



# SAINT AUGUSTINE'S UNIVERSITY

*Transform. Excel. Lead.*

## **Saint Augustine's University** **Enrollment Management, Student Affairs and Student Services** **Proposed Guidelines for Fall 2020 Re-Opening**

Listed below are steps that we have developed to re-open the campus and provide exceptional service to all stakeholders. This is a working document that is subject to modifications as the current COVID-19 environment continues to change.

These recommendations by the Fall Planning 2020 Committee includes having students, faculty and staff sign a "liability waiver". The planning committee gathered information based on recommendations of the CDC, state and local COVID-19 guidelines.

### **Communication**

- Students will receive information on what measures have been completed that aligns with the recommendations of the Centers for Disease Control (CDC). These CDC guidelines provide processes and procedures for keeping everyone safe and aware of how to minimize the spread of the virus.
- Prior to arriving to campus students will receive the CDC Self-Check notice for symptoms to assist with informing them on how to be safe and healthy before returning to campus. They will also receive the COVID-19 Fall 2020 Housing Survey to complete.
- Student must bring the COVID-19 Fall 2020 Housing Survey and provide this information to a Health Center staff person. If the student does not have the information he/she will receive the survey to complete at that time.
- Students will also receive residence hall information highlighting room assignments, time allotments for move-in and a recommended checklist of items and supplies for a successful transition.
- The Gordon Health Center staff provides weekly COVID-19 updates to the Marketing and Communications area. These updates are posted on the SAU Website, SAU APP and student email.

## **Arrival**

The arrival and move-in process will be held on Wednesday, August 5<sup>th</sup>. Students will be reminded, in advance, not to plan to move into the residence halls unless they are approved to do so. Students will be assigned and notified of their two hour time slot for move in. If a student arrives outside of the designated arrival time, he/she will be asked to wait the Falcon Holding Space at the end of the Emery Gymnasium parking lot. Once the student's appointed time has come, the student will be asked to go back to the original starting point to begin the arrival process.

The Emery Gymnasium will be the entry point for students and their families to begin their transition into the Falcon Nation. Each first-year will receive a folder with blue card indicating that he/she is cleared to proceed with the move-in process and report to the residence hall assigned. Once students arrive at their designated residence hall, the following process will occur.

## **Residence Hall Check-in Process**

1. The student will present the blue to check-in to staff in the parking lot
2. MPI will assist students with unloading their personal items into speed bins
3. The student will be welcomed by orientation leaders and given a welcome box
4. The student and parent(s) will enter the building and proceed to the assigned room
5. Residence Assistant (RA) will be station will be stationed on all floors to greet the students and parents
6. Keys and a Room Lease Form will be placed on each bed and students will receive them from the bed
7. The student will take a brief inventory of the room and sign the form
8. The student will unload their personal items and keep to their assigned time slot
9. The RA will inform the student and guardian when their time is up
10. The student and guardian will proceed to exit the room
11. The student will leave the Room Lease Form on the front desk of the residence hall as he/she leaves the building

When a student arrives on campus and he/she is not cleared to move into the residence hall that student will be directed to the registration process in the gym. If a student is not cleared, which means there is still a financial obligation that needs attention. The gym will serve as a registration "One Stop Operation" to include Financial Aid, Business and Finance, Admissions, and Housing to assist students with meeting their financial obligation.

In the student's folder, a list of items will be identified to assist students with what needs to be completed before transiting to the residence hall. Once this process is completed, students will be given a number and directed to the Falcon Holding Space at the rear of the parking lot. The same number will be given to a designated orientation leader who

will contact the designated orientation leader in the Falcon Holding Space to communicate to the student to proceed to the residence hall.

As students enter the residence halls, they will see signage of CDC posture (face covering, hand hygiene, and social distancing) guidelines displayed in the lobby, hallways, laundry room, and elevators the building. Each residence hall will have social distancing markers placed every 6 feet.

**Students will have roommates.** According to the CDC roommates should sleep head to toe and rooms will be marked with social distancing stickers. Signage will be posted in the bathrooms indicating how to wash hands and how to properly clean the bathroom.

**High touched public areas** will be cleaned by MPI with the EPA-registered disinfectants every 1-2 hours. CDC has defined high touched areas as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

**Common Areas** will be off-limits to minimize gatherings. The furniture in the common area will be remove by July 17<sup>th</sup> to assist with keeping student safe and practicing social distancing.

**Residence Hall Suites with independent bedrooms and bathrooms** - Students who occupy their own bed/bathroom will be provided with cleaning materials to clean their bathroom after every use. All bathrooms will be stocked with soap, paper towels and hand sanitizer. Instructions on how to properly wash hands will be posted. Students must empty their trash can regularly. MPI will provide training on cleaning procedures to ensure students will know how to use the products safely. Assistant Residence Hall Directors will conduct bi-weekly room checks. They will wear face mask, gloves, and maintain social distancing.

**Residence Hall Suites with four students sharing a bathroom** - Students who share a community style bathroom will have designated cleaning hours set by MPI Services. According to the CDC, shared bathroom should be cleaned at least twice a day or more depending on heavy usage. MPI will clear the shares bathrooms at least twice a day and all bathrooms will be stocked with soap, paper towels and hand sanitizer. Trash cans will be emptied regularly. Instructions on how to properly wash hands will be posted. Also, another sign will be posted to remind students about the sink being extremely infectious and to not place a toothbrush on the surface. CDC recommends students have a tote to use for personal items and the university will provide them. Assistant Residence Halls Directors will conduct bi-weekly room checks. They will wear face mask, gloves, and maintain social distancing. CDC signage will be displayed throughout the building.

**Residence Halls with no suites and a community bathroom** – Students who share an open community style bathroom (6 or more showers/sinks) MPI will have designated cleaning hours to ensure the bathrooms are clean on a regular bases. According to the

CDC, shared bathroom should be cleaned at least twice a day if not more depending on heavy usage. All bathrooms will be stocked with soap, paper towels and hand sanitizer. Trash cans will be emptied regularly. Instructions on how to properly wash hands will be posted. Also, another sign will be posted to remind students about the sink being extremely infectious and not to place a toothbrush on the surface. A tote can be used for personal items. Assistant Residence Halls Directors will conduct bi-weekly room checks. They will wear face coverings, gloves, and maintain social distancing. CDC signage will be displayed throughout the building.

**Elevators and Stairwells** - There will be signage on the elevators limiting the number of persons to two at a time and the stairwells will have signs indicating one-way traffic flow when feasible.

**Student Education and Training** - Residence Hall Directors and Assistants RDs, Health Services, CAPS, and other areas will provide training and handouts on various workshops to support student success. Some of the workshop will highlight the following and more: proper bathroom cleaning, the importance of social distancing, protecting yourself and others, what to do if you feel sick, and daily life and coping.

**Laundry Rooms** – Disposable gloves, hand sanitizer, cleaners and EPA-registered disinfectants will be provided for residents and staff to clean and disinfect bottoms, knobs and handles of laundry machines and other shared items. Self-cleaning instructions will be posted. Students will follow a staggered operations approach and limited use time to ensure all students will have access. This process will operate on an honor-system. MPI will clean daily. CDC signage will be displayed along with 6 feet markers.

**Outside Visitation-** has been suspended for the fall semester. The Director of Housing and Re-Opening committee will reassess visitation guidelines for the spring semester. Students who do not adhere will face a penalty of 1) verbal warning (2) citation by campus security (3) 5-day isolation period off campus and continue remote learning. Before returning to campus the student is required to show documentation of having a COVID-19 test and a consultation with the Gordon Health Center staff. There are two free COVID-19 Testing sites near the university with one site located at the Southeast Raleigh YMCA at 1436 Rock Quarry Road, Raleigh, NC 27610 and the other site located at the Open Door Clinic/Urban Ministries of Wake County at 1390 Capital Blvd., Raleigh, NC 27603

All campus tours will be virtual and coordinated through Admissions.

## Social Distancing

According to the CDC, social distancing is critical to minimizing the spread of the COVID-19 virus. Social distancing is defined by the CDC as “keeping space between yourself and other people outside of your living quarters. To practice social distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Cover your nose and mouth with a mask or any face covering when around others
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings, such as a friend’s residence, restaurants, shops, or any other place with large crowds

Saint Augustine’s University students, staff, and faculty members will adhere to the CDC guidelines regarding social distancing to assist with minimizing the spread of the COVID-19 virus.

Students are required to be 6 feet apart during class, activities, office setting, residence halls, dining hall, library, chapel and sporting events. Students will receive masks and it must be worn at all times outside of their room. CDC signage will be posted throughout the university.

**Student Engagement** – A combination of in-person and a hybrid model will be deployed to enhance the learning and social development of students. All in-person events/activities will adhere to the social distancing process and require face coverings. **Listed below are some measures for a safe engagement process.**

- Each session will start with a reminder about social distancing and hand washing etiquette
- Plexiglas will be installed by July 20<sup>th</sup> in high trafficked area such as residence hall front desk, library front desk, student center main office, etc.
- Limit all student activities and social events to fewer than 30 participants depending on the size and location of the event and maintain social distancing
- Utilize multiple dates and sections when conducting activities and events to ensure students are engaged
- The length of the sessions will be considered to ensure more students can participate
- MPI will clean the high trafficked area twice a day (library, classroom hallways, restrooms in office building)

Face-to-face Homecoming activities and events are cancelled – there will be some events that take place on a virtual platform.

Each student will receive 9 masks. Students will receive a combination of cloth, surgical and K95 mask. Mask will be given out every first and third Wednesday of Aug. Sept.

Oct. and Nov. It is mandatory for students to wear a mask outside of their rooms during the Fall semester.

**Sports** – SAU has a robust sporting program with over 250 student athletes participating in various team events. The camaraderie and team spirit is paramount on the campus with a great fanfare base. However, this year's sporting events will be different because of the impact of COVID-19 along with the social distancing requirements and personal hygiene etiquette recommendations.

- COVID-19 signage will be posted throughout the gym in the locker rooms, weight room, wellness and fitness room, restrooms, and main area of the gym
- MPI will conduct a deep cleaning process daily. MPI cites deep cleaning as a thorough cleaning of an area by using an EPA –registered cleaning agent that disinfect and sanitize the area.
- A grab-n-go dining services will be set-up at the gym for student athletes during phase II of the dining service process
- Coaches are responsible for making sure all equipment and practice uniforms are cleaned immediately after use daily
- The Gordon Health Center should be contacted immediately of any COVID-19 symptoms occurring with any of the student athletes
- During game days, all stakeholders must adhere to all social distancing requirements and wear a mask or face covering
- The stadium will be marked with 6 feet stickers in the stands
- Hand sanitizer stations will be located throughout the stadium

### **Maintaining a Healthy and Safe Environment**

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of our reopening process. All stakeholders are called upon to slow the spread of the virus through social distancing and prevention hygiene, such as frequently washing your hands and wearing face coverings. Everyone also has a role in making sure the Falcon Nation is as safe as possible to reopen and remain open.

**MPI Services** – Is the cleaning service employed to provide a professional healthy work and living environment for all stakeholders at SAU. Listed below are some of their prescribed cleaning processes to support a safe and clean environment. **All MPI personnel will do the following as proper cleaning is administrated.** See appendix 1 for more details.

- Wear disposable gloves and mask to clean and disinfect
- Clean surfaces using approved EPA – registered household disinfected
- Clean with soap and water to reduce numerous germs, dirt, and impurities on surfaces
- Ensure all areas are disinfected to kill germs on surfaces

- Practice routine cleaning of frequently touched surfaces as tables, doorknobs, light switches, countertops, handles, desk, phones, keyboards, toilets, faucets, sinks etc.
- More frequent cleaning and disinfection may be required based on levels of use
- Surfaces and objects in public places such as keypads should be cleaned and disinfected before each use.
- Trash will be emptied regularly
- Bathrooms will be stocked with soap, paper towels and hand sanitizer
- High touched areas will be cleaned every 1 – 2 hours
- All buildings will display the 6 feet markers

**Gordon Health Center** – Serves as a collaborative link between the Wake County Health and Human Services, UNC Rex Employee Health, Saint Augustine’s University Campus Physician and other Medical Board-Certified Organizations and Personnel. The Gordon Health Center has a plan in place to assist and support students during the COVID-19 virus challenges on campus.

- The Health Center will collect and file all ----- survey collected during the move-in process
- The Health Center had partnered with SAU Public Health Department to provide temperature testing and contact tracing for students
- Students will be encouraged to self-report any health conditions that may place them at high risk during the COVID-19 pandemic

There are three types of COVID-19 symptomatic categories that a student might be placed in based on symptoms:

- **Student A** is asymptomatic with no signs of COVID-19 exposure can continue his/her daily routine
- **Student B** has a mild temperature of 100.4 and other symptoms related to COVID-19. The student will be isolated, monitored and will be treated for 24 hours by the Health Center staff. During the isolation phase, the student will also receive services from CAPS and Aladdin
- After a 24 hours monitoring period, if the student no long exhibits symptoms of COVID-19 the medical team will clear the student.
- **Student C** has a temperature if 100.4 or greater with multiple symptoms of COVID-19. The Health Center staff person will contact campus security and the student will be referred to the ER. The Health Center staff person will follow-up with the student and notify the family.
- Upon the student’s discharge order, the Health Center staff person will communicate with the student regarding discharge and next steps
- Upon discharge and while the student is recovering and awaiting the COVID-19 test results, the student will be quarantine/isolated in the Falkcrest Apartments.

Falkcrest Apartments have been identified because once a person is quarantine/isolation he/she will need their own bathroom.

Other services that are offered by the Gordon Health Center

- The Health Center is on call 24 hours and offers an active virtual tele-health session every Tuesday
- COVID-19 communications are communicated weekly through Marketing & Communication
- The satisfaction survey is in the final stages of completion for the virtual tele-Health sessions
- A Flu Vaccine Awareness campaign will roll out in the fall

**Temperature Testing** – The Gordon Health Center has identified a body temperature scanner that will be able to read and validate individual temperatures. The goal is to purchase six body temperature scanners and place them in the following locations (Prezell R. Robinson Library, Martin Luther King Jr. Dining Hall, Weston Hall, Latham Hall, Boyer Hall, and Boyer Classroom Building).

- The Gordon Health Center will send communications to the University Community on how the body temperature scanners will work
- The scanners will check individual temperatures and if an individual's temperature is 100.4 or greater, The Gordon Health Center staff will be notified
- The Gordon Health Center staff will contact the individual
- The Gordon Health Center staff will assess the person to determine if further treatment is needed
- If further treatment is needed, the Health Center staff will place the person in one of the three previously mentioned COVID-19 symptomatic categories

**Watch for symptoms-** According to the CDC, COVID-19 has a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. Symptoms may include but are not limited to the following:

- Fever (100.4 +) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



**Contact Tracing** - The Gordon Health Center has partnered with the Wake County Health and Human Services to conduct the contact tracing process. Once an individual has been identified, a health center staff persons will contact the Wake County Health and Human Services appointed person to handle the case.

### **Quarantine/Isolation**

According to the CDC, some type of quarantine/isolation provision is requested if a person test positive for the virus. If a student becomes symptomatic on campus, the Health Center staff person is the first point of contact and will determine the next level of service. Once notified and if it is determined that the student will need care outside of the health center, campus security and the Emergency Medical Services (EMS) will be contacted. A Health Center staff person will be contacted and will remain in communication with the student.

Once a student is discharged and while he/she is awaiting COVID-19 test results, the student will be quarantine/isolated in the following designated areas Falkcrest Apartments will have one suite per building with a total of eight rooms and Weston Hall has identified seven rooms. The Health Center staff person will closely monitor the student's progress and the process. If the student tests positive for the COVID-19 virus, the student will remain in quarantine/isolation for 14 day. The contact tracing process will begin during this time.

Quarantine may be defined as the separation of those who are high risk or possibly exposed to determine if they are positive to COVID-19. Isolation may be defined as separating those who have tested positive for COVID-19.

- Falkcrest Apartments and Weston Hall are quarantine/isolation sites
- A total of 15 rooms are designated
- The Gordon Health Center staff will coordinate with CAPS, Aladdin and MPI for services for the student

### **Counseling and Psychological Services CAPS**

Due to the COVID-19 pandemic, students have experienced a tremendous amount of disruptions anxiety related to the changes. They may need additional support, accessibility, responsive assistance for ongoing validation and support. Measures will be taken to have a hybrid process.

- Plexiglas will be installed by July 20<sup>th</sup> in the CAPS offices
- Office will be re-arranged to include social distancing practices
- A hybrid approach to service delivery has been crafted
- Partner with internal and external agencies to delivery specific COVID-19 training

- Piloted Zoom Room Counseling may be identified as a permanent feature

**Dining Services** – Aladdin is the dining services company that provides students' meals and food for social events. Listed below are recommended ways they will provide service during the COVID-19 pandemic. The company will use a phase-in approach to delivery services.

**Phase I** - First 14 days, students will have no dine-in services. Carry out meals only. Lunch and dinner will consist of two entrée choices, 1 starch, vegetables, bread and dessert

- Plexiglas will be installed by July 20<sup>th</sup> at all service areas
- CDC signage and 6 feet floor markers will be displayed

**Phase II** – Dine-in service will begin Aug. 19<sup>th</sup> and the cafeteria will only accommodate 100 students to effectively practice social distancing. Students will have 30 minutes for mealtime to ensure all students will have an opportunity to eat. Listed below are the details of the flow of the process.

#### Breakfast Service

- The cafeteria serving hours will be 7 a.m. – 9 a.m. for breakfast ( All carry out materials – no china disposables only )
- The students will enter the cafeteria in groups of 6 with six feet social distancing markers at all points of service
- Once the capacity of 100 is reached, students /guests will eat and leave and as individuals leave others will enter
- Each table will be sanitized between guests
- After breakfast is completed, Aladdin staff will clean & sanitize the entire cafeteria area for lunch service
- Drink stations will be facilitated by an Aladdin staff member who will prepare the drinks to minimize contact

Lunch Service will follow the same procedures as breakfast services

- The cafeteria serving hours will be 11 a.m. – 2:30 p.m. (extended 30 minutes)
- In order to control entering multiple times the carry out boxes will be passed out at the serving counters
- The student / guests will have visit the serving line (They can choose up to two entrée selections during the one visit through the line). So if they their choices are fried chicken and Shrimp Alfredo they can choose both and sides.
- Students will have the option to carry out their food instead of dining in for lunch

Dinner Service will follow the same protocol procedures as lunch services

- The cafeteria serving hours will be 4 p.m. – 7:30 p.m. (opening early 30 minutes)
- In order to control entering multiple times the carry out boxes will be passed out at the serving counters

Athletics (Football Team dinner)

- The football team dinner meal will be set up at the concession stand at the gym (Time to be announced )
- There will be 2 entrée selections ,fruit ,vegetable drink ,dessert
- This would help move the students along smoothly and safely as well as less contact

Other potential pick up stations are contingent upon the Wake County Health Department's approval. The Wake County Health Department will visit the campus the week of Aug. 10<sup>th</sup>. The other locations up for consideration are listed below.

Falkcrest Apartments, Weston Hall, Latham Hall deliver to these locations - (Lunch service only)

- Hot food pick up 2 entrée choices
- Sides
- Must have meal plan that can be checked off
- Need additional help to facilitate ( possibly RA's )

Note: This is a tentative plan for phase II and changes will be done as we move along with the execution of the plan. Additional help will be needed from possibly student workers, in areas of service.

- Carry out utensils only
- Alternative dining space – MLK Mall Quad with tents, tables, and chairs to adhere to the social distancing guidelines
- Coordinate with local food trucks and vendors to offer additional dining services
- The North Carolina board of Health have partnered with dining services to assist with training and securing any permits needed to offer temporary safe food stations.