Campus Repopulation Strategy

DRAFT

Introduction:

This document is meant to provide strategic direction for the reopening of Humboldt State University for Fall 2020. There are two scenarios that this document focuses on. The intent of this document is to compliment the Instructional Continuity Plan produced by the Academics Division. The scenarios are taken directly from the Instructional Continuity Plan. All strategies are to support the modality of instruction determined by the Policy Management Group. In this document there will be timelines outlined for various supporting MBUs as well as considerations for leadership. This document is meant to be flexible in nature to allow for the evolving climate produced by the COVID-19 pandemic. Specifically this document takes into account the six criteria for reopening set by the State of California Governor's office which includes:

1. The ability to monitor and protect our communities through testing, contact tracing, isolating, and supporting those who are positive or exposed;
2. The ability to prevent infection in people who are at risk for more severe COVID 19;
3. The ability of the hospital and health systems to handle surges;
4. The ability to develop therapeutics to meet the demand;
5. The ability for businesses, schools, and child care facilities to support physical distancing; and
6. The ability to determine when to reinstitute certain measures, such as the stay at home orders, if necessary.

All planning must meet the health and safety standards in accordance with federal, state and local guidelines. These orders will determine much of the timing of planning. As a result this document outlines timelines and thresholds that must be met to accomplish particular milestones in reopening.

The State of California has also issued 4 Stages in which the State will reopen. These stages include:

Stage 1: Safety and Preparedness

Stage 2: Lower Risk Workplaces

  • Gradually opening some lower risk workplaces with adaptations (retail for curbside pick up, manufacturing, offices where telework is not possible, more public spaces)

Stage 3: Higher Risk Workplaces

  • Open Higher risk workplaces with adaptations and limits on size of gatherings (personal care like salons and gyms, entertainment venues like movie theaters, sports without live spectators, in person religious services)

Stage 4: End of Stay at Home Order

Scenario 1: Hybrid Virtual to Some Face to Face Instruction

Start the fall 2020 semester in virtual/remote mode and then start to bring students back to campus for classes in mid to late October

Overall Strategy: The hybrid option would delay face to face instruction in an effort to allow for advancements in public health capacity, more relaxed restrictions to be in place during campus repopulation and provide additional time to allow for local cases to have already surged. This would also allow students who have struggled with a virtual platform to potentially have that face to face instruction which would allow for a better student experience.

A communications plan engaging MarCom and Enrollment (Humbot) would roll out specifically highlighting the opportunity for face to face instruction. It would be important for all messaging to acknowledge that should conditions not permit face to face instruction that the semester would continue virtually.

Student Repopulation Criteria:

This represents a list of criteria that should be met in order to safely bring face to face instruction back to campus.

- Both the State of California AND Humboldt County OES have moved to a minimum of Stage 3 in the reopening stages
- Humboldt County's local public health system projects being able to support the needs of the local community as well as the student population during the surge period
- The University has the capacity to support testing both diagnostic as well as antibody to all students, staff and faculty
- There is adequate space to allow for quarantine and isolation for campus residents

Once these criteria are reached it is reasonable to move forward with student repopulation.

Leadership Considerations:

- Bringing students into the area before the local community has experienced its peak surge could create blow back from the local community. This would not only impact local support from the community for the University, but would create an atmosphere for the students in the community that could be negative in nature.
- If there is a surge that creates a significant stress on local resources the county plans on reinstating the current stay at home orders. This may put the University in the position to have to transition back to a virtual modality and attempt to incentivize leaving the area for housing students.
- If conditions allow for face to face instruction at any point in the semester it may improve enrollment and retention compared to an all virtual modality. It also provides for a more positive experience for the students.
- The return of students to the region is critical for the local economy
- Sanitation supplies must be available through the supply chain to allow for appropriate administrative controls for campus repopulation.

Essential Support Activities:

Administrative Affairs- General:

- Return to work process applied with identification of needed training, sanitation practices, and engineering controls to be completed with MBUs and EHS
- Additional essential personnel identified by June 1st by all MBU's

Athletics:

- Continue to follow the guidelines provided by the CDC, CDPH, Humboldt County Public Health and NCAA.
- Apply the social distancing plan provided in the annex when applicable.

Enrollment Management

Admissions

- Enrollment Management teams will need up to 30 days to adjust and/or modify current workspaces to align with social distance practices with the support of Facility Management timelines.
- Interactive spaces with students may need strategic furniture moves to accommodate students' needs. (Example: some furniture moved around to create 6 feet spaces where possible or move key staff to larger offices with currently assigned spaces to allow for critical advising appointments)
- Continual inclusion of information distribution with EM Communication Department to assure that HumBot and update marketing to maximize the return of the finalized decision.

CCAES, SMC, Clubs, Organizations, CARE, DOS:

- For 100% on campus and the hybrid option the respective departments can provide their services with standard university/home resources as currently performing (wifi, laptops, etc).
- 14 days advance notice of when we plan to return to campus. 7 day advance access to the office to properly prepare to provide respective services.

YES, Veterans:

These two areas have a pending move to the library. Latest information had it still slated for the same summer timeline as previously set, therefore; 4-6 weeks setup and preparation would be needed for hybrid option. If the move does NOT happen, for any option the respective departments can provide their services with standard university/home resources as currently performing (wifi, laptops, etc).

- YES Relocation Note: Both Melea and Liz are 11-month employees and are scheduled to be off for the month of July. If the move to the Library is on schedule, packing and settling into the new YES space in June would be optimal as August will be busy with fall semester prep.

- To Determine Classroom/Office Needs: Receiving more specific guidelines on social distancing from EHS and recommended sanitation practices is needed to determine how the YES will host students in the office, as well as to secure proper locations for the weekly YES Monday Night Class (for 25-30 student leaders) and the YES volunteer meetings (sizes range from 5-20 students and in the past, have been held at YES).
- To Determine Direct or Virtual Volunteering Options: We have sent a survey out with CCBL to inquire whether community sites and schools will be able to host HSU students for in-person or virtual volunteering. Depending on their answers, we'll decide how to proceed. Volunteers typically carpool to sites and we recognize that even with a 100% in-person fall scenario, social distancing guidelines may create a barrier to transportation to sites.
- YES Fall Schedule - Staff would need at least 7 day advance access to the office before students return on August 15th.
- Saturday, August 15th (YES Office): Half day student staff training
- Monday-Tuesday, August 17th & 18th (YES Office): YES Retreat prep by professional and student staff (workshop design and planning)
- Wednesday-Friday, August 19-21 (HSU and Blue Slide Camp): YES Retreat with student leaders (20-25) and staff (6)

SDRC, Testing Center:

These two areas have a pending move to the library mid-June or early July. Most recent information told this is still slated for the same summer timeline as previously set, therefore; 4-6 weeks setup and preparation would be needed for hybrid option.

- TESTING CENTER: We are anticipating 2-4 weeks of the time above for IT and the movers to get our center up, running, and fully operational. If the Testing Center is unable to move back to the Lower Library, chances are we will stay within the Campus Events Field.
- SDRC: If we do not move to the library we will continue to do our best to make the CEF Module 4/5 work to the best of our ability. Although, access to a functional, sanitary restroom is essential for the safety and healthy wellbeing of students and staff.
- The Testing Center will need the following:
- Sanitation Supplies to wipe down testing stations between each use.
- Internet Service (for PearsonVue, PSI, Online Exams, and general office work)
- Dedicated Server for Prometric Exams (Provided by Prometrics)
- Sufficient Testing Center Stations
- Computers for Testing Services and Staff (the Testing Center was set to refresh computers that were older than 5 years).
- Search and Hire Interpreters once the student is confirmed 2 mo
- Implement Captioning - currently in process
- Move physical location to Library 4-6 weeks advance notice
- Set up Tram Services - hiring student drivers
- Prep faculty for interpreters - D/HH teaching strategies
- Increase in supplies: masks, disinfectant, sanitizer, gloves, etc...
- Mostly business as usual
- Additional time is needed between student appointments to sanitize areas
- Student employees needed to assist in classroom (visual aids, NT)

- Access to equipment on campus
- Implement on line captioning & interpreting (technology, hire interpreters)
- Prep faculty in D/HH teaching strategies
- NT is a problem & solutions are needed for training in/NTE, smarpen check-out/return & training
- Search and Hire Interpreters once the student is confirmed (3 mo)
- Implement Captioning - currently in process
- Move physical location to Library ? weeks advance notice
- Set up Tram Services - hiring student drivers
- Prep faculty for interpreters - D/HH teaching strategies
- Masks, disinfectant, sanitizer, etc...

Facilities Management:

This plan works backwards from the date intended for face to face instruction to begin:

Custodial and Distribution Services would need a minimum of 1 week in advance of the start of in-person instruction to tape off furniture in classrooms and labs to enforce social distancing. Still determining which Facilities staff will be doing this task. May be a joint effort between Planning and Custodial.

- 3 weeks notice if furniture needs to be removed from classrooms.

Custodial Services

- 1 week to place no-touch sanitizer dispenser pedestals, assuming they arrive and sanitizer arrives (have been ordered)
- 2 weeks to review additional cleaning protocols with Environmental Health & Safety (EH&S) and provide training to Custodial staff.
- Hire temps to cover temporary vacancies due to custodial staff on COVID related paid administrative leave.
- 1-2 months to hire temps to cover additional cleaning protocols defined in bullet above
- 30 minutes minimum to sanitize classrooms between classes
- 2 days to remove posted building closure signage

Planning and Design will need at least 4-8 weeks to do the following:

- In collaboration with Academic Scheduler, produce classroom/lab furniture lay-out diagrams to be posted in each space.
- In collaboration with Environmental Health & Safety and key stakeholders, review all high contact areas on campus (points of sale, dining areas) to design lay-out with social distancing requirements and determine engineering controls (sneeze guards, barricades, etc.), office workstation lay-outs, signage limiting occupancy in confined spaces (elevators, bathrooms, etc.), need for wellness check-in areas that might involve facility modifications that need to be installed prior to occupancy.
- In collaboration with EH&S and key stakeholders, designate high touch areas (printers, computer labs, shared equipment locations, etc.) and locations for (50) wall-mounted wipe dispensers.
- Trades would need 4-6 weeks after Planning and Design has completed the tasks above (work can be phased in concurrently as information becomes available from Planning and Design). Time estimate may change depending on scope of modifications needed.
- Install engineering controls as recommended by Planning and Design
- Install wall-mounted wipe dispensers (50) at designated locations (ordered, not yet delivered).

- Locksmith – 2 weeks to reprogram electronic locks to occupied/open schedules; returns areas currently in restricted access to normal open hours access.

Building Service Engineers

- 2 week to reset building controls to occupancy mode

Waste and Recycling

- 2 staff would need to return to regular full-time shifts

Grounds

- 2 weeks lead time needed for field sanitization (routine maintenance, not required because of Covid); required at indoor field (Fieldhouse) prior to re-opening

Facility Support Services

- No additional time needed to switch from telecommuting to on-campus, other than 1 week to get procards turned back on reset work stations equipment.

Parking

- Needs 6-8 weeks notice to order permits prior to parking enforcement resumes, unless another work around is determined.
- 2 weeks notice to confirm returning student parking enforcement staff

Housing:

- Should the county require a 14 day quarantine for those traveling from outside the county, opening two weeks early would be a consideration. Scheduled opening date to be determined by PMG.
- Single room occupancy would be implemented to best combat potential disease spread. Some of the implications of single room occupancy are as follows:

Single Room Scenario:

- Maximum capacity for placing students alone in rooms is 1,199 or 59% occupancy
- Will require breaking up roommate groups, moving people to rooms they did not select, and will affect theme/cultural placements. May place many upper class into freshman traditional spaces.
- If we net more than 1,199 students needing on-campus housing, will work with local property managers to arrange/ease transition to alternate housing

Room revenue projection: $8.3M

NOI: -$4.5M

Staff would be provided guidance and training from EHS around additional precautions for COVID-19.

Should viable antibody testing become available there may be an opportunity, based on the recommendations of public health, student health center and the EOC to increase to double occupancy. Implications of adding additional housing are as follows:

Hybrid Room Scenario: Campus Apartments & College Creek Using Doubles, all others single occupancy

- Campus Apartments using doubles
- Maximum capacity adds 96 spaces totaling 1,295
- College Creek Apartments using doubles (no bunk bed doubles)
- Maximum capacity adds 42 spaces totaling 1,241
- Combined College Creek and Campus Apartments using doubles
- Maximum capacity will be 1,337
- Maximum occupancy will be 66%

Room revenue projections: @66% $9.2M

NOI: -$617K

In all scenarios, Housing & Residence Life will practice social distancing protocols:

- JGC lobby & mailroom social distancing, wearing face coverings
- All students will be advised of the campus social distancing guidelines and use of face coverings
- For the main move-in (August 15 early move-in PBLCs, August 17 main move-in), set up staggered move-in times by complex to provide social distancing
- Students will be advised to have 14-day quarantine in their spaces before school starts
- Housing always opens a week prior to instruction, set up move-ins to start 2 weeks prior to instruction (extra week no charge).
- Housing is prepared to offer up move-in opportunities throughout the Fall 2020 semester as students get more comfortable with travel to HSU
- Students will be advised to have 14-day quarantine in their spaces before attending any classes
- Based on the number of students living on campus, Housing will adjust services:
- 300-500 students—consolidate all mail to JGC mailroom, operate only Front Desk 8am to 5pm M-F (currently doing) with only 1 Lead Student Assistant
- 500-1,000 students—consider opening up College Creek mailroom, add 3-5 Student Assistants for coverage
- 1,000+ students—consider adding evening/weekend desk hours, ramp up to 20 Student Assistants for coverage

Housing already has an approved quarantine/isolation plan that may be implemented.

IT:

- Return to work process applied with identification of needed training, sanitation practices and engineering controls to be completed with supervisors and EHS
- Provide triage support of the return to work phasing process
- Apply work plan as identified in annex

Student Health Center:

Student Health Center would plan to operate as usual. However there would be an increased capacity to provide both diagnostic testing and antibody testing for students. An MOU would be put into place to address potential for extending those testing services to employees.

University Center:

Operational Assumptions

- Social distancing will be less of a challenge using a gradual build up rather than a full Fall Opening .
- Menu planning is being worked on to facilitate more of a prepared grab and go type of service.
- Quarantine / Isolation can be accommodated with the grab and go concept and appropriate foot traffic management. Example includes present OhSnap! Operation in the J.
- Planning on installing entry/exit signage, stanchions, and additional plexiglass shields to help accommodate distancing. Operations for food service could essentially be run as they are presently with the CCMP and the Cupboard operating due to limited campus population.
- Severely reduced operations in areas such as the University Center and Student Recreation Center could be considered.
- Special events and other group activities would be severely reduced. This is both due to a reduced population and social distancing guidelines.
- Additional sanitizing supplies both for users and staff will be made available in public areas.

Financial Impact

- Budget scenario would depend on if and how much student fees and meal plans would collected under this scenario. Additionally scenario can vary tremendously depending on the speed that the campus population is brought back. Budget reduction could range between 3 and 7 million beyond the above scenario.
- Layoffs of additional full time staff would have to be considered.
- Variety of additional furloughs and work hour reductions would have to be considered.
- Student employment would be severely reduced.

Scenario 2: Fully Virtual Semester

This scenario plans for all programs, courses, and labs/studios to be virtual in form. It assumes that the COVID-19 pandemic is still a significant risk for in-person contact.

Overall Strategy: All classes would be provided through an alternate mode of instruction with no intention that face to face instruction would happen during the Fall 2020 semester. This would minimize exposure risk both on campus and to the surrounding community. This would also reduce any risk of having to close campus down should there be a further outbreak during the fall semester.

Leadership Considerations:

- All models available at this time would have Humboldt County's peak hospitalization surge occurring during fall semester (when varies). By going with a virtual modality for the entire semester it would ensure the University is not having to send students home for their health and safety due to a lack of resources locally.
- Announcing a semester that would be fully virtual would more than likely result in an additional reduction in enrollment, housing residents and dining services which would create a significant financial deficit across the Unviersity
- There would still be a number of students who are living off campus that might need support services throughout the semester (student health, SDRC)
- Feedback from students has indicated that a good number would consider or intend to take the semester off if instruction entirely virtual. This would have a huge budgetary impact on the University.

Essential Support Activities:

Administrative Affairs:

- Revise Essential Personnel based off the extend remote work environment
- Follow the Return to Work Plan as implemented across campus

Athletics:

- Continue to follow the guidelines provided by the CDC, CDPH, Humboldt County Public Health and NCAA.
- Apply the athletics social distancing plan provided in the annex when applicable.

Enrollment Management

Admissions

- Adjustments to continual virtual services will require additional purchases of new ergonomic or related office supplies (secondary monitors, at home printer supplies, etc.) to maximize staff's ability to support students. At this point, the staff has made the best of the situation and

longer-term outlook may require the need to improve at-home workspaces to a degree to maximize service quality.

- • Continual inclusion of information distribution with EM Communication Department to assure that HumBot and update marketing to maximize the return of the finalized decision.

CCAES, SMC, Clubs, Organizations, CARE, DOS, YES, Veterans

- May need access to campus to retrieve additional materials to support remote working through fall semester
- 14 days advance notice of when we plan to return to campus. 7 day advance access to the office to properly prepare to provide respective services

SDRC

100% Virtual

- • Access to equipment on campus
- • NT is a problem & solutions are needed for training in/NTE, smartpen check-out/return & training
- • Tram service for students continuing to live on campus (student drivers)
- • Implement on line captioning & interpreting
- • Prep faculty in D/HH teaching strategies
- • Equipment check-out & returns (smart pen)
- • Continued need for limited office support for confidential faxes, equipment, mail, etc...
- • Electronic files for printed textbooks (e-text) require providing materials by mandated timelines: purchasing books, Marcom to cut off binding, SDRC scanning, uploading for student access. High-speed scanner located in SDRC Office, in addition to other equipment, is needed for this process
- • Time to address technology glitches

Facilities Management:

This model assumes that there are no students on campus other than Guardian Scholars and those who are unable to return home (approximately 165 students). In addition, off campus housing that does not implement the same level of expertise in monitoring student behavior may result in additional unknown risks.

Continue in current mode of operation with reduced staffing on site if social distancing/shelter-in-place requirements are in place. Otherwise return to previous staffing levels.

Housing:

Housing has looked at two different scenarios. One looks at opening up housing utilizing the single room occupancy plan. The other looks at minimizing the number of housing residents to what Housing considers to be the minimum (while providing a place for those students who would not have anywhere else to go for housing). There are concerns with the welfare of the students as well as the local community if the University brings students into a county where the local health care system has surged past capacity. Some of the implications of this are as follows:

Minimum Student Scenario:

- There may be a need to house students that need to have a study space or can't stay at their home. Based on Spring 2020, we're estimating at least 300 students will want to come minimally if HSU is virtual.
- 300 occupants is 15% occupancy
- We can provide single occupancy for social distancing

Room revenue projection: $2.1M

NOI: -$7.0M

In all scenarios, Housing & Residence Life will practice social distancing protocols:

- JGC lobby & mailroom social distancing, wearing face coverings
- All students will be advised of the campus social distancing guidelines and use of face coverings
- For the main move-in (August 15 early move-in PBLCs, August 17 main move-in), set up staggered move-in times by complex to provide social distancing*
- Housing always opens a week prior to instruction, set up move-ins to start 2 weeks prior to instruction (extra week no charge). *
- Housing is prepared to offer up move-in opportunities throughout the Fall 2020 semester as students get more comfortable with travel to HSU
- Students will be advised to have 14-day quarantine in their spaces before attending any classes

Based on the number of students living on campus, Housing will adjust services:

- 300-500 students—consolidate all mail to JGC mailroom, operate only Front Desk 8am to 5pm M-F (currently doing) with only 1 Lead Student Assistant
- 500-1,000 students—consider opening up College Creek mailroom, add 3-5 Student Assistants for coverage
- 1,000+ students—consider adding evening/weekend desk hours, ramp up to 20 Student Assistants for coverage

IT:

- Return to work process applied with identification of needed training, sanitation practices and engineering controls to be completed with supervisors and EHS
- Provide triage support of the return to work phasing process
- Apply work plan as identified in annex

Student Health Center:

- Decreased staffing and hours.
- Increased testing capabilities.

University Center:

Operational Assumptions

- Social distancing will be much less of a challenge due to limited number of individuals physically on campus

- Menu planning is being worked on to facilitate more of a prepared grab and go type of service.
- Quarantine / Isolation can be accommodated with the grab and go concept and appropriate foot traffic management. Example includes present OhSnap! Operation in the J.
- Operations for food service could be reduced to the CCMP and / or the Cubboard depending on amount of Residents.
- Operations in areas such as the University Center and Student Recreation Center would not be possible.
- Group activities and special events would be eliminated.
- Additional sanitizing supplies both for users and staff will be made available in public areas.

Financial Impact

- Budget scenario would assume little or no student fee collection or food sales. Budget reduction could range between 3 and 6 million beyond Scenario 1.
- Layoffs of additional full time staff would have to be instituted.
- Variety of additional furloughs and work hour reductions.
- Department elimination or "moth balling" would have to be considered.
- Student employment would be eliminated

Return to Work On Campus Phases

Phase 1: Extension of Essential Personnel

For the University to move into phase 1 one essential criteria must be met which is the elimination of the emergency pay status. Currently this can be done by wither the Governor lifting the shelter in place order OR the CO relaxing their criteria for the trigger for emergency pay

1. MBU will re-evaluate their essential personnel in regards to staff that have student facing services (student financial services, registrar's office, financial aid) where telecommuting would no longer be sufficient to provide a positive student experience. Additional employees would be approved by the appropriate MBU lead and entered into the campus wide essential personnel spreadsheet.
2. Supervisors will complete a Job Hazard Analysis (JHA) form for EVERY position that would be returning to work. This completed form would be sent to both IT and EHS for review. This will allow for IT to triage support for those returning to campus.
3. Supervisors will work with FM and EHS to ensure that appropriate controls are able to be put into place prior to the employee returning to their work space. Supervisors will complete the supervisor COVID checklist as well and submit to RMSS.
4. Supervisor will ensure that the employee completes appropriate training and signs training verification form.

This process may take around two weeks to complete depending on the influx of those working through the process. This timeframe is to allow for the needed modifications to be identified by EHS, IT and FM to provide the needed support services for return to campus.

Controls may include an altered schedule for individuals working in shared spaces.

Phase 2: Voluntary Repopulation

1. Criteria for moving to this stage is the State of California AND Humboldt County OES moving to stage 3 in the Re-opening plan
2. PMG would prioritize by division or by MBU the order in which voluntary repopulation would be extended. This is meant to prevent a bottle neck in the process and allow for IT, EHS and FM to appropriately support and modify work areas prior to re-occupancy.
3. The process would be the same as phase 1. However supervisors would extend the offer for employees who would like access to campus to complete their work or can not work remotely, and submit those names on the provided "On Campus Personnel" spreadsheet (similar to the Essential Personnel spreadsheet.

Phase 3: Repopulation of Campus

1. Criteria for moving to this stage is the State of California AND Humboldt County OES moving to stage 4 in the Re-opening plan
2. Process would be the same as Phase 2 with prioritization by PMG and the processes outlined in Phase 1
3. Any individuals (as consistent with CDC, CDPH and County Public Health) who are over 65, have compromised immune systems or are considered high risk, or care for someone who fits into these categories in their home would be extended accommodations with a doctors note per the current HR policies.

Considerations for Leadership:

- Wellness checks: planning around how to accomplish wellness checks for all students staff and faculty are currently being evaluated and will be added to this plan once approved by the advanced planning team
- Campus density: The campus will aim to reduce density to below 30% which will include any potential student population. This will be accomplished through a review process at an MBU level utilizing a template being developed by the advanced planning team. Not all MBU will reduce by the same percentage. That determination will be based off guidance being developed by the advanced planning team.

ANNEXES

1……Athletic Return to Practice Plan

2……IT Return to Campus Plan

3…….JHA Form

4……….Supervisor Checklist

5……Timeline

ANNEX 1- Athletics Plan to Return to Practice

1. **Given the possibility that we may be delayed either in athletics or academically how would we plan to return. Specifically:**
   a. **How will practices be conducted with an eye towards "19"?**
      - Skill drills
      - Offensive and defensive dry runs (5 v 0) – for a majority of sports, spacing is key!
      - Limit full team practices to 1-2 times a week and have smaller individual sessions for skill workouts and conditioning
      - Practice good hygiene (avoid touching face, sneeze/cough in elbow, etc.)

   b. **How will social distancing be conducted in sports?**
      - Can athletes wear face masks during practice?
      - See above – skill drills, 5 v 0, etc.

   c. **Can we do social distancing and be effective?**
      - Some sports, yes. Others, no.
         - No
            - Soccer, basketball – can't play defense 6 feet away
            - Rowing – unless it is individual boating
            - Volleyball – net blocking, court isn't big enough for 6 ft distancing
         - Maybe
            - Cross country – staggered starts as this is based on time? More races?
            - Softball – batter/catcher distance and base positions/runners
         - Yes
            - Track and field
               - Individual competitions shouldn't be affected
               - Relays – may need to leave a lane open in between runners
      - Fans

         - Set up seating 6 feet apart (# of attendees into facility may need to be limited)
         - Fans can wear masks
         - No contact with athletes (no high fives, etc.)
         - Pass out hand sanitizer to attendees
         - Concession stands – fans congregate around food/drink, set up 6 ft parameters
            - Do we even open concession stands?

   d. **Will/Should COVID testing be required of athletes? Frequency?**
      - Yes, if that will allow teams to practice and/or play games
         - Practicing: every 2-3 weeks get tested unless athlete feels sick
         - Games: tested before every game
      - I also think this should include officials, athletic training staff, and coaches

2. **Athletic training-how will that work?**
   I will defer to Shannon.

3. **I would also encourage looking at practice space sanitation. What does that look like?**
   - Practice spaces
      - Sanitation stations for athletes to use before stepping on court/field
      - Equipment (balls, high jump poles, bats, etc.) get cleaned before, during, after every use
   - Regular cleaning/sanitation of locker rooms

- In addition to practice space, <u>locker rooms</u> are a petri dish for germs!
- Sanitation stations outside all locker rooms
- Deep clean of all locker rooms
- Athletes required to keep belongings in lockers (not spread all over room)
- Disinfect lockers every weekend (wipes or some type of spray)
- May need to limit number of athletes in locker rooms
- Air filter/purifier in locker rooms?
- Regular cleaning/sanitation of all turf facilities (especially field house)

4. Do we need to work a plan with Campus Bio Safety or do you think you have that covered, Shannon?
I will defer to Shannon

ANNEX 2- Information and Technology Return to Campus Support Plan

The Hybrid model: what across campus are the either the thresholds to be able to move forward with bringing people back onto campus (so think a checklist such as labs with space for social distancing or access to hand wipes) and a timeline moving backwards from "reopen day"

What can we support and how much advance notice do we need?

Desktop

1. Individual office spaces. No more shared spaces. Or minimally no overlapping of office usage.
2. Physical support personnel should wear PPE and wipe down station before/after support
   A. Need PPE
   B. Need wipes
3. Wipes by common use equipment like copiers
   A. Cost of wipes across campus
4. Webcams for all desktops for remote meetings
   A. Cost of additional webcams
5. Returning to campus
   A. Appointments for reconnecting borrowed office hardware
      a. Wipe down all returning hardware
      b. Minimize what we connect and what the user can connect
1. User can connect webcam. Headset, etc

2. We connect basic service

   A. Power, Keyboard, Mouse, Video, Network

3. If user needs help plugging in that webcam we are happy to assist

   A. Collection of loaned cables, monitor stands, etc.

   B. Instructions sent out on how to ensure your data is backed up before turning in TEC equipment

Labs

For instructional labs and classrooms, if there is going to be mixed modality (some students present, some remote) we need to add a whole new lecture capture technology stack.

1. Needs Cleaning/disinfecting between uses. Might be difficult in labs (labor intensive). Who is responsible? Custodial? Who is properly trained to clean and Sanitize?
   a. Self sanitation (Can it be trusted to be done effectively?)

   A. Classrooms.. Each Lectern? Desks?

1. Clean after use or before use, who is responsible?

   B. Labs

1.   Clean after use or before use, who is responsible?

2.   Just the Keyboard/Mouse

3.   Other workstation surfaces

4.   Door handles

   A. Professional Cleaning

   B. Custodial

   C. Staff

   D. Student Staff

2.   Need to remove / disable workstations to accommodate for distancing

   A. If removing need space to connect machines for virtual use.

   B. If left in place, remove chairs, keyboard, monitors to discourage use.

   C. Need a place to store removed equipment.

3.   Staff and Student Assistants

   A. How to maintain social distancing in NR 225 or other space

   B. PPE

4.   Web conferencing equipment for remote learning and lecture capture

Notes: the costs listed below are only estimates. The cost for each room can be a bit different so the costs will vary. The costs include one webcam and one microphone. To enable web conferencing and lecture capture two cameras and two microphones are often used. The number of rooms does not include rooms that either already have web conferencing equipment or have it already budgeted. Finally, these estimates do include Facilities Management costs, but these are very rough. We need to get more accurate numbers from FM:

   A. All Campus Rooms (60): $131,100

   B. Departmentally-owned Rooms (52): $113,620

5.   More secure remote to lab computers

TNS

1.   PPE (Masks, gloves)

2.   Cleaning supplies (disinfectant wipes, hand sanitizer) for tools and equipment

3.   How to maintain Social Distancing in VMH 205

4.   Licensing for Mitel unified communication ($17k)

Help Desk

1.   Will the library be open?

       A. Yes - Return to the current Help Desk space

       B. Need protective barriers for Customer interaction

       Example :

       Reduce staffing (4 folks max) to keep with distancing recommendations

       A.Yes - Return to a new space that does not allow customer interaction.

           i.Need workstations and phones moved to new location.

           ii.New location needs a workspace that allows current physical distancing
recommendations.

       C. No - Keep virtual operations

           i.Need computers and SIP phones for Help Desk Staff.

The Fully Virtual Model: Kinda says it all there. What is unique about this planning is assumption is that for housing they want to see a plan around still opening housing and a plan around what it would look like if housing did not open. Again think in terms of decision making matrixes or timelines working backwards, or checklists of things that would need to happen for this to work. This would have some huge implications for IT and how they would plan to support this move.

Desktop

1.   Physical support personnel should wear PPE and wipe down station before/after support

       A. Need PPE

       B. Need wipes

2.   Wipes by common use equipment like copiers

3.   Prepare for Desktops to move off campus

          A. Off campus use form in Adobe Sign

          B. Depts decides who takes home shared computer

          C. If users take desktop home can that free up their laptop

          D. Networking

                    i. 25' cables

                    ii. USB-Ethernet adapters

          E. Zoom

                    i. Webcams for all desktops for remote meetings

                    ii.Headsets or speaker/mic combos

          F. Ensure all desktops are configured for Direct Access

          G. Ensure computers are not scheduled to power on in the middle of the night in Bios

          H. Appointments for breakdown of desktop

                    i. Boxes for equipment

                    ii. Stands for mounted monitors

1.   Might be worth checking with salvage for stands, maybe on old monitors

          A. Velcro for cables

4.   Returning to campus

          A. Appointments for reconnecting borrowed office hardware

                    i. Wipe down all returning hardware

                    ii. Minimize what we connect and what the user can connect

1.   User can connect webcam. Headset, etc

2.   We connect basic service

          A. Power, Keyboard, Mouse, Video, Network

3.   If user needs help plugging in that webcam we are happy to assist

          A. Collection of loaned cables, monitor stands, etc.

B. Instructions sent out on how to ensure your data is backed up before turning in TEC equipment

Labs -

1.   If housing did open, Computer-less print kiosk (will need to finalize/advertise mobile printing)

2.   Software licensing

A. We may need to purchase licensing to allow to be able to run certain applications in VLab (e.g. Adobe, SPSS) (Or available on computer lab workstations)

B. Special licensing for students for home use could potentially end

C. Labstats or Sassafras may charge for remote access to lab computers (though this is not expected)

3.   Azure/WVD

A. Continue work with Microsoft and SHI to setup Windows Virtual Desktops for running lab applications

4.   What kind of cameras/computers do we need to do lecture recordings? (Need to understand what our solution is and estimate this)

TNS -

●   Licensing for Mitel unified communication ($17k for initial setup and 100 licenses + $8k for each additional 50 licenses)

●   Push to stand up LTE system so we can offer cheaper hotspots to Arcata

Help Desk - Stays virtual

Help Desk lead

Need/want - Full IP phone to better manage student staff.

Current setup hard to monitor phone usage and step in when necessary

ANNEX 3- Job Hazard Analysis

Job Hazard Analysis (JHA)	Humboldt State University Department of Risk Management and Safety Services 1 Harpst St., Arcata ,California 95521 Phone: (707) 826-3302 https://risksafety.humboldt.edu/environmental-health-safety-0
Location:	
Job:	**Date:**
Personal Protective Equipment (PPE): •	
Training: •	

TASKS	HAZARDS	CONTROLS
		•
		•
		•
		•
		•
		•

ANNEX 4- Supervisor Checklist

Sample of Form from EHS

1.Are employees required to be closer than 6 feet from others?

☐ Yes (Needs corrective action) ☐ No

Corrective Action: Separate employees or require all employees wear face coverings and reduce the time period in which this close contact is maintained to the maximum extent practicable.

2.Do employees have to physically contact people?

☐ Yes (Needs corrective action)   ☐ No (go on to question 3)

Corrective Action: Institute administrative controls to avoid any direct contact, otherwise employee must wear PPE

3.Do employees touch items that have been touched by others?

☐ Yes (Needs corrective action) ☐ No

Corrective Action: educate employees on how to properly sanitize shared equipment or items and frequent handwashing.

4.Have physical barriers been erected where necessary?

☐ Yes (Needs corrective action) ☐ No

Corrective Action: In areas where the employees engage with the public, sneeze guards or other plastic barriers should be erected, or modification to the work practices should be done to avoid direct interaction (using kiosks, for example).

5.Have all employee's Occupational Risk Exposure level been identified?

☐ Yes   ☐ No (Needs corrective action)

Corrective Action: Each employee must be designated as either: Low Risk, Medium Risk, High Risk, or Very High Risk and then managed accordingly. Each employee must also have a hazard analysis for each task with potential for exposure. For more information on how to carry out the hazard analysis or identify risk level, contact Sabrina.Zink@humboldt.edu.

6.Have all employees been briefed on all required administrative controls for their jobs and are all protocols that are to be followed documented?

☐ Yes   ☐ No (Needs corrective action)

Corrective Action: Each job where public interaction is expected must be modified to reduce contact and risk of exposure. All internal protocols must be written and reviewed with each employee, and have a signed acknowledgement that the contents are understood and appropriate for the job being conducted.

7.Have all employees been informed about daily illness and symptom reporting?

☐ Yes   ☐ No (Needs corrective action)

Corrective Action: All supervisors must have employees do a "wellness check" prior to beginning their shift, including whether they have a fever and/or symptoms of SARS-CoV-2.

8.Have all employees been informed not to come to work when ill?

☐ Yes   ☐ No (Needs corrective action)

Corrective Action: All supervisors must inform all employees to stay home when ill.

9.Have all employees in dept. been cross-trained where feasible to prepare for absenteeism?

☐ Yes   ☐ No (Needs corrective action)

Corrective Action: It is in the university's best interest, for the purpose of business continuity, to cross train where possible to anticipate absenteeism and allow people to feel comfortable staying home when ill.

10.Have all employees taken the social distancing training?

☐ Yes (No stop here)   ☐ (Needs corrective action)

Corrective Action: All employees reporting to campus on a regular basis must take the CSULearn Social Distancing Training. Contact Alfredo.Corral@Humboldt.edu to get registered.

ANNEX 5- Timeline

Modality Decision- Ideally no later than June 1st (Housing, DOS and Enrollment all need to be able to communicate to students so that they might plan appropriately for housing)

Within 48hours of modality decision:

•Marcomm in conjunction with Admissions (Peter) work on the public facing messaging engaging Humbot

•EOC Coordinator communicate plan with EOC partner agencies and ensure support

•Confidential notification is made to advanced planning team and EOC

By June 1st Extended Essential Personnel Identified per Return to Work Phasing. Return to work phasing requires ~2 week start prior to the employee returning to campus.

Hybrid Scenario: Timeline is working backwards from the date of physical on campus repopulation

12 Weeks:

•FM works with Academic scheduler for modified classroom space and scheduling

•FM and EHS identify engineering controls to be installed

8 Weeks:

•FM Order parking permits

•FM to hire temps for increased custodial services

•YES, Veterans to move to library

•SDRC search/hire interpreters

6 Weeks:

•Testing Center to move and get set up by IT

•SDRC to move to the library

4 Weeks:

•Locksmith to reprogram locks to occupied/open schedules

3 Weeks:

•FM to remove furniture from classrooms

2 Weeks:

•EHS to provide custodial training

•FM confirm returning student parking staff

•Potential quarantine for out of county traveling students

•Access for CCAES, SMC, Clubs, Organizations, CARE, DOS, Admissions to their office spaces

Virtual Model:

•There would be a need for multiple MBUs to access campus to secure additional materials to continue remote working through the semester

•Follow the timeline for Return to Work

Special Timelines:

Housing:

- Early move in to accommodate a 14 day quarantine would occur August 1st

Athletics:

- FM requires 2 weeks prior to field use to sanitize the field (not COVID related but required prior to re-opening the fields)