier • Griffin’s Den Cashier • Logue Library Circulation Desk • Fitness Center • Security Headquarters • Security Front Desks in Fournier, Fontbonne, and Fitzsimmons • Main entrance Security/Reception desk in Fournier 	<ul style="list-style-type: none"> • Campus has been mapped, barriers have arrived on campus, installation has begun and will be completed prior to re-opening for Fall 2020
<p>Require daily health self-assessment and temperature check to prevent spread of COVID-19</p>	<p>All members of the CHC community will screen daily for symptoms identified by the CDC. These currently include:</p> <ul style="list-style-type: none"> • Cough • Shortness of breath or difficulty breathing • Fever of 100.4 degrees or greater • Chills • Repeated shaking with chills • Muscle pain • Sore throat • New GI symptoms • New loss of taste or smell 	<ul style="list-style-type: none"> • Form has been created on myCHC portal for faculty/staff monitoring • Signs will be hung on the back of all residence hall rooms and in all bathrooms on campus containing the screening questions and what to do if you have any symptoms or a known exposure (example included later in document) • CHC has developed a flexible work plan policy, remote work policy and classroom based attendance policies in order to encourage people to stay away from campus when needed and to

		<p>promote healthy decision making by employees and students</p>
<p>Provide an indoor environment where physical distance of 6 feet can be maintained</p>	<p>This includes classrooms, the Fitness Center, lounge spaces, dining spaces, computer labs, and other gathering areas on campus</p>	<ul style="list-style-type: none"> • Classrooms have been mapped for new (lowered) maximum class size; depending on the structure of the room, furniture can be removed or desks/chairs can be marked off • Lounge furniture being removed from lounges in order to space furniture 6+ feet apart
<p>Provide additional hand sanitizer stations at all entrances and other key locations</p>		<ul style="list-style-type: none"> • Additional hand sanitizer stations (both stands and wall mounted) have been ordered for campus; installation has begun and will be completed prior to re-opening for Fall 2020
<p>Promote healthy hygiene practices such as handwashing</p>	<p>Will be accomplished through mandatory virtual training for all faculty, staff, and students, along with appropriate signage</p>	<ul style="list-style-type: none"> • In progress
<p>Increase routine daily cleaning and sanitization of campus by Housekeeping</p>	<p>This includes high touch and high traffic areas</p>	<ul style="list-style-type: none"> • Special equipment was purchased at the beginning of the pandemic and is currently being used • SSC (CHC's housekeeping vendor) has a plan (in appendices) that is being adapted and finalized for CHC • A schedule has been established for prior to opening, weekly, daily, and more than daily cleaning and disinfection

<p>Ensure safety of employees</p>	<p>This includes a phased return to work plan for employees who must complete their jobs on campus</p>	<ul style="list-style-type: none"> • Policies and procedures for employees have been created and are contained in this document under Employee Expectations
<p>Restrict size of group gatherings</p>	<p>No more than 25 people in a space with masks and social distancing inside and no more than 50 people with social distancing outside (or with masks being worn if 6 feet distance cannot be consistently maintained)</p>	<ul style="list-style-type: none"> • July Griffin Days, typically held on campus, are being held virtually throughout the month • New Student Orientation will keep students in “families” that they will remain with for the entire weekend; when these “families” need to be inside they will meet in rooms that allow for 6 feet of distancing and many activities will be offered outside • Outside events (weddings, lectures, etc.) are not available for Fall 2020 • Several Student Life offices (Student Activities, Career Development, etc.) will use Sign-Up Genius to limit group size at events that are held in person • As many events as possible will be held virtually
<p>Develop procedures for safe living in the residence halls</p>	<p>These specific procedures are included in this document under Residence Life</p>	
<p>Develop strong working relationships with local health providers and City and State Departments of Health</p>		<ul style="list-style-type: none"> • On-going

Evaluate safe practices for Student Health Services	Student Health Services will operate primarily via telehealth for Fall 2020	
Require FLS (a foreign language school that rents space on the CHC campus) to remain virtual for Fall 2020		<ul style="list-style-type: none"> Completed – all FLS programs will remain virtual for Fall 2020 (this decision will be reevaluated prior to Spring 2021)
Educate campus community regarding COVID-19 transmission, healthy hygiene practices, how to protect self/others, and what to do if they become sick or may have been exposed	This will be accomplished through a mandatory online training (in progress), signage, and frequent PSAs through email, social media, and flat screen TVs used for advertising on campus	<ul style="list-style-type: none"> In progress

Daily Health Self-Assessment

All students, faculty, staff, and vendors are expected to participate in a daily health self-assessment. Employees will be required to enter this information into a secure form on myCHC for each day they are working. Students will be expected to follow outlined protocols if they screen positive for any of the signs or symptoms of COVID-19. Appendix A provides a flow chart for resident and commuter students. The Employee Expectations section includes additional details for employees.

Suspected/Confirmed Case Protocol

All students are expected to participate in a daily health self-assessment and temperature check (described in the section above and included in Appendix A). If a student answers yes to any of the questions on the self-assessment, they are instructed to remain at home (commuter) or in their residence hall room (resident student) and call the Student Health COVID-19 Warmline at 215-248-7111 between the hours of 8:00 am – 8:00 pm; students will be provided with specific instructions (some outlined below) on testing, isolation, and self-quarantining from Student Health Services. Student Health Services will also provide students with detailed information on what to pack if they are going home or going into isolation of quarantine on campus. If a student is experiencing a medical emergency, they should call 911.

Students with Pending or Confirmed Positive Test Results

Upon suspicion of a possible case, the following protocols will be followed; please note the protocols are slightly different for resident and commuter students:

Resident Students

- Resident students who have a positive diagnosis or who are symptomatic pending test results will be directed to immediately return home if they are able to drive or a family member can

safely transport them. Students are strongly encouraged to travel home if social distancing and infection prevention recommendations can be maintained in the home.

- Prior to moving onto campus, resident students are encouraged to think through their plan should they need to isolate or self-quarantine. Being sick, scared, and away from home, while also being moved from their “home” residence hall space may not be the most comforting situation for students and having a plan in advance that is safe and accessible can relieve many of these anxieties.
- Resident students should avoid going to a private home in which persons with high risk conditions reside.
- Resident students who are already at home when they receive a positive test result or become symptomatic, should stay home and not return to campus. Resident students who are at home should still call the Student Health COVID-19 Warmline for instructions.
- Resident students who are symptomatic or who had a possible exposure and are pending test results and who cannot arrange for immediate transportation home will be isolated in Loyola Lodge.
- Resident students who are being asked to isolate will be asked for close contacts using the CDC definitions:
 - For symptomatic individuals: Within 6 feet for 15 minutes or more, 48 hours prior to symptoms and up until the time of quarantine
 - For asymptomatic individuals: Within 6 feet for 15 minutes or more for the 14 days prior to testing and/or quarantine
- Students who are in isolation or quarantined will have support for basic needs (food) as well as remote access to student support services including, but not limited to, Academic Advising and the Counseling Center.
- Students who are isolated but asymptomatic or only experiencing mild symptoms (i.e. they feel well enough) may continue to participate in courses remotely.
- Student Health Services will check-in, via phone, each morning between 10:00 am – 11:00 am and Student Health Services or Residence Life will check in each evening. Students must answer their phone so Student Health Services is able to check in on how they are feeling and assess if additional intervention is needed. Failure to comply with this may result in the student being asked again to travel home.
- In cases of emergency, quarantined students will contact Campus Safety and Security for assistance.

Commuter Students

- Commuter students who have a positive diagnosis or who are symptomatic pending test results must stay home and not come to campus.
- Students who have a positive diagnosis or who are symptomatic should be isolated from others upon symptom onset/diagnosis. Students are not permitted to return to campus until cleared via the criteria listed below.
- Commuter students who are being asked to remain in isolation off-campus will be asked for close contacts using the CDC definitions:

- For symptomatic individuals: Within 6 feet for 15 minutes or more, 48 hours prior to symptoms and up until the time of quarantine
- For asymptomatic individuals: Within 6 feet for 15 minutes or more for the 14 days prior to testing and/or quarantine
- Students who are asked to remain off campus will have remote access to student support services including, but not limited to, Academic Advising and the Counseling Center.

Students who are in isolation but asymptomatic or only experiencing mild symptoms (i.e. they feel well enough) may continue to participate in courses remotely. Contact Tracing and Students with Possible Exposure

- The Philadelphia Department of Public Health will assist Chestnut Hill College with contact tracing.
- Students identified as having close contact with a confirmed COVID-19 case (defined above) must travel home (if at all possible) and stay home for 14 days after last contact, even if no symptoms develop. Commuter students will be required to stay home and not travel to campus. Resident students who are unable to travel home will be quarantined in Loyola Lodge.

Return to Classes

In order to return to classes and (if applicable) leave assigned quarantine space in Loyola Lodge, students must meet the following criteria:

Positive COVID-19 Test or Symptomatic

- No fever for 72 hours without use of antipyretics (ex. Tylenol, Advil)
- Respiratory symptoms (cough) improve
- At least 10 days past onset of symptoms

Positive COVID-19 Test and Asymptomatic:

- At least 14 days since positive test
- Continue to have no symptoms

Employees

In addition to policies and protocols outlined by Human Resources in the Employee Expectations section of this report, employees are also expected to immediately (as soon as able) report a suspected or confirmed case of COVID-19 to Human Resources. Human Resources will work with Student Health Services and the Philadelphia Department of Public Health to initiate contact tracing. Employees should thoroughly review the Employee Return to Campus Guide as well as HR policies for reporting to work, self-quarantining, remote work, and returning to work after a possible or confirmed exposure or positive COVID-19 diagnosis.

Residence Life

Chestnut Hill College will offer housing for students in Fontbonne Hall, Fournier Hall, Fitzsimmons Hall, and apartments in Lincoln Woods. Returning students selected housing through a virtual housing selection process in April 2020 and new students were assigned by the Office of Residence Life and informed of these assignments in early July 2020. Loyola Lodge has been taken offline as a housing option for students and will be utilized as a space for isolation and quarantine (if needed). Common spaces and lounges will be reconfigured to support physical distancing. In addition to routine cleaning, high touch surfaces such as elevator buttons, Security desks, and ID swipe machines will be cleaned with disinfecting solution several times a day. Hand sanitizer will be available at the entrance to each residence hall.

Like most campuses, each residence hall has unique and varied bathroom facilities. This variation in bathroom styles requires students to help maintain a healthy and safe living environment. Please refer to the chart below for building configurations and bathroom cleaning expectations:

Building	Room Type	Bathroom Type	Cleaning
Fontbonne Hall	Single	Shared Hall Bath	Housekeeping cleans twice per day
Fontbonne Hall	Double	Shared Hall Bath	Housekeeping cleans twice per day
Fournier Hall	Single	Shared Hall Bath	Housekeeping cleans twice per day
Fournier Hall	Double	Shared Hall Bath	Housekeeping cleans twice per day
Fournier Hall	Single Suite	Private bath shared with one suitemate	Students responsible for cleaning bathroom
Fournier Hall	Double Suite	Private bath shared with roommate and two suitemates	Students responsible for cleaning bathroom
Fitzsimmons Hall	Four-person suite	Private bath shared with roommate and two suitemates	Students responsible for cleaning bathroom
Fitzsimmons Hall	Six-person suite	Private bath shared with roommate and four suitemates	Students responsible for cleaning bathroom
Lincoln Woods	2-person apartment	Private bath shared with roommate	Students responsible for cleaning bathroom

Chestnut Hill College COVID-19 Task Force Report 23

Lincoln Woods	4-person apartment	Private bath shared with roommates	Students responsible for cleaning bathroom
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All shared hall baths will also have disinfecting solution and paper towels available so students will be able to wipe down surfaces and self-sanitize.

The College is not housing students in Loyola Lodge (capacity 60 students) as this space is being reserved for isolation and quarantine. This represents 13.3% of our residential population as calculated at maximum capacity by student and 11.4% of our maximum capacity as calculated by number of rooms available on campus. Loyola Lodge has private bathrooms in each room.

In addition to the Interim Addendum to Student Code of Conduct: COVID-19 Procedures and Expectations and the COVID-19 Honor Code (both included later in this document), resident students will be expected to abide by several new expectations designed to limit the potential spread of COVID-19 in the residence hall setting.

Residence Hall Move-In, scheduled to begin with new students on Friday, August 28th, will be spread out over three days and with longer daily timeslots. Students are limited to bringing no more than two cars per student and no more than four total helpers (including the resident). All persons must wear masks during the move-in process. Elevators will be limited to one family per trip and operated by Security. Students are scheduled by last name and will follow the schedule below:

New Student Move-In Times, Friday, August 28 th		
A to C: 8:00 am – 10:00 am	D to L: 10:00 am – Noon	M to Q: Noon – 2:00 pm
R to S: 2:00 pm – 4:00: pm	T to Z: 4:00 pm – 6:00 pm	

Returning Student Move-In Times, Saturday, August 29 th		
A to G: 10:00 am – Noon	H to Q: Noon – 2:00 pm	R to Z: 2:00 pm – 4:00 pm

New Student Move-In Times, Sunday, August 30 th			
A to F: 10:00 am – Noon	G to L: Noon – 2:00 pm	M to R: 2:00 pm – 4:00 pm	S to Z: 4:00 pm – 6:00 pm

These times are designed to support a physically distant move-in and take into consideration that elevators will be limited to one family at a time. Please note that students who arrive outside of their assigned move-in time will not be permitted to move-in.

Resident students will not be able to move-in to the residence halls unless all of their health forms and waivers are complete. These forms are located on myCHC at: https://my.chc.edu/ICS/New_Students/. It is critical that these are completed before arriving to campus. Keys will not be issued to students who have not been cleared by Student Health Services. All new students have received specific instructions on accessing myCHC and completing the required forms.

Students are also expected to bring the supplies necessary to safely navigate campus and attend classes while complying with CDC guidance related to minimizing the spread of COVID-19. These supplies include an ample supply of face coverings, antibacterial gel, soap (depending upon your assigned residence hall room and type of bathroom), sanitizing wipes (such as Clorox or Lysol wipes) and/or other cleaning supplies.

There will be no guests permitted in the residence halls. Additionally, there will be no room changes except in emergency situations solely decided by the College. Residence Life staff is available to help students with roommate mediations and to navigate challenging living arrangements. We realize that these changes present new challenges for resident students, but they are an important part of providing a safe communal living experience. These decisions will be continuously reevaluated to be sure it complies with the most recent recommendations from federal, state, and local officials.

As in previous years, all resident students will be assigned a Resident Assistant (RA), who serves as a resource to students. RA training will be conducted both virtually and in small, appropriately spaced in-person settings. RAs will receive training specific to COVID-19 and building community in both traditional and virtual spaces. RAs will conduct floor meetings virtually and provide students with a variety of safe ways to engage with each other on campus.

Residence Hall Bathrooms

Approximately 38% (at maximum capacity) of our residence hall students use shared hall bathrooms. The rest of our residents have either a private room bathroom or a private suite bathroom. In all these cases, the bathroom is designed for single occupancy.

Shared hall bathrooms only exist in Fontbonne Hall and Fournier Hall. In both of these buildings, shower rooms are separate from sinks and toilets (and rooms that use the shared hall bathrooms also have sinks). In the shower rooms, all showers are adequately spaced and have high partitions to allow for safe usage. In the toilet and sink rooms, sinks and bathroom stalls will be marked closed as needed to ensure physical distancing.

Additionally, Housekeeping will be disinfecting shared hall bathrooms twice per day and Virex spray bottles and paper towels will be provided to students who wish to wipe down surfaces prior to usage.

Student Expectations

In order to support appropriate student behaviors, Chestnut Hill College has created an Interim Addendum to the Student Code of Conduct. This interim addendum (included in full below) applies to all students in all three schools (School of Undergraduate Studies, School of Continuing and Professional Studies, School of Graduate Studies) regardless of whether they are residing on

campus, taking courses primarily in person, or primarily online. The COVID-19 Honor Code (also included in full below) applies to all members of the Chestnut Hill College community.

Prior to Arrival on Campus

Students should not travel to campus to begin the semester (for move-in on campus, to an off-campus house/apartment, or as a commuters) if they have a fever or are experiencing any symptoms related to COVID-19 (as described in this document). Students are expected to conduct the Daily Health Self-Assessment (also described in this document) prior to departing for campus.

As of July 22, 2020, individuals traveling to Philadelphia from the following states are required to quarantine for 14 days: Alabama, Arizona, Arkansas, California, Florida, Georgia, Idaho, Iowa, Kansas, Louisiana, Mississippi, Missouri, Nevada, New Mexico, North Carolina, North Dakota, Oklahoma, South Carolina, Tennessee, Texas, Utah, Wisconsin. International students and students living in these states, or students who have traveled internationally or to any of these states within the 14 days prior to their arrival on campus, are expected to self-quarantine at home (or at another off-campus location) prior to traveling to campus.

Resident students from any of the above areas will be contacted by the Director of Student Health Services the week before move-in (week of August 24th) to be screened for symptoms of COVID-19 and to be asked to certify that they complied with this directive prior to arrival to campus. Students who indicate they are experiencing any symptoms, or who have been in a situation (such as a bar/nightclub or large gathering) that could increase the likelihood of exposure to COVID-19 will be asked to delay their travel for an additional 14 days.

Students who are not from states on the City's quarantine list are also asked to stay at home for two weeks before coming to campus, to minimize the chance of being exposed to the virus and potentially transmitting the virus at the campus environment. Students who are unable to stay home are expected to abide by strict physical distancing of at least 6 feet and use a mask when in public. Student should also avoid large gatherings (both in public or at private residences) and limit their activities to essential activities such as work and shopping.

Interim Addendum to Student Code of Conduct: COVID-19 Procedures and Expectations

Chestnut Hill College is welcoming students back to campus for Fall 2020 with a mixture of in-person, hybrid, and online classes. The re-opening of campus includes welcoming students back to the residence halls and an open invitation to participate in co-curricular activities in new and novel ways. Chestnut Hill College is taking steps recommended by public health authorities to minimize the risk of spreading this disease on campus. These steps rely heavily on community responsibility and efforts of all faculty, staff, and students in order to minimize the risk to our community. While we all must do our part to help protect each other, Chestnut Hill College cannot and does not guarantee a COVID 19-free environment, and that there is no guarantee that you will not be exposed to or contract the virus if you come onto campus to live and/or attend classes on campus and even the best efforts at preventing the spread of the virus cannot reduce the risk of infection to zero.

In order to minimize the risks associated with COVID-19, the procedures and expectations below are incorporated into the Chestnut Hill College Student Code of Conduct and are applicable to all

students. Your compliance with these requirements is essential to assisting the College in minimizing the risks to you and other members of the community. Please note that these procedures and expectations are accurate at the time of sharing this Addendum; these procedures and expectations may be updated at any time in order to ensure compliance with the latest directives from federal, state, and local authorities. Updates will be shared via @chc.edu email and updated on the College website.

General Principles:

- Students are subject to all guidelines for individuals related to the COVID-19 pandemic established by the United States [Centers for Disease Control and Prevention](#) (CDC).
- In addition, the [Commonwealth of Pennsylvania](#) and the [City of Philadelphia](#) have both issued guidelines for personal behavior during the COVID-19 pandemic and you must comply with such guidelines at all times. Students understand that both sets of these guidelines may change, and it is your responsibility to ensure that you understand and comply with these guidelines at all times.
- From time to time, the College may implement additional requirements restricting student behavior and students agree to comply with such requirements as a condition of enrollment at Chestnut Hill College.

Expectations:

- Students will wear face coverings (masks) according to CDC guidelines at all times when they are indoors and not in their residence hall room; this includes but is not limited to academic spaces, the dining hall (except when eating), offices, and lounges. Face coverings may be removed outdoors only while maintaining social distancing of 6 feet. Students will maintain a physical distancing of 6 feet between themselves and other individuals while on campus.
- Students will clean and disinfect high-touch surfaces in their residence hall room before and after another person enters the room. Students will also assist in disinfecting classroom desks, fitness center equipment, common area keyboards and library tables prior to usage in order to increase self-protection.
- Students will adhere to procedures outlined and posted in all areas of campus. Some facilities, including but not limited to the Fitness Center, Logue Library, the residence halls, and dining facilities, may have detailed procedures specific to those areas
- There will be no guests permitted in the residence halls until further notice. This includes students from other residence halls, Chestnut Hill College commuters, and individuals not enrolled at Chestnut Hill College. This will be reevaluated at regular points during the 2020-2021 academic year and students will be notified via @chc.edu email if this policy changes.
- Students will engage in frequent hand-washing and follow proper sneeze and cough etiquette, as recommended by the CDC.
- Students will engage in a daily self-assessment and temperature check to screen for symptoms of COVID-19. If a resident student has a temperature or any symptoms of COVID-19 as described by the CDC, they will immediately inform the Director of Student Health Services and stay in their room until they receive additional directives. If a commuter

student screens as potentially being positive they should not travel to campus and should promptly contact the Director of Student Health Services at 215-248-7111.

- Students agree to abide by all directives issued by Student Health Services; specific details from Student Health Services are available here (will hyperlink when I have the doc).
- Students understand and agree that they may be subject to regular testing for the COVID-19 virus and contact tracing, if testing and contact tracing is available, and they agree to submit to this testing and tracing, and the confidential reporting of the results to the College, without objection.
- If required by the College, students agree to go home or remain on campus in self-quarantine for a time period determined by the College, in consultation with public health authorities and Student Health Services and/or move to a different room in order to receive medical care and/or self-quarantine.

The above conditions may change, and students agree to follow all College directives related to COVID-19 and public health requirements. Any failure to adhere to any of the above directives is a violation of the Student Code of Conduct that may result in sanctions, including immediate removal from Chestnut Hill College housing and/or suspension/dismissal from the College.

COVID-19 Honor Code

The COVID-19 Honor Code is a social compact between Chestnut Hill College and its students, faculty, staff, and third-party vendors. Of equal importance, the COVID-19 Honor Code is an agreement amongst the members of our community designed to create an environment where personal integrity, community responsibility, academic excellence, and care for the Dear Neighbor are prioritized and valued. Living, learning, teaching, and working in times of COVID-19 call upon us all to be stewards of responsible behavior in all facets of our shared academic and co-curricular experience. We all must work together to create a campus that is physically distant but socially connected and engaged.

To that end, as a member of the Chestnut Hill College community, I pledge to:

- Make decisions that support my health and the health of all members of our community, especially those who are most vulnerable. Specifically, I will:
 - Stay home or isolated in my residence hall room if I am sick or may have been exposed to COVID-19;
 - Follow College procedures for notifying appropriate parties if I am sick or may have been exposed to COVID-19;
 - Wear a face covering when I am indoors for both my own protection and the protection of other members of our community;
 - Maintain a physical distance of 6 feet while outside on campus and at College sponsored events;
 - Practice good hygiene including frequent hand washing and sneezing and coughing etiquette;
 - Be mindful that my behaviors off-campus (traveling, attending large gatherings, and/or not following CDC guidance related to reducing the spread of COVID-19)

impact the Chestnut Hill College community and I will do my part to avoid situations where the risk of spreading COVID-19 is heightened.

- Uphold the values of academic integrity and speak out against academic dishonesty of all forms in both in-person and online course settings.
- Support help seeking behaviors from my peers and colleagues by reducing the stigma associated with COVID-19.
- Hold members of our community accountable by politely reminding them of these expectations and seeking help from the appropriate members of our community if needed.

The Chestnut Hill College COVID-19 Honor Code is provided to support our community values and is an added level of accountability to each other as we all navigate unfamiliar territory. The COVID-19 Honor Code is not in place of applicable policies in the Student Code of Conduct, Employee Handbook, or Faculty Handbook. Members of our community are expected to abide by all policies outlined related to COVID-19, but we also recognize that the unique circumstance of living, learning, teaching, and working during a global pandemic call for an additional level of accountability to each other as members of the Chestnut Hill College community.

Dining Services

Working in partnership with Chartwells (Compass Group), the College's food service provider, we are planning for a dining experience that promotes physical distancing. Capacity will be limited to 25% in all dining facilities. There are also a variety of grab and go options available across campus to enable people to eat outside, in their individual offices, and/or residence hall rooms. Specific plans are being finalized and will be available in early August, but include:

- Daily screening and temperature checks of all dining employees
- Antibacterial gel available upon entry and at other key points
- Plexiglass barriers at all points of sale
- Required face coverings (except when sitting and eating) for all guests and staff
- Physical distancing floor markers on the floor in the Fournier Cafeteria, McCaffery Lounge, and Griffin's Den
- Signage promoting physical distancing, good health hygiene, and education related to specific changes in dining operation related to preventing the spread of COVID-19
- Removing self-serve options such as salad bar, ice cream, whole fruit, etc. and replacing them with wrapped, pre-packaged, and/or served options
- Frequent disinfection of high-touch surfaces
- Use of disposable products
- Limiting the numbers of tables and chairs to promote physical distancing
- Limiting the number of people in the Fournier Cafeteria

We are also currently exploring:

- Online ordering, take out, and delivery options
- Adjusting hours of operations in the Fournier Cafeteria, McCaffery Lounge, and/or Griffin's Den in order to support physical distancing and disinfecting

Athletics

Chestnut Hill College is a member of the Central Atlantic Collegiate Conference, the Collegiate Sprint Football League, the East Coast Conference (Women's Bowling and eSports) and the NCAA Division II. As of July 21, 2020, all three athletic conferences had announced the postponement of Fall sports to Spring 2021. There will be no permitted team activities for the first two weeks of the semester. The exception to sports postponement is eSports, in which competitions and practices can be held virtually. Draft guidance from the CACC is included in Appendix C.

As the decisions reached by our respective athletic conferences are recent, we are finalizing a detailed plan for Athletics, but key components are included below. Additional information will be communicated directly to student-athletes as it becomes available.

Sport Classification

- The categorization of sport risk is based on consensus from the NCAA COVID-19 Advisory Panel, the AMSSM COVID-19 Working Group, and on the probability and significance of respiratory droplet spread during vigorous exercise when physical distancing and masking are not applied or are not possible. Importantly, the sport classification refers to sport-specific training and competition and not cross-training or other aspects of training.
 - Low Contact Risk Sports – Track & Field, Golf, Tennis, E-Sports, Bowling
 - Medium Contact Risk Sports – Cross Country, Softball, Baseball
 - High Contact Risk Sports – Sprint Football, Basketball, Lacrosse, Soccer, Volleyball

General Considerations

- Everyone in attendance should be working towards decreasing the risk of transmission and following CDC guidelines.
- All student-athletes, coaches and staff will perform daily self-health evaluations. If anyone is showing symptoms (i.e. fever, chills, muscle aches), they will report this to the proper authority before engaging with any other individuals.
- All student-athletes should clean individual equipment and clothing after each use.
- Staff or cleaning crews should thoroughly clean all shared equipment and facilities after each use.
- Chestnut Hill College will educate all student-athletes, coaches and staff about the symptoms of COVID-19.
- Chestnut Hill College will educate all student-athletes, coaches and staff about proper sanitizing and handwashing.
- Coaches and student-athletes must practice social distancing at all times except when actively practicing or competing.
- All student-athletes and coaches will be responsible for bringing their own hydration.
- All student-athletes, coaches and officials will avoid shaking hands, fist pumps or high fives, before, during or after contests and practices.
- Activities that increase the risk of exposure to saliva will not be allowed including chewing gum, spitting, licking fingers and eating sunflower seeds.

Considerations for Coaches and Athletic Trainers

- Coaches and athletic trainers will review and consider guidance from the CDC, Chestnut Hill College, NCAA and CACC to modify practices and games to mitigate the spread of COVID-19.
- Athletic trainers will treat student athletes by appointment only.
- In case of emergency, please contact a medical professional.
- Coaching staff and other personnel must wear face coverings at all times, unless doing so jeopardizes their health.
- Coaches and athletic trainers must monitor student-athletes for symptoms prior to and during practices and games.
- Break time may need to be increased and / or staggered to accommodate social distancing, hand washing, and avoiding shared spaces.
- Thermometers will be utilized to check temperatures as needed.
- Coaches must allow for enough time for student athletes to shower and change before attending class following a practice.

Locker Rooms

- Masks or facial coverings must be worn while in locker rooms.
- No team meetings are to be held in the locker rooms.
- Usage of locker rooms will be limited to bathroom usage and changing needs only. Each locker room will have limits based on stalls available.
- Showers will not be permitted in the locker rooms.

Practices/Training

- Properly trained staff will perform temperature checks prior to practice/training.
- When safely tolerated, face coverings or masks must be worn during activities that do not permit for social distancing.
- Appropriate social distancing will be enforced when feasible.
- Whenever possible, workouts will be conducted outdoors in large spaces.
- Teams will establish “functional units” as a strategy to minimize the potential spread of COVID-19. A functional unit may be composed of five to 10 individuals, all members of the same team, who consistently work out and participate in activities together. Assuming that these individuals observe appropriate sanitization, physical distancing and universal masking practices at all other times and do not otherwise place themselves in high contact risk scenarios (for example, attending off-campus social events), the individuals would only be considered high risk to one another.

Fitness Center Protocol

Recognizing that fitness and recreation are important components of a healthy lifestyle and a valuable stress reliever for many individuals, the following protocols have been established to mitigate the risk of spreading COVID-19 in the College’s Fitness Center. These protocols are in compliance with the City of Philadelphia’s reopening guidance for Gyms and Indoor Fitness Classes.

- The Fitness Center is 5,000 square feet. The Fitness Center will be open to 25 people at a time. This limit will be kept at 2 staff and 23 members. This limit will be posted at the

entrance. The swipe in station will be protected by a barrier to physically separate staff and members.

- The Fitness Center is open for 2.5 hour blocks followed by 30-minute closures to clean and disinfect.
 - Hours of Operation Monday - Friday:

Open Time	Closed for Cleaning
7:00 am – 9:30 am	9:30 am – 10:00 am
10:00 am – 12:30 pm	12:30 pm – 1:00 pm
1:00 pm – 3:30 pm	3:30 pm – 4:00 pm
4:00 pm – 6:30 pm	6:30 pm – 7:00 pm
7:00 pm – 9:00 pm	

- Housekeeping staff and trained Fitness Center staff will clean disinfect equipment during the closure periods.
- Fitness Center staff are be responsible for signing in members and making sure that only people who have signed up for that hour-long block are using the Fitness Center.
 - Fitness Center staff are responsible for reinforcing the new and current rules of the Fitness Center.
 - Members are required to wear a mask at all times. Members should take masking into consideration prior to engage in high-intensity aerobic activities. These activities may be safer to perform outdoors.
 - Members must wipe down equipment after use with supplies provided.
 - Members must wash hands after using the bathroom.
 - Members must stay 6 feet apart when in the Fitness Center.
 - Bench Press is temporarily suspended due to it being the only exercise that cannot be performed safely without a spotter.
 - Members cannot perform exercises/movements that involve being on the floor.
 - Members are allowed to bring their own equipment (belts, bands, wrist wraps, knee sleeves, etc) into the Fitness Center.
 - There will be no equipment rental.
 - Members can be suspended for a limited amount of time for failure to follow the rules.
- Cardio equipment and power racks will only be half available. Every other one will be closed for use.
 - Equipment will be rotated every day to help with wear and tear.
- Members will have to fill out new waivers and release forms to use the Fitness Center.
 - The new policies and procedures will be listed on these forms.

- The door both upstairs and downstairs will be open at all times to assist in air flow and ventilation.
- Members will enter from the main entrance downstairs and exit from the secondary entrance upstairs, which will now be our exit only.
- Water bottles may be filled at the bottle filler but there will be no water fountain use.

Co-Curricular Experience

For Fall 2020, a special focus is being placed on small group events, flexibility, and varied delivery methods. Working collaboratively, offices on campus will continue to offer both in-person (small group) and virtual events. Co-curricular goals will be accomplished by limiting indoor events to 25 students, offering an increased number of outdoor events, and developing programming that is offered in multiple ways (times, locations, in-person and livestreamed). A special focus is being placed on increasing desirable weekend activities (offered by a wide variety of offices on campus) in order to encourage students to stay on campus and not travel. Many of these programs will require students to sign up in advance through Sign-Up Genius in order to the office to safely prepare for the event and ensure the ability to provide adequate space for physical distancing. For students in the School of Undergraduate Studies, no Student Activities trips will be held in Fall 2020 (with the hope of holding these events in Spring 2021). Traditional large-scale fall campus events will be either cancelled or postponed to the spring semester, if appropriate. Important campus traditions that take place after the Thanksgiving Break, unique to Chestnut Hill College, will also need to be reimaged for Spring 2021. Opportunities for service in the local community will be assessed in August as additional information becomes available from the City of Philadelphia and the College's community partners.

In addition to programmatic offerings, offices will offer virtual office hours, meetings and appointments via phone/videoconferencing, and access to both internal and external opportunities via the Hill to Home section of the Chestnut Hill College website. An example of offerings from the Student Activities Office is included in Appendix D.

Transportation

Chestnut Hill College partners with TransNet, our third-party transportation provider to provide safe, reliable, and physically distant transportation to students. As part of their safety plan, TransNet screens drivers daily prior to the start of their shift. Additionally, vehicles function under the following COVID-19 precautions:

- Signs to close off seats in order to allow physical distancing on vehicles
- Masks are required at all times by passengers and drivers
- Drivers wipe down high touch surfaces (i.e. hand rails, arm rests, seat belts) throughout the day and vehicles are fully sanitized at the end of each shift

Recognizing that some commuter students rely upon the shuttle service to get to campus from Chestnut Hill and that students also need to go to the Metroplex and Plymouth Meeting Mall for both supplies and to work, the College will run shuttles in Fall 2020. However, it should be noted

that shuttle service will be reduced from previous years in order to allow time for proper disinfecting of vehicles.

TransNet will also provide transportation for students who need to be transported for medical needs related to COVID-19 (both testing and treatment). A separate “COVID vehicle” will be available as needed; this vehicle will only be used for these purposes and not part of the typical shuttle rotation. The driver of this vehicle is fully informed that the passenger they are transporting is or may be COVID positive. This vehicle has an additional partition between the driver and the passenger and passengers are instructed to move to the back of the vehicle for seating. The “COVID vehicle” will be disinfected immediately following any transport related to COVID-19.

COVID-19 Crisis Communications Plan

COVID-19 presents unique challenges to communications with key constituents. Recognizing that members of the Chestnut Hill College community are inundated with both reliable and unreliable information, the COVID-19 Crisis Communications Plan aims to provide accurate information, in a timely and succinct manner, to targeted key constituents. This plan also acknowledges that information is more difficult to process in times of high stress and anxiety and therefore messages must be clear and concise.

The COVID-19 Crisis Communications Plan is based in the mnemonic AIR:

Alert: warn impacted constituents with actionable guidance for protection

Inform: provide facts related to current situation or information about emerging risks

Reassure: maintain or reestablish trust by helping stakeholders manage expectations in the face of unpredictable circumstances

Key constituents include:

Undergraduate students	Graduate students	Adult degree program students
Full-time faculty	Staff	Adjunct faculty
Congregation of the Sisters of Saint Joseph	Allied Universal (Security)	Chartwells (Dining)
SSC (Housekeeping)	Emcor Fluidics (Physical Plant)	TransNet (Transportation)
Board of Directors	Families of students	Alumni
Donors	Other vendors	Prospective students
Grantors	Neighbors	Government agencies
Partner institutions	News media	

Notification to constituents can be made through a variety of channels. Each respective method of communication can reach different constituencies and is appropriate based upon both the level of urgency for the communication and the level of detail required for the communication to be

effective. There is no method that will reach all key constituencies at the College and therefore multiple methods are required for all important communications. Communication methods are described in the table below:

Communication Method	Constituencies Reached	Urgency Level	Detail Level
Text alert system	Students, faculty, staff, and some families (opt in service for all constituencies)	High	Very low (but can use to refer to email/website for additional details)
College (@chc) e-mail	All students, faculty, staff	Low (frequency of checking email varies by each individual constituent)	High
E-mail to specific key constituencies (outside of @chc e-mail)	Alumni, Board of Directors, prospective students, donors, government agencies, neighbors (portion), grantors, partner institutions, news media	Low (frequency of checking email varies by each individual constituent)	High
Banner on myCHC	All students, faculty, staff	Low (frequency of checking myCHC varies by each individual constituent)	Very low (but can use to refer to email/website for additional details)
Website announcements	All	Low (frequency of checking website varies by each individual constituent)	High
Social media	Potential for all, but varies by each individual constituent; can be nuanced for particular audiences	Low (frequency of checking social media varies by each individual constituent)	Low – High (depending on platform; can also be used to direct to website/e-mail)
Flat Screen TVs on Campus	Anyone physically on campus	Low	High

Printed signage at entrances and residence hall front desk swipe stations	Anyone physically on campus	High	Low (but can use to refer to email/website for additional details)
Messaging on College computers	Anyone physically on campus accessing a computer	Medium	Medium

Each message related to COVID-19 will seek to provide:

- An empathic and understanding perspective
- Timely and consistent information
- Accurate information
- A contact person to direct questions and concerns

While most forms of crisis communication tend to be rather one directional, e-mail and social media allow for more engaged responses. E-mail messages will direct constituents to send questions or concerns to a specific person. If receivers reply to the original message, there will be a predetermined plan for forwarding these responses to a single individual. Social media allows for public responses that can be viewed by other constituents. Social media responses can be valuable in assessing constituent perceptions of the College’s response, raise awareness of misinformation and rumors, and highlight unmet information needs. In addition to responding directly to social media comments, social media responses will be used to identify perceived gaps in communication and those items will be emphasized and/or corrected in future messaging.

Utilizing the CDC document, “Communicating During an Outbreak or Public Health Investigation” by Abbigail J. Tumpey, David Daigle, and Glen Nowak (2019), the College will **also** consider the following steps in communicating with key constituents in the event of COVID-19 positive cases on campus:

- Identify affected or potentially affected populations (i.e., target audiences).
- Identify behavioral factors that might place persons at risk.
- Identify partners who might be able to reach affected persons or populations.
- Identify perceptions in the community that might affect communications.

Feedback received from key constituents following each communication point will be used to enhance future preparedness and to further refine this COVID-19 Crisis Communications Plan.

Employee Return to Work Guide

- **PURPOSE**

This Guide is intended to mitigate the risks of the spread of COVID-19 as employees begin to return to work on campus. The health and safety of the entire College community is dependent on all employees making a personal commitment to follow and model compliance with this Guide in order to sustain a healthy campus. It is important that all employees diligently adhere to all policies and procedures as set for in this Guide.

As an added level of accountability to each other, all employees are expected to abide by and follow the principles set forth in the COVID-19 Honor Code Policy 2.30 to ensure a safe and healthy working environment for the entire College community.

This Guide is subject to frequent change with the introduction of additional public health guidelines from local, state, and federal authorities. Any amendments or updates will be communicated promptly through Human Resources and the Chestnut Hill College website and will take effect as of the date and time of publication.

It is expected that this Guide, or subsequent versions of it, will be in force through at least the 2020 fall semester and may be modified at any time.

- **AUDIENCE**

This Guide applies to all employees who return to work in person on the College's campus, are planning to do so, or they are in attendance at College sponsored events, such as coaches at off campus athletic games. This Guide also applies to graduate and undergraduate students upon their return to campus to work. Separate policy guidance will be issued for students as they return to campus for academic coursework. The College expects all employees who currently work remotely to familiarize themselves with, and abide by, the terms of this Guide during any subsequent visit or an eventual return to campus.

- **POLICY IMPLEMENTATION**

The following conditions shall apply to all employees instructed to return to campus during the phased return to campus and until otherwise deemed not applicable by the Chief of Staff.

- **MULTI-PHASED RETURN**

Chestnut Hill College will establish a phased return of essential and non-essential employees in a coordinated process as permitted by local, state, and federal guidelines. Once approved, employees will receive sufficient notice from their Supervisors and/or Deans with regard to timing and circumstances allowing their return to work on campus. Employees should not return to campus until receiving such notification.

Once decisions have been made to bring employees back to campus, employees are required to follow the policies and protocols detailed in this Guide for returning to work on campus.

- **EMPLOYEE BASED PROTOCOLS FOR RETURNING TO CAMPUS**

- **Return to Work COVID-19 Certification and Acknowledgement Form**

All employees must complete the Return to Work COVID-19 Certification and Acknowledgement Form and return to Human Resources via [myCHC](#) prior to returning to work on the College's campus.

How to access the Return to Work COVID-19 Certification and Acknowledgement Form:

1. Log into [myCHC](#) using your CHC user name and password;
2. Under the Employee tab, select the HR Document Upload option under the menu to the left;
3. Select the Return to Work COVID-19 Certification and Acknowledgement Form, upload the document to your personal computer as a PDF and print the form;
4. Complete and sign the form;
5. Upload the completed and signed document. Uploads must be in PDF or picture form and can be done from your personal computer, tablet, or phone.

- **Symptom Monitoring Requirement**

- **[Employee Daily Health Self-Monitoring Form](#)**

All employees must self-monitor their own health on a daily basis, including measuring their body temperature, on all days they are scheduled to work, even if you are working from home or are in self-quarantine. This form must be completed before leaving your home for work each day and prior to entering the College premises.

All employee responses to the Employee Daily Health Self-Monitoring, submitted through [myCHC](#), will be returned to Human Resources. All employee responses will be confidential.

How to access the Daily Health Self-Monitoring Form:

1. Log into [myCHC](#) using your CHC user name and password;
2. Click on the Employee tab;
3. Click on the Daily Health Self-Monitoring Form;
4. Answer the questions and submit the form.

Campus wide approaches to safety and the practice of physical/social distancing are important as employees can be without symptoms and still be COVID-19 positive. It is an employee's shared duty, as part of the College community, to act responsibly. All employees must be free of ANY symptoms related to COVID-19 to be present on campus.

[According to the CDC](#), symptoms may appear 2–14 days after exposure to the virus. These symptoms or combinations of symptoms include:

- Fever of 100 degrees or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle pain or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

Employees who exhibit any COVID-19 symptoms as listed above must:

- 1.) Self-report symptoms on the Daily Health Self-Monitoring Form through myCHC, **and**
- 2.) Do not come to campus, **and**
- 3.) Notify their Supervisor/Center Chair that they are not coming to work, **and**
- 4.) Contact their healthcare provider, **and**
- 5.) Utilize sick leave to stay home.

An employee must stop working immediately and leave campus when:

- (1) They experience the onset of any known COVID-19 symptom while on campus working, and/or
- (2) Believes they may have contracted COVID-19 after exposure to a known COVID-positive person while on campus working, even if they are not experiencing any symptoms.

The employee must notify their Supervisor/Center Chair before leaving work and contact their healthcare provider that they may have been exposed and/or developed symptoms.

○ **Apps for Monitoring Symptoms**

A number of suggested resources exist to assist employees with symptom tracking, including:

- [COVID Symptom Tracker](#) (Harvard T.H. Chan School of Public Health, Massachusetts General Hospital, King's College London, and Stanford University School of Medicine)
 - [COVID-19 Self-Checker](#) (Johns Hopkins)
 - [COVID-19 Self-Assessment](#) (Google/CDC)
- **Personal Travel**
- In July 2020, the Wolf administration announced a recommendation for domestic travelers returning from certain states with high numbers of COVID-19 cases to quarantine for 14 days upon return to Pennsylvania. A list of states to which the quarantine recommendation applies to can be found on the [PA Department of Health Travelers Information website](#).

Therefore, if an employee works on campus and plans to travel or has traveled outside their home state, in the past 14 days, to certain states where there are high amounts of COVID-19 cases, it is required that the employee stay at home and work remotely for 14 days prior to returning to work on the College's campus. Employees should stay in their quarantine location for the full 14 days and avoid interacting with anyone including those in their household.

Employees should check their home state's travel restrictions prior to commuting to campus for work.

[PA COVID-19 Information for Travelers](#)
[NJ COVID-19 Information Hub](#)
[DE Coronavirus Official Website](#)

The CDC recommends that employees planning on travel that is different from their everyday activities, away from their local community, should follow state and local travel restrictions. For up-to-date information and travel guidance, check the [state or local health department](#) where you live, along your route, and at your planned destination. While you are traveling, it is possible a state or local government may put into place travel restrictions, such as stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures. Employees should plan to keep checking for updates as they travel.

In addition, we ask that all employees returning to campus follow the CDC Guidelines set out for traveling throughout the United States:

- [How to Protect Yourself & Others](#)
- [Considerations for Travelers](#)

- **Training**

Prior to returning to work on campus, all employees are required to complete COVID-19 training. Training will cover best practices to prevent the spread of the virus and offer a variety of resources to help keep the College community safe.

Directions regarding access to the Employee COVID-19 Training Program will be provided by Human Resources as employees are notified to return to campus.

In addition, all Supervisors/Center Chairs will be required to attend a Zoom meeting for additional training on COVID-19 in the work place. Details will follow from Human Resources.

- **COVID-19 Testing**

Employees with confirmed cases of COVID-19 should follow [CDC-recommended steps](#), should use the Emergency Paid Sick Leave (EPSLA) and sick leave after EPSLA leave ends, and should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

Employees who are well but who have a family member at home sick with a confirmed case of COVID-19 should notify their Supervisor/Center Chair, follow [CDC recommended precautions](#), stay at home, and utilize the Emergency Paid Sick Leave (EPSLA) and sick leave after EPSLA leave ends.

However, in the situation where the employee is home, well and able to fulfill their job responsibilities, a remote work option may be possible in lieu of using sick leave with the approval of the employee's Supervisor/Center Chair and Human Resources.

- **Positive COVID-19 Cases**

Employees who are sick with the COVID-19 virus should self-isolate at home to prevent the spread of COVID-19 to other people. The decision to discontinue home isolation for employees with confirmed or suspected COVID-19 should be made in the context of local circumstances. Options below include a symptom-based (i.e., time-since-illness-onset and time-since-recovery strategy) or a test-based strategy.

Employees cannot return to work until they meet the following CDC criteria to [discontinue home isolation](#).

FOR EMPLOYEES WITH COVID-19 UNDER HOME ISOLATION

1). SYMPTOM-BASED STRATEGY

Employees with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications, AND
- Improvement in respiratory symptoms (e.g., cough, shortness of breath) AND
- At least 10 days have passed *since symptoms first appeared*.

2). TEST-BASED STRATEGY

Employees with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever **without** the use of fever-reducing medications AND
- Improvement in respiratory symptoms (e.g., cough, shortness of breath) AND
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected at least 24 hours apart (total of two negative specimens).

All test results should be final before isolation is ended and employee returns to work.

FOR EMPLOYEES WHO HAVE NOT HAD COVID-19 SYMPTOMS BUT TESTED POSITIVE AND ARE UNDER ISOLATION:

1). TIME-BASED STRATEGY

Employees with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used. Because symptoms cannot be used to gauge where employees are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

2). TEST-BASED STRATEGY

A test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

Employees with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected at least 24 hours apart (total of two negative specimens).

All test results should be final before isolation is ended and employee returns to work.

Employees returning to work after recovering from COVID-19 will be required to complete the Return to Work COVID-19 Certification and Acknowledgement form. Notification for return to on-campus activities is directed through Human Resources.

○ **Contact Tracing**

To help determine the risk of potential exposure to co-workers and others on campus, Human Resources will conduct a phone interview with the employee who has shown symptoms of COVID-19 or has tested positive. Human Resources will contact the Supervisor/Center Chair if further contact tracing of the COVID-19 positive employee is needed; however, the actual test result (and any other protected health information) will not be disclosed.

Employees who have been exposed to a COVID-19 positive person will be entered into a Human Resources symptom monitoring database that is updated daily. The objective is to inform employees of known exposures and to closely monitor each employee to ensure that any signs of infection are immediately addressed.

○ **Employees with Higher Risk for Severe Illness from COVID-19**

Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at the highest risk. Employees age 65 years and older and employees with other factors such as underlying medical conditions are at an increased risk for COVID-19 infection. Those underlying medical conditions include:

- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (from solid organ transplant)
- Obesity (BMI of 30 or higher)
- Serious heart conditions such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes

In addition, an employee might be at an increased risk to COVID-19 complications with the underlying health conditions that include:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain),

- Cystic fibrosis,
- Hypertension or high blood pressure,
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines,
- Neurologic conditions, such as dementia,
- Liver disease,
- Pregnancy,
- Pulmonary fibrosis (having damaged or scarred lung tissues),
- Smoking,
- Thalassemia (a type of blood disorder)
- Type 1 diabetes.

Employees in any of the above groups should consult the CDC's [extra precautions site](#) and speak with their Supervisor and/or Center Chair and their healthcare provider.

Employees who believe that they fall into the high-risk category may seek an accommodation related to returning to campus. Please contact the College's Human Resources Office at 215.248.7036 or HROffice@chc.edu for details regarding the process of requesting an accommodation.

Chestnut Hill College acknowledges higher-risk groups as a specific subpopulation, and that special contingency plans may be needed for the voluntary return to campus by employees of those groups, for example, by allowing employees of those groups to continue to work remotely when possible.

If employees of higher-risk groups return to campus voluntarily, even when the Employee Return to Work Guide suggests they may be safer at home, we may ask them to acknowledge the risk associated with being on campus.

○ **Staffing Options**

▪ **Remote Work**

Employees who can work remotely to fulfill their work responsibilities should continue to do so to limit the number of employees on campus and mitigate the risk of spread of the COVID-19 virus. Remote work arrangements must be approved by the employee's immediate Supervisor/Center Chair. Please refer to the Remote Work Policy 2.31 for more details.

▪ **Alternating Days or Alternating Weeks**

To limit the number of employees and interactions on campus, department managers should consider scheduling partial staffing on alternating days or

weeks with employees who are essential and required to be on campus. Such scheduling will enable physical distancing, especially in work areas with large common workspaces. To mitigate the spread of the virus, it is best to schedule the same employee on the same days to limit any employee's exposure to other employees when possible. Please consult with Human Resources if additional guidance is needed.

- **Staggered Reporting/Departing**

The beginning and end of the workday typically brings many employees together at common entry/exit points of buildings. Staggering reporting and departure times by at least 15 minutes will reduce traffic in common areas to meet physical distancing requirements.

- **Flexible Work Arrangements**

Flexible work arrangements are based on the specific needs of the department — either on an ongoing basis or at a particular time — and the ability of the staff member to work effectively in a flexible work arrangement. Please refer to the Flexible Workplace Policy 2.32 for more details.

- **Health and Safety Guidance/Core Responsibilities**

- **Personal Safety Practices**

- **Physical Distancing**

Maintaining space between one another is a best practice and required on the College's campus to avoid exposure to the COVID-19 virus and mitigate its spread. Because employees can spread the virus before they know they are sick, it is important to stay away from other employees whenever possible, even if an employee has no symptoms.

Physical distancing is especially important for employees who are at higher risk. Employees on campus must follow these physical distancing practices:

- Maintain a personal space of at least 6 feet (about 2 arms' length) from other employees.
- Limit physical contact with other employees. Avoid in person meetings. Use online collaboration tools such as Skype for Business, Zoom and Microsoft TEAMS, email or the phone rather than face-to-face interaction.
- Do not gather in groups and avoid crowded places.

- Do not congregate in work rooms, copy rooms, or other areas where people socialize.
- Employees in individual offices should work with their office door shut.
- No one should enter a private office unless invited to do so.
- Avoid coming in contact with employees displaying symptoms of illness.

Please refer to the Social Distancing Policy 2.33 for more details.

- **Face masks/coverings**

In accordance with the Commonwealth's safety order issued on July 1, 2020, face masks/coverings (e.g., disposable masks or cloth face coverings) must be properly worn by all employees working on and off campus at all times in public settings (e.g., common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, break-rooms, campus outdoor spaces, restrooms, etc.).

Faculty members teaching in a classroom have the choice of utilizing a plastic face shield, or in combination with the use of a face mask/covering, recognizing that the CDC does not recommend the use of face shields as a substitute for a face mask. However, the July 2020 Commonwealth order regarding the mandatory wearing of face masks in public also recognizes face shields to be in compliance.

If physical distancing is possible, employees working alone in private offices or laboratory environments and who are not otherwise engaged with any other employee, may remove their face masks/coverings while in such space. Appropriate use of face masks/coverings is important in minimizing risks to the wearers and those around them. COVID-19 can be spread to other employees even if an employee is asymptomatic and/or does not feel sick.

The face mask/covering is not a substitute for physical distancing.

- **Use and care of Face Masks/Coverings**
- **Putting on the face mask/covering**
 - Wash hands or use hand sanitizer prior to handling the face mask/covering.
 - Ensure the face mask/covering fits over the nose and under the chin.
 - Situate the face mask/covering properly with nose wire snug against the nose (when applicable).
 - Tie straps behind the head and neck or loop around the ears.

- Throughout the process: Avoid touching the front of the face mask/covering.
- **Taking off the face mask/covering**
 - Do not touch your eyes, nose, or mouth when removing the face mask/covering.
 - When taking off the face mask/covering, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
 - Wash hands immediately after removing.
- **Care, storage and laundering of cloth face coverings**
 - Keep face covering stored in a paper bag when not in use.
 - Cloth face coverings may not be used longer than one day at a time and must be washed after use.
 - Disinfecting method: Launder cloth face coverings with regular laundry detergent before first use and at the end of the work day.
- **Disposal of face masks**
 - Keep face mask stored in a paper bag when not in use.
 - Disposable face masks must not be used for more than one day and should be placed in a trash receptacle.
 - Dispose of a face mask if it is visibly damaged (e.g., stretched ear loops, torn or punctured materials), dirty or visibly contaminated.
- **Gloves**

Gloves are not necessary for general use and should not replace good hand hygiene. Washing your hands often with soap and hot water for a minimum of 20 seconds is considered the best practice for common everyday tasks. However, employees may elect to wear gloves while working on campus.
- **Goggles/Face Shields**

Employees are not required to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

- Faculty members teaching in a classroom have the choice of utilizing a plastic face shield, or in combination with a face mask/covering, recognizing that the CDC does not recommend the use of face shields as a substitute for a face mask. However, the July 2020 Commonwealth order regarding the mandatory wearing of face masks in public also recognizes face shields to be in compliance.

- **Personal Practices with Disinfection**

College custodial crews will continue to clean offices and workspaces, classrooms and public spaces based on protocols developed with CDC guidance in mind, and employees should take additional care to wipe down commonly used surfaces after use.

It may not be possible for the College to provide product for personal use, but before an employee leaves any room in which they have been working or eating, it is recommended that the employee wipe down all work or eating areas with EPA-registered disinfectant. This includes a private workspace or any shared-space location or equipment (e.g., computers, A/V and other electrical equipment, copiers, desks and tables, chair arms, light switches, doorknobs, handles, etc.).

Employees should clear all desk and table surfaces in personal offices and workstations to aid in thorough cleaning. Washing your hands with soap and hot water for a minimum of 20 seconds or using a hand sanitizer that contains at least 60% alcohol is also effective after contacting commonly used surfaces.

- **Hand-washing**

Wash your hands often with soap and hot water for a minimum of 20 seconds especially after you have been in a public place or used the restroom; after blowing your nose, coughing or sneezing; and before and after eating. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol, which must be allowed to dry to be effective. Cover all surfaces of your hands and hold them together until they feel dry. Avoid touching your eyes, nose and mouth with unwashed hands.

- **Coughing/Sneezing Hygiene**

If you are in a private setting and not wearing your face mask/covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and hot water for a minimum of 20 seconds. If soap and hot

water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

- **Travel**

Until further notice, no College-sponsored domestic or international travel is approved, with the exception of off-campus athletic events.

- **Expectations of Supervisors**

- **Work Environment**

Vice Presidents and Deans will work with Department Supervisors and Center Chairs to evaluate the work environment and make the necessary changes and adjustments to ensure physical distancing practices can be followed. In shared offices or workspaces, the following suggestions provide guidance for configuring work and teaching spaces:

- **Utilize flexible work schedules, staggered work hours, and staggered arrival and departure times.**
 - Rotations of remote and in-person work: Create schedules that rotate employees on in-person and remote work days in order to ensure offices are covered while also supporting social distancing and limiting the number of employees in the office.
 - Staggered scheduling: Stagger employees' arrival and departure times, so that not all employees arrive or depart at the same time.
 - Alternate break/lunch scheduling: Alternate work or lunch schedules to minimize the number of employees working together, congregating in one area, or gathering. If sharing a meal with other employees, remember to socially distance and do not sit directly across from one another.
 - **Adjust furniture and office layout to allow for social distancing.**
 - Move desks or furniture apart to maximize spacing within offices, office suites, work areas, and lounge or public spaces.
 - Relocate employees to alternate spaces or use larger spaces, if possible.

- Based on limited availability, and as a last resort, consider the use of office partitions or Plexiglas dividers for areas where the prominent purpose is customer service or interacting with walk-up traffic of students, faculty, staff, parents, or campus visitors.
- **Alter or limit congregating factors or spaces where the virus could be easily spread.**
 - Discontinue the use of office coffee pots and water coolers. Post signage to require disinfecting handles on refrigerators and microwaves, as well as control panels of microwaves and vending machines. Post signage discouraging drinking from water fountains. Employees are encouraged to bring their own water bottles.
 - Alter break room setups to increase social distancing. Limit the number of employees who can be present where gatherings often occur such as lunch or break rooms. Encourage outdoor break periods.
 - Insure adequate space between personal items in areas of shared storage such as locker rooms or mail rooms.
- **High Traffic Areas and Forming of Lines**
 - Clearly demarcate six (6)-feet of space in lines using blue painter's tape or approved decals from Physical Plant.

Create one-way traffic patterns (such as in aisles or library stacks) to decrease face-to-face interactions. Utilize barriers such as tape or furniture as needed to insure proper traffic patterns and limit access.
 - Limit number of employees moving through large spaces, like dining spaces and the bookstore.
 - When walking in corridors or hallways, stay on the right side according to the direction you are heading in order to maximize distance when passing other employees.

- **PLACE BASED PROTOCOLS FOR RETURNING TO CAMPUS**

- **Guidance for Specific Campus Scenarios**

- **Working in Office Environments**

If an employee works in an open office environment, they must maintain at least 6 feet of distance from any other employee. Consider staggering chairs or desks to achieve 6 feet of distance. Employees must wear a face mask/covering at all times while in a shared workspace/room. Employees should use their own computer, phone, headset and equipment, and not use a colleagues' equipment.

Employees will disinfect their personal workspace and equipment immediately upon arrival at the start of the work day and again prior to leaving campus at the end of the work day.

Department Supervisors should assess open work environments and meeting rooms to introduce measures to physically separate and increase distance between employees and other co-workers such as:

1. Placing visual cues such as floor decals, colored tape or signs to indicate where employees should stand while waiting
2. Placing one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space

Consider using natural ventilation such as opening windows, if possible and safe to do so, to increase airflow supply to occupied spaces.

Shared resources (e.g., community pen holders and pens, magazines in main office areas, etc.) should be removed.

If an employee works in a private office, no more than one employee should be in the office unless the required 6 feet of distance can be consistently maintained. If more than one employee is in a room, face masks/coverings should be worn at all times.

Face masks/coverings must be worn by every employee in a reception/receiving area. Face masks/coverings must be worn at all times on campus in public settings (e.g., common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, break-rooms, campus outdoor spaces, in restrooms, etc.).

Faculty members teaching in a classroom have the choice of utilizing a plastic face shield, or in combination with the use of a face

mask/covering, recognizing that the CDC does not recommend the use of face shields as a substitute for a face mask. However, the July 2020 Commonwealth order regarding the mandatory wearing of face masks in public also recognizes face shields to be in compliance.

- **Using Restrooms**

Restrooms usage must ensure physical distancing is achieved at all times. All employees must observe the posted occupancy signage when a restroom is occupied.

- **Using Elevators**

Elevator usage must ensure physical distancing is achieved. Using stairs whenever possible will assist vertical circulation given that elevator capacities may be challenged. If using the elevator, wear a face mask/covering and wash hands with soap and hot water for a minimum of 20 seconds or use hand sanitizer with 60% alcohol upon departing the elevator. Custodial crews will be wiping down elevator buttons more frequently during the day.

- **Meetings**

Convening in groups carries a high risk of viral transmission. Gathering sizes are governed by state and local restrictions determined at each phase. Whenever feasible, meetings should be held in whole or in part using online collaboration tools such as Skype for Business, Zoom and Microsoft TEAMS rather than face-to-face interaction.

When allowed, in-person meetings are limited to the restrictions of gathering sizes, assuming employees can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables (e.g., consider staggering seats) or add visual cue marks in meeting rooms to support physical distancing practices between employees.

When on campus, employees are encouraged to communicate with colleagues, Supervisors and Center Chairs as needed by email, telephone or other technology. A range of available collaboration tools such as Skype for Business, Zoom and Microsoft TEAMS may also be used.

- **Gatherings/Events**

Gatherings are not allowed at this time. Changes to gathering size restrictions will be communicated as restrictions change.

- **Food**

If obtaining food from dining sites on campus, employees must wear a face mask/covering when picking up food. If eating in a work environment (break room, office, etc.), maintain 6 feet of distance between one another. Employees should not sit facing one another. Eating alone is encouraged. Observe occupancy limits and avoid crowding of break rooms. Remove the face mask/covering only in order to eat, then put it back on. Wipe down the table and chair when finished. Common break room food and beverage items should not be used (e.g., shared coffee pots, shared water coolers, etc.). Reusable kitchenware (e.g., forks, plates) should not be used and should be replaced with disposable options.

- **Public Transportation**

Employees using public transportation must wear a face mask/covering before entering any public vehicle and avoid touching surfaces with their hands. Upon disembarking, hands should be washed with soap and hot water for a minimum of 20 seconds or use hand sanitizer, with 60% alcohol, as soon as possible and before removing your face mask/covering.

- **Parking**

Employees with parking permits should park in their designated zones.

- **Building Cleaning and Disinfection Protocols**

Enhanced cleaning protocols are in place on campus for high-risk/high-touch areas (e.g., door handles, light switches, handrails, interior doors, door push plates, common spaces, flat surfaces such as tables, elevator buttons). Increased cleaning will be performed in restrooms and in common areas. Hand sanitizer dispensers will be placed at entrance and exit points for buildings on campus, as well as near elevators.

If an employee in a building tests positive for COVID-19, the entire building might not be shut down. Whenever possible, the immediate space(s) occupied by that employee will be deep-cleaned based on CDC protocols and will be re-opened once sanitized.

○ **Outdoor Campus Spaces**

As mentioned in the Health and Safety Guidance section, maintaining adequate space between employees is a best practice and is required on the College's campus to avoid exposure to the COVID-19 virus and to mitigate its spread. Since employees can spread the virus before knowing they are sick, it is important to stay away from other employees whenever possible, even if one has no symptoms. Physical distancing is especially important for employees who are at higher risk. All employees on campus should follow these physical distancing practices:

- Maintain a personal space of at least 6 feet (about 2 arms' length) from other employees.
- Limit physical contact with other employees.
- Do not gather in groups and avoid crowded places.

In the interest of creating a culture where health and safety are promoted and realized, face masks/coverings must be worn by all employees on campus in all public settings (e.g., common workspaces, hallways, stairwells, elevators, meeting rooms, classrooms, break-rooms, campus outdoor spaces, in restrooms, etc.). Appropriate use of face masks/coverings is important in minimizing risk to the wearer and those around them.

A face mask/covering is not a substitute for physical distancing.

○ **Enter/Exit Control**

Entry to buildings will be regulated and monitored. Where applicable, your employee Chestnut Hill College ID card is required for entry to all buildings, and employees may not hold or prop open exterior doors for any other employee. After entering a building, sanitize your hands at the nearest sanitizing station or wash your hands with soap and hot water for a minimum of 20 seconds and follow signage and all physical distancing guidelines.

The College will identify suitable building access points. When appropriate, departments should attempt to coordinate arrival and departure times of employees to reduce congestion during typical "rush hours" of a day's schedule.

For example, employee arrivals and departures should be scheduled in 15-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc. Staggered schedules should be considered for lunch and break times.

Once you have been authorized to return to campus, you should arrive and depart campus through the designated building access points. Staff should

also report at the designated time, when applicable, to limit the number of people entering and exiting buildings at any one time.

Building entrance and exit points will be mapped for every building on campus, including ADA accessible circulation. Buildings will include signage and visual markers, including directional signage signifying flow, physical distancing signage showing where employees should stand (in certain buildings), and informational signage regarding protocols in the Employee Return to Work Guide. Employees should be mindful of following the directional signage and be prepared to change their daily routine to adhere to the new circulation patterns.

○ **Campus Operations Details**

▪ **Dining Facilities**

All employees visiting the College's dining locations and picking up food must wear a face mask/covering. While waiting in line, stand on decals on the floor that signify 6 feet of distance from the person in front and behind. Hands must be washed with soap and hot water for a minimum of 20 seconds or sanitized prior to picking up food items in dining venues. Touch only items to be purchased.

Once payment is made, follow the directional signage in the operation so that paths do not cross and a distance of 6 feet from other people is maintained at all times. Seating will be limited, if offered at all, in dining venues to ensure physical distancing both at the table and while moving in the location.

▪ **Bookstore**

All employees visiting the Barnes & Noble College bookstore must wear a face mask/covering. Follow directional signage and stand on decals signifying 6 feet of distance from the person in front and behind while in line.

▪ **Mail Room**

All employees visiting the Mail Room to collect or send package(s)/mail must wear a face mask/covering. While standing in line, stand on decals signifying 6 feet of distance from the person in front and behind.

▪ **Logue Library**

All employees visiting the Logue Library must wear a face mask/covering. Follow directional signage and stand on decals signifying 6 feet of distance from the person in front and behind while in line, when seated in the reading room and when in the

stacks. Employees using the Library's facilities must wipe down any key board surface and table top in the common areas before and after use.

Although the stacks will remain open, employees are encouraged to email their borrowing requests to librarians@chc.edu. Those requests will be charged to the borrower and ready for pickup in the lobby.

- **Visitors to Campus**

Visitors and guests of employees are not allowed in campus buildings until further notice. Contractors delivering goods or services to campus are allowed only with explicit permission and are expected to abide by all campus wide and building-specific protocols, and must be provided with this Guide by their College contact.

As a condition for continuous or intermittent access to the campus or facilities, contractors must have their own COVID-19 risk mitigation policies or procedures. Said contractor policies and procedures must be provided to and approved by the Vice President for Student Life and the Vice President for Financial Affairs prior to their phased return to campus for the delivery of goods and/or services.

If there any are questions regarding visitors to campus, please contact Human Resources at HROffice@chc.edu or call 215.248.7036.

- **FAQs**

How will employees know when they need to return to on-campus work?

Employees will receive sufficient notice from their Vice President, Supervisor and/or Dean with regard to timing and circumstances allowing their return to work on campus. Employees should not return to campus until receiving such notification.

How do I prepare to return to work?

It is recommended that all employees start by viewing the mandatory Employee COVID-19 Training Program, Supervisors and/or Center Chairs will be invited to attend a Zoom meeting for additional training on COVID-19 in the work place, read the Employee Return to Work Guide and the Employee or Supervisor Return to Work on Campus Checklists.

Where can I find the Return to Work training?

Prior to returning to work on campus, all employees are required to complete COVID-19 training. Training will cover best practices to prevent the spread of the virus and offer a variety of resources to help keep the College community safe.

Directions regarding access to the Employee COVID-19 Training Program will be provided by Human Resources as employees are notified to return to campus.

In addition, all Supervisors/Center Chairs will be required to attend a Zoom meeting for additional training on COVID-19 in the work place. Details will follow from Human Resources.

What do I need to do if I am concerned about returning to work?

Discuss your concerns with your Supervisor/Center Chair regarding the Return to Work plan. You may also contact Human Resources for additional information.

Am I required to come to campus for work if I can accomplish my job duties from home?

Employees who are deemed non-essential to campus operations and can work effectively from home may be allowed to continue to fulfill their work responsibilities remotely to limit the number of employees on campus. Remote work arrangements must be approved by the employee's immediate Supervisor/Center Chair. Please refer to the Remote Work Policy 2.31 for more details.

What if I do not have options for childcare?

- Flexible work options are available. Please work with your Supervisor/Center Chair to determine the best solution.
- Staff may use accrued paid leave time (vacation or personal leave) as approved by their Supervisor. If accrued time has been exhausted, staff may be placed in unpaid status if unable to work from home. Faculty members will need to work with their Center Chair and/or Dean.

Please consult the College Families First Coronavirus Response Act (FFCRA) Policy 2.14A for additional guidance.

Can I bring my child(ren) to work with me, since schools are closed?

Due to liability reasons, children cannot accompany employees in the workplace as set forth in the College's Minors on Campus Policy 4.7. Contact your Supervisor/Center Chair and Human Resources to discuss what other options may be available to you.

What if I am showing signs of sickness?

Employees who have COVID-19 symptoms (i.e., fever, cough, or shortness of breath, etc.) should notify their Supervisor/Center Chair, contact their healthcare provider, and stay home.

Employees with confirmed cases of COVID-19 and/or symptoms should follow [CDC-recommended steps](#), should utilize Emergency Paid Sick Leave (EPSLA) and sick leave after EPSLA leave ends, and should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

What if I have a sick family member?

Employees who are well but who have a family member at home sick with a confirmed case of COVID-19 should notify their Supervisor/Center Chair, follow CDC recommended precautions, stay at home and utilize Emergency Paid Sick Leave (EPSL) and sick leave after EPSL leave ends. Extended FMLA leave may also be an option. Refer to College Families First Coronavirus Response Act (FFCRA) Policy 2.14A for additional information regarding a confirmed COVID-19 case of a family member.

However, in the event the employee is home, well and able to fulfill her or his job responsibilities, a remote work option may be possible in lieu of using sick leave with the approval of the employee's Supervisor/Center Chair and Human Resources

When should I use technology instead of an in-person meeting?

Employees should limit the number of people at meetings, ensuring that Commonwealth law is followed. Examples include:

- When in-person meetings are necessary, no more than the number of people defined in PA law by the governor's order should be present, and physical distancing should be in place.
- Video conferencing and conference calls such as Skype for Business, Zoom and Microsoft TEAMS should be used instead of in-person meetings.
- No events, meetings, or gatherings will be approved that include more than what PA law defines.

Tools such as Skype for Business, Microsoft Teams and Zoom allow you to communicate with colleagues in real-time, host meetings, co-author documents and more.

What if I am part of the CDC-defined High Risk for Severe Illness from COVID-19 Population?

Employees in this group should consult the CDC's [extra precautions site](#) and speak with their Supervisor/Center Chair as well as their healthcare provider.

Employees who believe that they fall into the high-risk category may seek an accommodation related to returning to campus. Please contact the College's Human Resources Office at 215.248.7036 or HROffice@chc.edu for details regarding the process of requesting an accommodation.

Do I need to wear a mask?

Yes, employees must wear face masks/coverings in public spaces at all times, even when a safe physical distance from other employees can be maintained.

Faculty members teaching in a classroom have the choice of utilizing a plastic face shield, or in combination with the use of a face mask/covering, recognizing that the

CDC does not recommend the use of face shields as a substitute for a face mask. However, the July 2020 Commonwealth order regarding the mandatory wearing of face masks in public also recognizes face shields to be in compliance.

What are the guidelines for employees who commute to campus for work from their primary residence located in either PA, NJ, or DE?

Employees should check their home state's travel restrictions prior to commuting to campus for work.

[PA COVID-19 Information for Travelers](#)

[NJ COVID-19 Information Hub](#)

[DE Coronavirus Official Website](#)

What are the guidelines for employees who work on campus and plan to travel or have traveled outside their home state, in the past 14 days, [to an area where there are high amounts of COVID-19 cases](#)?

If an employee has traveled, or plans to travel, to [certain states](#) where there are a high number of COVID-19 cases, it is required that the employee stay at home and work remotely for 14 days prior to returning to work on the College's campus. Employees should stay in their quarantine location for the full 14 days and avoid interacting with anyone including those in their household.

The CDC recommends that employees planning on travel that is different from their everyday activities, away from their local community, should follow state and local travel restrictions. For up-to-date information and travel guidance, check the [state or local health department](#) where you live, along your route, and at your planned destination. While you are traveling, it is possible a state or local government may put into place travel restrictions, such as stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures. Employees should plan to keep checking for updates as they travel.

In addition, we ask that all employees returning to campus follow the CDC Guidelines set out for traveling throughout the United States:

- [How to Protect Yourself & Others](#)
- [Considerations for Travelers](#)

What if I feel stressed, anxious or am grieving a loss?

It's natural to feel stress or anxiety during this time. Whether you or a family member were ill or not, many people are experiencing feelings of loss. Our Employee Assistance Program (EAP) offers a wide range of services, including 24/7 access to licensed professionals to help you manage stress, loss, financial distress and more. For more information and support, contact UNUM 1-800-544-1446 or at www.lifebalance.net

Who do I contact if I have questions regarding employee benefits?

You may contact the Human Resources with questions via email at HROffice@chc.edu or call 215.248.7035.

What if I have questions that have not been addressed?

Please contact Human Resources with any additional questions at HROffice@chc.edu or call 215.248.7036.

- **Human Resources Policies and Procedures**

- Employee Manual
- Faculty Manual
- COVID-19 Honor Code Policy 2.30
- Remote Work Policy 2.31
- Social Distancing Policy 2.32
- Flexible Workspace Policy 2.33

- **Signage and Resources**

- **Signage**

- [CDC Signage](#)

- **Direct Links**

- [Center for Disease Control and Prevention \(CDC\)](#)
- [CDC Guidelines for Colleges, Universities and Higher Learning](#)
- [American College Health Association \(ACHA\) Guidelines for Reopening Institutions of Higher Education](#)

Appendix A: Self-Assessment

CHESTNUT HILL COLLEGE COVID-19 SELF-ASSESSMENT & ACTION PLAN FOR RESIDENT STUDENTS

In the last 48 hours have you had any of the following NEW symptoms?

- Fever > 100.4 F
- Cough
- Trouble breathing, shortness of breath or wheezing
- Chills or repeated shaking with chills
- Loss of smell or taste or change in taste
- Nausea, vomiting or diarrhea
- Headache

YES

Please remain in your room and follow next steps:

Call 911/ Security if you have

- Chest pain or pressure
- Struggling to breathe
- New confusion
- Bluish color to lips or face
- Feel lightheaded or dizzy

NO

Carry on, Griffin...

Continue to wear your mask, wash your hands, and practice physical distancing.

Otherwise, between the hours of 8:00 am and 8:00 pm please call the CHC Student Health COVID-19 Warmline at 215-248-7111 for guidance for testing. Remain in your room until you have made contact with Student Health.

CHESTNUT HILL COLLEGE COVID-19 SELF-ASSESSMENT & ACTION PLAN FOR COMMUTER STUDENTS

In the last 48 hours have you had any of the following NEW symptoms?

- Fever > 100.4 F
- Cough
- Trouble breathing, shortness of breath or wheezing
- Chills or repeated shaking with chills
- Loss of smell or taste or change in taste
- Nausea, vomiting or diarrhea
- Headache

YES

Please remain off campus and follow next steps:

Call 911 if you have

- Chest pain or pressure
- Struggling to breathe
- New confusion
- Bluish color to lips or face
- Feel lightheaded or dizzy

NO

Carry on, Griffin...

Continue to wear your mask, wash your hands, and practice physical distancing.

Otherwise, between the hours of 8:00 am and 8:00 pm please call the CHC Student Health COVID-19 Warmline at 215-248-7111 for guidance for testing. Remain off campus until you have made contact with Student Health.

Appendix B: Housekeeping Draft Plan (SSC)

Introduction

As the impact of the coronavirus (COVID-19) continues to evolve, please be assured the health, safety, and well-being of our associates, students, and clients remain our highest priority. Our goal is to remain flexible and adaptable during this time.

How COVID-19 Spreads

The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with virus and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.

Health and Safety Guidelines

- Stay home if you're sick
- Employees complete health screening form daily
- Daily pre-shift screening (temperature checks)
 - Time clock sanitized throughout the day
 - Wear appropriate PPE:
 - ✦ Gloves
 - ✦ Face masks & covering
 - ✦ Any other required PPE
- Practice and promote hand hygiene
- Practice social distancing
 - Carts prepped
 - Keys sanitized
 - Staggered shifts and break times

OSHA Risk Assessments

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk, as shown in the occupational risk pyramid, below. The four exposure risk levels represent the probable distribution of risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

Worker Exposure Risk to COVID-19

Classifying Worker Exposure to SARS-CoV-2

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may depend in part on the industry type and need for contact within 6 feet of people known to have, or suspected of having, COVID-19.

OSHA has divided job tasks into four risk exposure levels, as shown below. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

Occupational Risk Pyramid for COVID-19

VERY HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers include:

- Healthcare and morgue workers performing aerosol-generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

MEDIUM EXPOSURE RISK

Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients. Workers in this category include:

- Those who may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings), including individuals returning from locations with widespread COVID-19 transmission.

LOWER EXPOSURE RISK (CAUTION)

Jobs that do not require contact with people known to be, or suspected of being, infected.

- Workers in this category have minimal occupational contact with the public and other coworkers.

For more information, see the [Guidance on Preparing Workplaces for COVID-19](#).



The four exposure risk levels represent probable distribution of risk.



• [osha.gov/covid-19](https://www.osha.gov/covid-19) • 1-800-321-OSHA (6742) • @OSHA_DOL

OSHA 1998-08-2020

EPA Approved Disinfectants

Products with EPA-approved emerging viral pathogen claims

- VIREX II 256
- Purell Wipes
- Clorox Wipes
- Clorox 360 Wipes
- Oxvir Tb
- Green Klean, Chlorinated Tablets
- Alcohol solutions with at least 70% alcohol

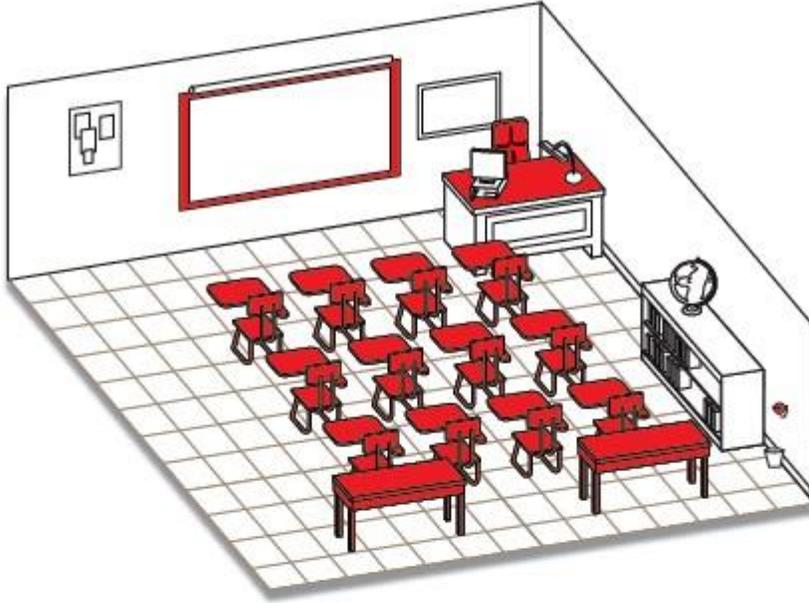
- Diluted bleach solutions

Disinfecting Procedures

Follow CDC guidelines for cleaning focuses on High Touch surfaces in offices, classrooms, open areas, and restrooms. (All general cleaners have been replaced with EPA rated Virucides.) High Touch surfaces to include:

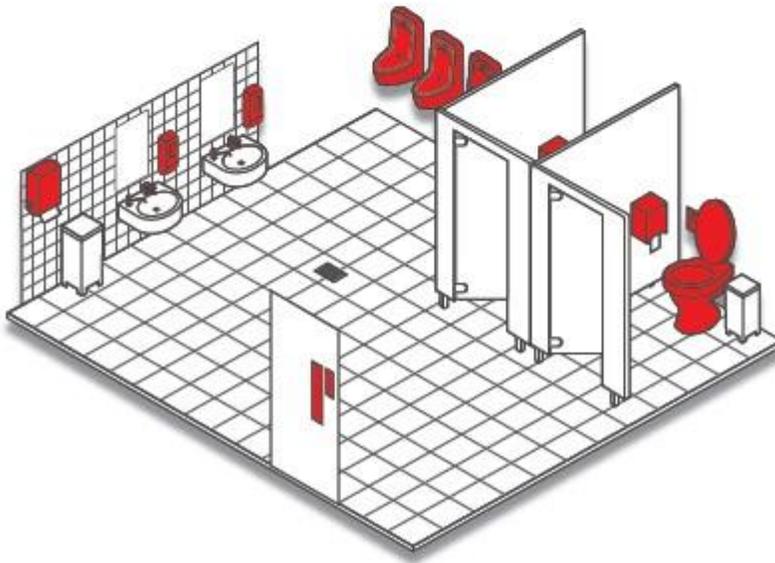
- Tables	- ATM Machines
- Copiers	- External Doorknobs
- Doorknobs	- Hand rails
- Light Switches	- Toilets
- Countertops	- Sinks
- Handles	- Faucets
- Desks	- Water Fountains
- Phones	- Touch Screens
- Keyboards	- Elevator Buttons

Key Touchpoints



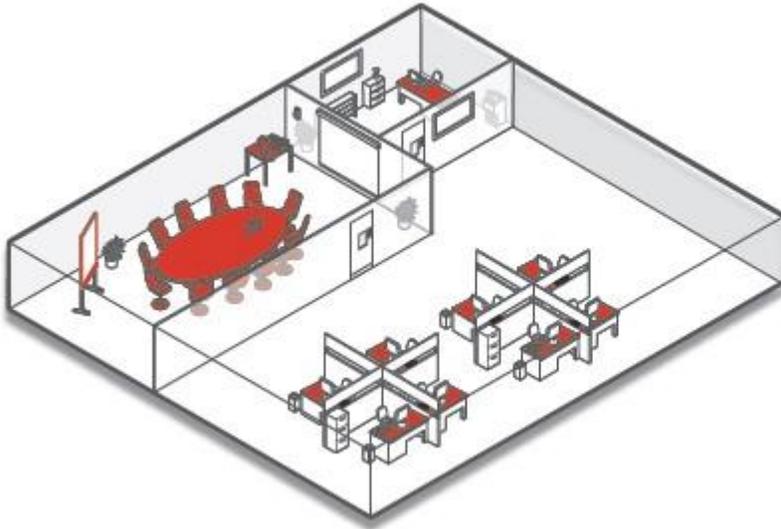
Classrooms:

-  telephones / computers / electronics
-  desks / tables
-  switches
-  door handles
-  chairs
-  pencil sharpener/ metal surfaces



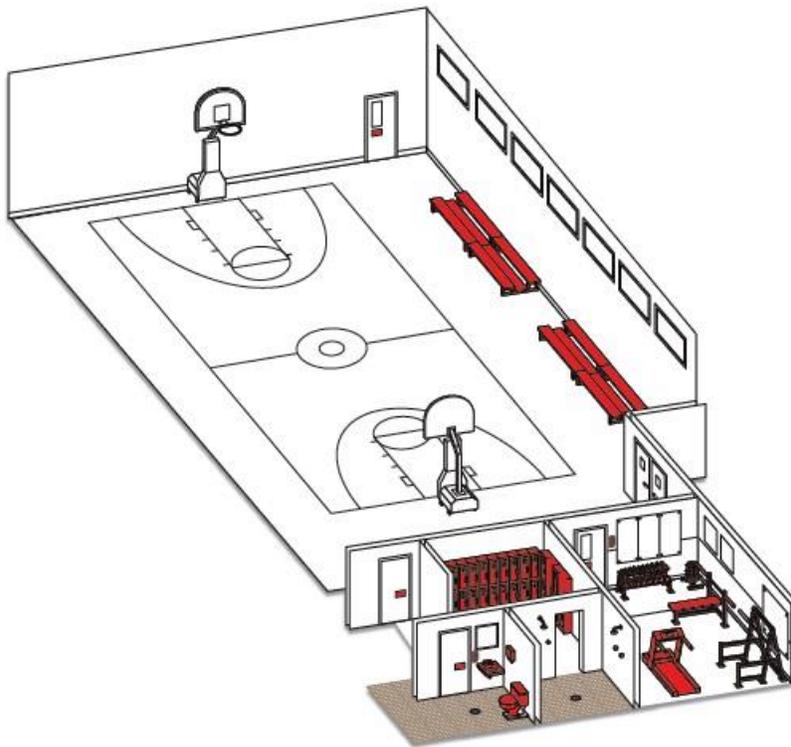
Restrooms:

-  door handles
-  switches
-  dispensers, paper towel holders
-  bathroom handles, toilet flush, shower control, taps
-  toilet seats, splash walls



Offices /Conference Areas:

-  telephones / computers / printers
-  desks
-  switches
-  door handles
-  metal surfaces



Athletic Facilities:

-  door handles
-  switches
-  dispensers
-  food contact surfaces
-  sinks, shower handles
-  toilet seats and flush handles, splash walls
-  hard surface benches / chairs
-  athletic equipment
-  locker exterior

GUIDANCE FOR CLEANING & DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE
FOR MORE
INFORMATION

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED.

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

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

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

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

2 IMPLEMENT

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

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

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

3 MAINTAIN AND REVISE

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

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

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

For more information, please visit [CORONAVIRUS.GOV](https://www.cdc.gov/coronavirus)



CS316485B April 23, 2020 1:56 PM

Sanitizing Daily

All buildings on campus will be cleaned daily with EPA approved disinfectant. SSC Custodial recommends all campus staff to disinfect their personal phones, company phones, keyboards, mouse, and computers.

All touch point areas are disinfected Monday-Friday at agreed service times. (Buildings with 7-day service will receive cleaning 7-days a week.)

Cleaning and Disinfecting Infected Area



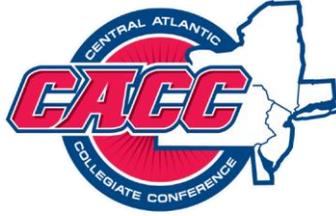
Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected, it can be opened for use**.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.



***SPRING SEMESTER
PROPOSAL
FOR ALL SPORTS
COMPETITION IN 2021***

(as of July 13, 2020)



CONCEPT OF ALL SPORTS CONDUCTED DURING SPRING SEMESTER 2021

GUIDELINES:

- > “Normal” Spring Sports Schedules will be conducted as usual (AND current regular season schedules) with Conference championships ending to permit selections to respective NCAA Championships.
- > “Normal” Winter Sports Schedules will be maneuvered so they end to permit selections in respective NCAA Championships.
- > “Normal” Winter Sports teams will likely need to begin practices December 1, to play 19 conference games.
- > The conference will request a waiver from the NCAA seeking to eliminate the seven-day holiday dead period.

SPORT BY SPORT BREAKDOWN:

1. “Normal” Winter Sports:

Basketball

- a. First Practice:** No later than Dec 1 (Seven-day break waived?)
- b. First Contest:** January 2 (21 dates needed to play 19 conference games)
- c. Conference Championship:** As planned on March 2, 6-7

2. “Normal” Spring Sports:

Scheduled as currently planned

- a. First Practices:** Jan 10 or first day of classes; whichever is earlier
- b. First Competitions:** February 1 is the NCAA’s first permissible playing date of competition
- c. Conference Championship:**
 - **Men’s Tennis Championship (May 1-2)
 - **Softball Championship (May 6-8)
 - **Men’s Lacrosse Championship (May 6 & 8)
 - **Women’s Lacrosse Championship (May 4, 7-8)
 - **Baseball Championship (May 7-8, 13-15)
 - **Outdoor Track Championship (May 8-9)

> CACC schedules in all sports meet NCAA minimum for sponsorship. Men's Lacrosse is only sport that CACC schedule does not meet minimum for post-season selection (CACC Schedule = 6, NCAA Selection minimum = 7).

3. Fall Sports Moved to the Spring:

Volleyball

a. First Practice: December 1 (Seven-day break waived?)

b. First Competition: January 2 (21 dates needed to play 19 conference games)

c. Conference Championship: March 1, 6-7

> Volleyball will be contested at the same time as basketball. Month of January very few institutions will be in session and thus practice times/ facility is flexible. Contests played on the same schedule as basketball, but at opposite sites.

Men's and Women's Soccer

a. First Practice: Jan. 10 or first day of classes; whichever is earlier

b. First Match: March 2 (14 dates needed to play 12 conference matches)

c. Championship Date: April 19-20, 23 & 25

Women's Tennis

a. First Practice: Jan. 10 or first day of classes; whichever is earlier

b. First Match: March 20

c. Championship Date: April 20, 24-25

Golf Championship

> Moved to Spring Date, April 18-20, in advance of NCAA selections (April 22 AQ date)

Cross Country Championship

> Date before Outdoor Track & Field Championships (late March or April)

CACC ACTIVITIES – FALL 2020 SEMESTER

CACC institutions will abide by all federal, state and local public health guidelines in returning to practice and competitions. Student-athletes will be permitted to participate in outside of the playing season activities beginning two weeks following the institution's first day of classes through one week prior to the start of final exams for the Fall 2020 semester. Participation in weight training, conditioning, and/or team activities shall be limited to a maximum of eight hours per week and four hours per day of which not more than four hours may be spent on team activities. During this period, all countable athletically related activities shall be prohibited during two calendar days per week. All other NCAA rules and regulations apply as well.

Applicable Bylaws:

17.1.6.3 Weekly Hour Limitations—Outside of Playing Season.

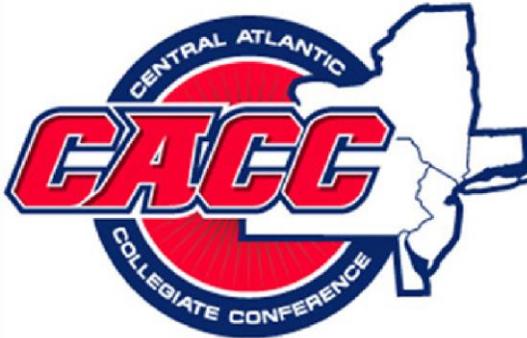
17.1.6.3.1 Sports Other Than Football. In sports other than football, outside of the playing season during the academic year, only a student-athlete's participation in weight training, conditioning and/or team activities shall be permitted, as follows: (Adopted: 1/10/91 effective 8/1/91, Revised: 1/10/95 effective 8/1/95, 1/14/97 effective 8/1/97, 1/14/02 effective 8/1/02, 1/14/08 effective 8/1/08, 4/15/08, 1/15/11 effective 8/1/11, 9/12/17)

(a) In winter championship sports, a student-athlete's participation in weight training, conditioning and/or team activities shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities, as follows: (Adopted: 1/15/11 effective 8/1/11, Revised: 7/26/11, 9/12/17, 1/28/19 effective 8/1/19)

(b) In spring championship sports, from September 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before the institution's declared start date of the nonchampionship segment, a student-athlete's participation in weight training, conditioning and/or team activities shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities; (Adopted: 7/26/11, Revised: 9/12/17, 1/28/19 effective 8/1/19)

17.1.6.3.4 Institutional Final Exam Period. All countable athletically related activities outside the playing season are prohibited one week prior to the beginning of the institution's final examination period through the conclusion of the institution's final examinations. Participation in voluntary individual workouts monitored by strength and conditioning personnel for safety purposes per Bylaw 17.02.14 shall not count against the weekly hour limitation. (Adopted: 1/15/11 effective 8/1/11)

17.1.6.7 Required Days Off—Outside the Playing Season. Outside the playing season, during the academic year, all countable athletically related activities (per Bylaw 17.02.1) shall be prohibited during two calendar days per week. (Adopted: 1/10/05 effective 8/1/05)



CACC Policies for Travel and Competition During COVID-19 Pandemic

Competitions:

1. **No Spectators** will be permitted to be in attendance at CACC matches.
2. No handshakes or pre-game best wishes.
3. Athletes and coaches should always remain socially distanced from officials.
 - a. All members of pre-game meetings should have masks on and stay at least 6 feet apart.
 - b. All members of pre-game meetings should not shake hands or have any physical contact with each other.
4. Athletes should not line up in the middle of the field pre-game (ex- soccer should remain on their sidelines).
5. Athletes can participate without masks but should wear masks when in visitor facilities (ex-bathrooms, walking into facility, and additional places).
6. No post game handshakes or lines.

Contact Tracing:

1. Each visiting institution will be responsible to assign an individual to track contacts for the team they are representing.
2. A roster should be filled out for every trip including staff members and bus drivers. This list should include contact information for each individual. This list

will need to be turned into the compliance officer of the individual institution and available for the CACC when requested.

- a. This roster must be turned in 48 hours prior to competition or 48 hours prior to leaving for competition.
3. CACC will need to create a contact tracing protocol.
 - a. Each Institution should share their contact tracing protocol with the CACC.

Facilities:

1. Each institution will decide if they will provide locker rooms or not. This information will need to be shared with CACC and other institutions prior to fall competition beginning. See form 1 on page 4.
2. It is recommended that visiting teams complete all treatments on their own campus or in the hotels when possible and that the host institution not be required to grant access to their athletic training room to visiting teams.
 - a. If this is not possible, the host institution needs to be informed so the appropriate accommodations can be made. This can include tables outside or placing different treatment items in another location other than the host institutions athletic training room.
3. All staff from the host institution, outside of the bench will be required to wear masks and socially distance. This includes but is not limited to game day administration, scorekeepers, announcers, sports information directors, and more.

Officials:

1. Officials must take their temperature and complete a symptom sheet (see form 2) prior to traveling and the day before a competition on their own.
 - a. The officials will turn their symptom checklist and temperature into the CACC office electronically.
2. Officials must complete a temperature and symptom check upon arriving at the facility. This will happen prior to them entering and will be completed by a trained temperature checker at the host institution.
 - a. It will be the game day administration's responsibility to get the officials to the assigned temperature taker.
 - b. If an official has a **fever of 100.4°F and above** on the non-contact thermometer, they will be disqualified from working the competition.
3. Officials who do not run are required to wear masks (ex- volleyball officials, sideline officials, cross country officials, and more).

- a. Officials should wear masks at all facilities leading up to the competitions. This includes but is not limited to athletic training rooms, bathrooms, field houses, on the sidelines, etc.
4. It is recommended the CACC look into keeping higher risk officials closer to their homes when scheduling so they lessen the risk to the official.
5. There will need to be a back-up plan for game days if an official were to have a fever or symptoms excluding them from officiating.
6. Each official will be given a bottle of water prior to competition, they should not refill this on the sidelines.
7. If the official needs help prior to competition such as taping they need to contact the host ATC prior to the event so the proper precautions can be put in place.

Traveling arrangements:

1. Implementation of a specific travel roster size that each team has to follow.
 - a. This travel party size should be limited to only essential personnel: Anyone who is coaching, playing, and one ATC.
2. Athletes who are not going to play including post-surgical and injured athletes do not travel.
3. Redshirts do not travel (medical or traditional).
4. Administrators and managers do not travel.
5. It is recommended that a Certified Athletic Trainer travel with the high-risk sports designated by NCAA (Fall ex: soccer, volleyball).

Symptom Screening

1. Temperature and symptom screening (see form 3) must be completed for all student-athletes and staff traveling at the following times:
 - a. Prior to getting in the vehicle to leave for competition.
 - b. When arriving at the match venue.
2. An athlete or essential personnel with a **fever of 100.4°F and above or who is exhibiting symptoms** must stay home, at the hotel, or on the bus avoiding the game venue.
3. If an athlete or staff member develops symptoms or a fever while on the road, they will be instructed to wear a mask and self-isolate as much as possible. (ex- single hotel room, separating on the bus, not entering game facility)

4. It is **strongly recommended** that all these temperature and symptom checks are completed by a **healthcare professional** and not by a coach or other staff member.
5. Host institutions are responsible for conducting temperature and symptom checking for their teams in the same manner as those who are traveling.

Best Practices:

ATC Communication

1. It is recommended that each Athletic Trainer contact the home team Athletic trainer prior to a trip. The CACC travel form needs to be shared with the Home team Athletic trainer prior to the visiting team's arrival.

Spring Sports:

1. It is recommended that spring sports only conduct individual workouts and small strength and conditioning groups to decrease the possibility of infection.
2. It is recommended that spring sports not compete in any scrimmages against other institutions in the fall to decrease the possibility of infection.

Traveling arrangements:

1. Teams will be required to social distance and wear masks/face covers on buses, in meetings, on sidelines, and while eating.
2. It is recommended that athletes not share beds.
 - a. There can be a max of 3 to a room if the university provides a cot, sofa bed, or roll-away bed for the third athlete.
3. It is recommended that schools attempt to get the same bus driver for each trip to limit the risk to the driver, the athletes, and staff.

Form 1

CACC Pre Season Travel Information Questionnaire

Please complete this and have it turned into the CACC office by _____

School: _____

Locker Rooms:

Will you have locker rooms available to visiting teams? YES NO

If yes, is there room to create social distance in them? YES NO

If yes, what is your plan for cleaning the locker rooms?

-

-

-

-

-

Will you be able to set up an aux athletic training room if necessary? YES NO

Will you be able to help officials prior to competition? YES NO

If yes, what information would you like provided prior to their arrival?

-

-

-

-

-

Form 2

COVID-19 Officials Self-Screening Tool

****To be completed 48 hours & 24 hours prior to assigned contest****

48 hours 24 hours

Screening Questions	48 hours		24 hours	
	Yes	No	Yes	No
1. Are you experiencing or had any of the following symptoms in the last 14 days? <ul style="list-style-type: none"> • Fever greater than 100.4 degrees F • Cough • Difficulty breathing • Runny nose • Or at least 2 of the following symptoms <ul style="list-style-type: none"> ○ Fever ○ Chills ○ Repeated shaking with chills ○ Muscle pain ○ Headache ○ Sore throat ○ New loss of taste or smell 	----		----	
2. Have you had contact with anyone within quarantine or confirmed to have COVID-19 virus in the last 14 days?				
3. Temperature Above 100.4° F				

Officials Name:

Signature:

Date:

If you answered "yes" to any screening questions, please immediately inform your assignor and the host institution's Director of Athletics

Resources that were used for creating the CACC documents:

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Workplace and the Americans with Disabilities Act. Retrieved June 12, 2020, from <https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplaceand-americans-disabilities-act>

US Lacrosse Return-To-Play Recommendations for Lacrosse . (2020, May 28). Retrieved June 12, 2020, from <https://www.uslacrosse.org/sites/default/files/public/documents/safety/return-to-play-final-1.pdf>

Appendix D: SAO Example

FALL 2020

CHESTNUT HILL COLLEGE

STUDENT ACTIVITIES OFFICE

FALL 2020

SAO will work to foster an active community with creative events and programs. All of our events will be guided by physical distancing or will be held in a virtual or hybrid format.



1

FUN AT ONE

Fun at One will be reimagined as a grab and go activity (indoors) or a social event (outdoors with weather permitting). Every Wednesday at 1pm there will be something free designed to help you take a break from your busy week.

2

FRIDAYS AFTER DARK

Fridays after Dark will feature creative and fun evening programming for all students. Each week will feature something new, but you can expect things like bingo, trivia, scavenger hunts, and outdoor movies.

3

CLUBS AND ORGANIZATIONS

Student-run clubs are the heart of student activities. Clubs will continue to run this fall, but will have new guidelines to work from. All student leaders will receive training on best practices for health and safety.

4

WEEKEND PROGRAMMING

SAO, along with other departments and student clubs, will offer additional programs on weekends. These events are designed to encourage community and fun in a safe and physically distanced manner.

5

SAO TO GO

SAO is expanding our "rental" offerings. In addition to bikes, students will be able to borrow board games, lawn games, and much more! All "rentals" are free!

OUR SAO PLAN:

- Is informed by city/state/CDC guidance
- Is grounded in the principles of safety and community
- Is designed to engage students with fun programming during an unpredictable time
- Will require students to sign up for face to face events in advance
- Will require masks indoors and physical distancing at all times
- Will limit the number of visitors to SAO at one time
- Includes flexibility and creativity
- Will evolve as guidance changes

6

OFF-CAMPUS TRIPS

In an effort to limit students' exposure to COVID-19, SAO/Clubs will not offer any trips to off-campus destinations. Aside from the health risks, many of our favorite trip destinations are currently closed.

7

TICKETING PROGRAM

There will be no ticketing program to start the semester. Many destinations are closed or require timed and dated tickets, which we are not able to sell. We will monitor ticket availability and make changes as tickets become available.

8

LARGE EVENTS

SAO will not host any large-scale events this fall. We hope to reschedule events like formal and quidditch for the spring semester if possible.

9

VIRTUAL LEADERSHIP

SAO will offer virtual leadership workshops for all students. They're a great opportunity to develop new skills!