

The documents in the following Appendix were submitted directly from departments over the course of the summer planning operations. Some of these are still undergoing changes based on recent Federal, State, and local input as more information about the effects of COVID-19 are identified. This plan and the accompanying appendix will be updated to reflected the evolving landscape of COVID-19 and its impact on our communities. While these documents could be considered a final plan, KSC is not intending this plan to remain stagnant and will revise as we learn more about where the flaws are and how they can be rectified.

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INTERNAL Working Draft
University System of New Hampshire
COVID-19 Risk Mitigation and Management Plan Elements

Preamble:

The campuses of the University System of New Hampshire (Granite State College, Keene State College, Plymouth State University, and the University of New Hampshire) hold the responsibility to provide a well-coordinated system of public higher education for the state of New Hampshire. Our campuses offer undergraduate and graduate programs that serve our students and the educational, cultural, economic, and workforce needs of the state and the nation. Our research activities contribute to the welfare of humankind and our public mission compels us to serve the needs of the communities we share.

As we prepare for an academic year that will be impacted by global circulation and continued community exposure to COVID-19, our campuses have developed evidence-based policies and practices that identify, mitigate, and manage the sustained risks presented by this virus. Our primary objectives are to continue our core mission of serving the post-secondary educational and economic needs of the State of New Hampshire. We commit to stringently mitigating and managing the risks of COVID-19 for our students, faculty, staff, and the citizens of the towns and cities we share. Keene State College, Plymouth State University and the University of New Hampshire campuses have established alternate care sites, COVID-19 testing sites, and are working with partners to stand up analytical capacities for the state. The USNH institutions have also developed plans in coordination with regional partners, state leadership, emergency response and public health professionals, and with the municipal leaders of our local communities. The intellectual, scientific, and service capacity of the campuses of the University System will be directed to supporting the state's recovery.

USNH COVID-19 Risk Mitigation and Management Plan elements and expectations for the USNH coordinating committee and campuses developing annexed content:

The University System of New Hampshire (USNH) Covid-19 Coordinating Committee is responsible for developing a single set of broad COVID-19 risk control categories and essential requirements or questions.

Each campus will develop risk mitigation and management plans that explicitly address the categories, requirements, or questions unique to their institutions and communities. Campus plans will be included as annexed content to the USNH plan. A nimble project management plan and reporting system will be established to evaluate, and report, campus and system readiness. Plans will address these priority areas and all campuses will ensure risk mitigation and management in accordance with project management plan goals.

All campuses are expected to deliver blended (online and face-to-face) program delivery and to be ready to move to fully remote learning if risks are unacceptable and students, faculty, staff, and contractors or vendors are unable to continue with campus life and learning for the AY20/21.

The responsible lead and campus representatives are expected to ensure the USNH Coordinating Committee is engaged and briefed to ensure readiness, project management tracking, and consistency.

Foundational assumptions for USNH to reopen (as of May 15, 2020)

- Stabilized (flattened curve) or sustained reduction in positive cases for 10-14 days in New England.
- Reliable rapid diagnostic testing is available for campuses to sufficiently test all people prior to campus return, to test symptomatic people and contacts during the course of the semester, and to test random samples of the full population on a regular basis.
- Sufficient State and regional public health resources are available for rapid contact tracing.
- Effective surveillance systems for monitoring and detecting the emergence and spread of infection within the general community and within the campus population are developed and implemented.
- Resources and methods are available on campuses that allow for the rapid identification, immediate isolation, treatment, and referral of individuals to mitigate a second wave of infection.
- Explicit conduct expectations for students detailed and conduct responsibilities acknowledged through a conduct code acceptance.
- Real-time assessment of research and development strategies, campus and community developments to be monitored and applied or adjusted to assure best practices and outcomes.
- Legal review is completed and responsibilities, requirements, and indemnification are clear.

Briefings, approval and implementation expectations

- Governor's Office, DHHS, and other state agency approvals will be secured.
- Board of Trustees weekly Executive Committee updates beginning 5/21 and extending through July 31, 2020 go/no go decision.
- Board approval of reopening plan and campus annexed plans sought June 25/26.
- Plan will meet recommended guidelines/industry standards (if any are developed in time).
- Risk mitigation and management plans will be tested in July 2020 as campuses begin to return workforce in anticipation of startup.
- Project management tools will provide assessment and seamless reporting of campus and system readiness and response effectiveness as necessary.

USNH COVID-19 Risk Mitigation and Management Plan
Essential categories, requirements and questions
Campuses to develop annexed plans responsive to these requirements and questions

1. Behavior, Enforcement and Education

USNH campuses will collaborate to develop a comprehensive public education campaign regarding COVID-19 risks, campus expectations, and risk mitigation actions individuals must take. The target audiences will be on campus and off campus constituencies. Each campus will bring forward content experts to inform this campaign. Common collateral and message points will be developed with campus “wrap” around content. Education campaign materials will be shared Community College System of New Hampshire institutions, other higher education institutions, and with statewide taskforce to reopen higher education and the Department of Health and Human Services and Department of Education, as requested.

Campuses, will develop behavioral expectations for employees and students to ensure campus expectations are reinforced with conduct expectations and enforcement. Campuses, working with local officials and the State of New Hampshire will develop appropriate enforcement actions to reinforce campus expectations and to provide public health protection.

University Police leadership, Student Affairs leadership and conduct office professionals will expand and focus behavioral expectations, conduct standards, and enforcement actions affecting residential students, faculty and staff. Consideration of behavioral expectations and enforcement for members of the public, guests, contractors and visitors also to be established. The group will also consider expectation setting, conduct and enforcement for off campus or commuting students.

The USNH Communication and Marketing Executive Council (CMEC), under the leadership of Lisa Thorne, will coordinate the work to develop educational resources and strategic communication plans. It is expected that Environmental Safety and Health (ESH) professionals, public health professionals/faculty, and wellness professionals participate in this initiative.

Content experts and/or Coordinating Committee representatives for each campus include:

Responsible Lead-Behavior and Enforcement: Steve Temperino

GSC: Peter Conklin

KSC: Kemal Atkins, Matt Salter

PSU: Steve Temperino

UNH: Captain Steven Lee, Director of Conduct System

USNH: Ron Rodgers

Responsible Lead-Education: Lisa Thorne (USNH)

GSC: Tara Payne

KSC: Kelly Ricaurte, Jeanelle Boyer, Ralph Stuart

PSU: Marlin Collingwood, Katie Caron

UNH: Mica Stark, Kathleen Grace Bishop

Essential questions:

- What are essential messages for on campus constituencies?
- What are essential messages for off campus constituencies?
- What are essential messages for residents and leadership in the communities we share?
- What are best practices to drive behavior change to ensure protection of self and others?
- How will campuses drive adherence to behavioral and protection requirements and policies—i.e.: enhanced conduct violations and adjudication procedures and processes for students?
- What are expectations, requirements, and enforcement expectations for non-residential campuses?
- What are policies and requirements regarding guests and visitors to campuses?
- Are there requirements if students travel away from campus during the semester?
- How will campuses and municipalities/landlords mitigate risks for off campus residents?

2. Spacing, Cleaning, and Protection

USNH campuses will develop physical plant limits, student affairs limits, and educational delivery limits / approaches to ensure physical distancing of >6ft spacing for members of the campus community. Content experts from physical plant/grounds, student affairs and academic affairs will develop requirements, configure spaces to preserve physical distancing requirements, and cleaning requirements for the physical plant (i.e. dining, residential life, classrooms, common spaces, athletic events, performances). Campuses will address issues of on campus operations, events, conferencing and common space physical distancing assurances and disinfection/cleaning practices.

USNH campuses will develop coherent and consistent requirements to limit exposure and spread of COVID-19. Plans will identify personal protective equipment requirements, locations and requirements for use of protection, and explicit behavioral expectations. Nature and scope of requirements will address specific campus risks but leverage consistent expectations. Review of civil liberty issues and employer/employee rights associated with requirements and implementation of expectations will be essential. Legal review and recommendations will ensure consistency and justification for policy and conduct requirements expected. The University System ESH Council will provide content expertise and leadership.

Content experts and/or Coordinating Committee representatives for each campus include:

Responsible Lead---Spacing and Cleaning: Chris Clement

GSC: Peter Conklin

KSC: Frank Mazzola, Ockle Johnson

PSU: Katie Caron

UNH: Chris Clement

USNH: Ron Rodgers, Jim McGrail, Karyl Martin

Responsible Lead---Protection: Katie Caron
GSC: Peter Conklin
KSC: Wayne Hartz
PSU: Katie Caron
UNH: Brad Manning, Ron O’Keefe
USNH: Ron Rodgers, Jim McGrail, Karyl Martin

Essential requirements:

- Mode of academic delivery expected to be blended (on campus and remote access) for AY20/21.
- Remote access (synchronous or asynchronous) for students and faculty unable to participate in face to face delivery will be available.
- Campus plans will detail steps to pivot to fully remote if risks become unacceptable and on campus student life and educational experience cannot be continued.
- Classroom occupancy limits will be established in adherence of physical distance protocols. There are life safety occupancy limits, national standards, and six-foot spacing expectations to limit potential for exposure to airborne droplets.
- Enhanced technology and hardware to deliver high quality audio/video delivery of classroom activities to remote learners also enrolled will be installed/procured to support educational goals and student success.
- Faculty training to support increasingly robust blended and remote delivery essential for summer 2020 and AY20/21. Note: surveys of students and faculty will help to inform summer 2020 professional development and course planning for academic year 20/21.
- Campuses will plan for single occupancy and double, triple and quad rooms will be converted to double occupancy as possible maximum to maintain physical distancing criteria.
- Campuses will determine and clearly communicate maximum occupancy loading and scheduling to ensure physical distancing for dining, public spaces, student centers, and recreational centers.
- On or before June 26th a go/no go decision for fall athletics will be made. This is one month prior to campus reopening go/no go of July 31st.
- Legal review of policy requirements is essential to detail liability risk reduction.
- Campuses may, based on current public health guidelines, require use of cloth face masks, or the equivalent, while members of community (faculty, staff, students, members of public) are in public spaces.
- Requirement for physical distancing of >6 ft.
- Additional behavioral (risk mitigation) expectations and personal protective equipment requirements will be explicitly detailed for each campus.
- Employer tracking system for all employees in accordance with Governor’s return to work expectations will be implemented on all campuses.
- Legal review of policy requirements is essential to detail management rights, employee rights, and liability risk reduction.
- Important note: the essential requirements listed in this section are based on today’s “current” public health and state of NH requirements. These may change over time, including

becoming less restrictive. The USNH system will follow local and national public health guidelines, include state specific requirements and regulations.

Essential questions:

- What are the opportunities to limit higher risk impacts of student group departure and return (Thanksgiving and Spring Break) during AY20/21?
- How will academic calendars be modified?
- How will campuses mitigate risk posed by public access to campuses during the academic year?
- What are the safety and health protection requirements for quarantine and testing facilities?

3. Testing and Screening

USNH campuses, working with regional hospitals and the state emergency professionals, will develop screening and surveillance COVID-19 status testing protocols. Approaches will specify consistent methodologies, testing intervals and supply chain issues and expectations. Data collection, analyses, and privacy protections must be explicitly addressed. Campuses will develop Memoranda of Understanding with regional healthcare partners to characterize and implement testing and screening procedures. Campuses will also stipulate and deliver healthcare to self-isolated or quarantined students. Content experts and/or Coordinating Committee representatives for each campus include:

Responsible Lead: Paul Dean

GSC: Maggie Hyndman

KSC: Melinda Treadwell

PSU: Marlin Collingwood, Katie Caron

UNH: Paul Dean, Marion McCord

USNH: Ron Rodgers, Jim McGrail

Essential requirements:

- Campuses, directly or through collaboration with healthcare partners will integrate rapid diagnostic testing to determine COVID-19 status for all faculty, staff and students prior to campus return to full residential operations –fall 2020 and spring 2021 opening.
- Testing method at this time, nasal brush.
- Frequent retesting essential. Testing intervals and methodology will include requirements to test symptomatic individuals, individuals who have traveled, during the course of the semester, and to test random samples of the full population on a regular basis. This recognizes current limitations (false negatives, timing and invasive method). It will be essential that testing methodology be focused and refined with emerging evidence.
- Plan will be tested in July 2020 as campuses begin to return workforce in anticipation of startup.
- Campuses will develop response and access requirements following student, faculty, staff travel to areas of higher incidence or outbreak.

- Campuses will accept point of care testing, where available within previous three days, for returning and entering students.
- Campuses anticipate antigen testing to help alleviate routine screening during AY20/21.
- Campuses will provide appropriate, safe testing environments and exposure risk reduction steps.
- Testing will be completed by healthcare partners.
- Campuses and healthcare partners will create appropriate verification of individual COVID-19 status and clear communication pathways to identified responsible parties at the campus will be detailed.
- Legal review—MOUs must be finalized with healthcare partners. USNH must also consider implications and labor/management rights regarding testing and testing requirements and privacy protection requirements.

Essential questions:

- What are our management rights if an employee or student refuses to be tested?
- How do we ensure privacy and constitutional protections for members of the campus community?
- What is our duty?

4. Contact Tracing

USNH campuses, working with the Department of Health and Human Services, campus public health faculty, and regional public health network leadership will develop contact tracing and surveillance protocols. Content experts and/or Coordinating Committee representatives for each campus include:

Responsible Lead: Melinda Treadwell/Paul Dean

GSC: Mark Rubenstein

KSC: Brian Quigley

PSU: Steve Temperino

UNH: Peter Degan, Mike Ferrara

USNH: Jim McGrail, Karyl Martin

Essential requirements:

- Campuses will plan and prepare with State and regional public health resources to conduct rapid contact tracing. Plans must include details of staffing and training necessary to conduct scope of contact tracing anticipated.
- Legal review must consider privacy issues, confidentiality requirements, responsible parties, and responsibilities and indemnification must be clear.

Essential questions:

- What is “need to know” for campus personnel to be informed of positive test result?
- How will campuses mobilize contact tracing and engage the Department of Health and Human Services?

- Is it possible for public health networks and campus public health, nursing or wellness programs to support contact tracing and surveillance activities?

5. Isolation and Incident Management

USNH campuses will identify requirements for self-isolation, monitoring, and quarantine of COVID-19 positive cases. Data collection, analyses, and privacy protections must be explicitly addressed. Content experts and/or Coordinating Committee representatives for each campus include:

Responsible Lead: Paul Dean
 GSC: Peter Conklin
 KSC: Kemal Atkins
 PSU: Steve Temperino
 UNH: Kathleen Grace-Bishop
 USNH: Jim McGrail, Karyl Martin

Essential requirements:

- Campuses will establish effective surveillance systems for monitoring and detecting the emergence and spread of infection within the general community and within the campus population.
- Campuses will establish plans and quarantine facilities and healthcare support to ensure the rapid identification, immediate isolation, treatment, and referral of individuals to mitigate waves of infection.
- Campuses will establish processes to assess overall risk mitigation strategies; specifically recognizing opportunities for process improvement and risk reduction.
- Legal review must consider privacy issues, confidentiality requirements, responsible parties, and responsibilities and indemnification must be clear.

Essential questions:

- What are the specific expectations that would trigger an isolation and/or quarantine action?
- What is the case incidence rate that would prompt a closure of campus residential life and educational programming?
- What are the public health recommendations with regard to isolation, quarantine, and treatment for residential students testing positive?
- What is “need to know” for campus personnel to be informed of positive test result?
- Based on data, is the risk production measure effective? Why or why not? What steps can be taken to improve the process?

KEENE STATE COLLEGE PANDEMIC RESPONSE PLAN

I. Background

A **pandemic** (from Greek παν pan all + δῆμος demos people) is an epidemic of infectious disease that spreads through human populations across a large region; for instance a continent, or even worldwide. Influenza A viruses have the ability to infect many different animals. Influenza A viruses normally seen in one species can sometimes cross over and cause illness in another species. This creates the possibility that a new virus will develop, either through mutation or mixing of individual viruses, in turn creating the possibility for new viral strains that can be highly infective, readily transmissible and highly lethal in humans. Influenza A viruses have the capability of becoming a pandemic. When a pandemic virus strain emerges, 25% to 35% of the population could develop clinical disease, and a substantial fraction of these individuals could die.

While these scenarios are extreme, concerns about emerging diseases in the global population are similar to concerns about severe weather – it is often unclear what areas are at risk and the severity of the risk the disease presents. Because Keene State College highly values the health of our community, we will err on the side of caution in preparing for and reacting to epidemic concerns that arise in the larger community. This document outlines our expectations for KSC operations and the members of our community in helping to protect the health of everyone.

II. Purpose

Keene State College has created this Pandemic Response Plan to help the campus prepare and respond to a pandemic outbreak. The purpose of this Plan is to describe specific actions to be taken by the College in the event of an outbreak. The Plan should be implemented in accordance with the KSC Emergency Operation Plan and used to advise the community about the campus response to a pandemic. The plan encompasses the various aspects of communication and education, preparedness, emergency response, and the recovery and maintenance efforts to take place in the event of a pandemic.

The development of this document is based on the following assumptions:

- The federal government has assumed the responsibility for developing materials and guidelines, including basic communication materials for the general public on influenza, influenza vaccine, antiviral agents, and other relevant topics in various languages; information and guidelines for health care providers; and training modules. This information is now available at the following website: <http://www.pandemicflu.gov>.
- In the event of a pandemic, resources from federal government and the State of New Hampshire’s Department of Health and Human Services (DHHS) will be deployed to higher priority areas and local authorities and institutions will be responsible for community-specific response plans such as this one.
- A novel influenza virus strain may emerge in a country other than the United States, but could emerge first in the United States and possibly in New Hampshire.
- It is likely that moderate or severe shortages of vaccine will exist early in the course of a pandemic and also possible that no vaccine will be available.

- The supply of antiviral medications used for prevention and treatment of influenza will be limited.

III. World Health Organization (WHO) Pandemic Response Alert Phases

The World Health Organization has established six pandemic influenza response alert phases as part of its Global Influenza Preparedness Plan (see [Table 1](#) below).

TABLE 1 – World Health Organization Pandemic Response Phases

| PHASES | PUBLIC HEALTH GOALS |
|---|---|
| Interpandemic period | |
| <p>Phase 1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.</p> | Strengthen influenza pandemic preparedness at the global, regional, national and subnational levels. |
| <p>Phase 2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.</p> | Minimize the risk of transmission to humans; detect and report such transmission rapidly if it occurs. |
| Pandemic alert period | |
| <p>Phase 3. Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.</p> | Ensure rapid characterization of the new virus subtype and early detection, notification and response to additional cases. |
| <p>Phase 4. Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.</p> | Contain the new virus within limited foci or delay spread to gain time to implement preparedness measures, including vaccine development. |
| <p>Phase 5. Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).</p> | Maximize efforts to contain or delay spread, to possibly avert a pandemic, and to gain time to implement pandemic response measures. |
| Pandemic period | |
| <p>Phase 6. Pandemic: increased and sustained transmission in general population.</p> | Minimize the impact of the pandemic. |

IV. Keene State College Pandemic Alert Matrix

In line with the WHO Pandemic Response Alert Phases and recommendations of the New Hampshire Department of Health and Human Services, KSC has established the following alert matrix for our Pandemic Influenza Response Plan (see [Table 2](#)).

TABLE 2 – KSC Pandemic Alert Matrix

| What type of transmission is confirmed? | Where are the cases? | Are there cases at KSC? | Alert Level |
|--|--|--------------------------------|--------------------|
| None or sporadic cases only | Anywhere in the world | No | Ready/Level 1 |
| Person-to-person transmission | Anywhere in United States, Canada, Caribbean or Mexico | No | Green/Level 2 |
| Person-to-person transmission | Possible/confirmed case in the State of New Hampshire | No | Orange/Level 3 |
| Person-to-person transmission | Possible/confirmed case at KSC | Yes | Red/Level 4 |

In the event of a pandemic flu outbreak, it is possible that the College will decide to curtail operations before there are identified cases on Campus so that students, faculty, and staff can return to their respective homes. Depending on the severity of the outbreak, the college may be able to reopen quickly (if the pandemic is controlled in its early stages), or may need to remain closed until the pandemic has run its course.

Specific organization responsibilities for primary and support groups are outlined in Section V.

V. KSC Pandemic Response

Pandemic preparedness planning and response activities fall under Emergency Support Function (ESF) 8 (Health and Medical Services) of the KSC Emergency Operations Plan (EOP). The Incident Commander (IC) for pandemic response is the Group Leader for ESF-8 (the Director of Center for Health and Wellness or designee). The Pandemic Response Team is comprised of other supporting administrative units that have specific responsibilities in the event of a pandemic or potential pandemic at KSC as follows:

- **The Wellness Center**
- **Child Development Center**
- **Campus Safety**
- **Residential Life**
- **Dining Services**
- **Physical Plant**
- **Environmental Safety**
- **Emergency Planning Committee**
- **Custodial Services**
- **Marketing and Communications**
- **Human Resources**
- **International Education**
- **Academic Affairs/Information Technology**
- **Dean of Students**
- **President's Office**

The responsibilities of the IC include but are not limited to:

- 1. Communication with the President's Cabinet**
- 2. Convening of the Pandemic Response Team**
- 3. Coordination of responses among departments**
- 4. Receive and distribute information for the Center for Disease Control and the New Hampshire Department of Health and Human Services**

Keene State College Pandemic Response Plan
Updated March 2020

Pandemic Response Team Contacts

| Name | Area | KSC | Home | Cell | Back Up | KSC | Home | Cell |
|----------------------------------|--|------------------------------|--------------|--------------------------------------|------------------------------|------------------------------|--------------|------------------------------|
| Brian Quigley | Incident Commander | 358-2438 | | 917-755-7969 | Gail Zimmerman | 358-2842 | | 283-8461 |
| Kristin Eineberg & Brian Quigley | The Wellness Center | KE: 358-2926 BQ: 358-2438 | NA | KE: 508-450-0428 BQ: 917-755-7969 | Beth Fries & Forrest Seymour | BF: 358-2445 FS: 358-2047 | NA | BF: 852-6346 FS: 721-9979 |
| Ralph Stuart | Environmental Health & Safety/Emergency Planning Committee | 358-2859 | NA | 802-316-9571 | Frank Mazzola | 358-2243 | 876-3449 | 313-6322 |
| Frank Mazzola | Physical Plant | 358-2243 | 603-876-3449 | 603-313-6322 | Ralph Stuart | 358-2859 | NA | 802-316-9571 |
| David Merritt | Custodial Services | | | | | | | |
| Kevin Williams | Campus Safety | 358-2959 | 313-269-3110 | 603-313-4248 | Stuart Mitchell | 358-2566 | NA | 603-313-6665 |
| Karen Crawford | Human Resources | | | | Heather McGreer | 358-2471 | 357-5831 | 313-59922 |
| Kent Drake-Deese | Residential Life | 358-2999 | 357-4245 | 313-4908 | Jim Carley | 358-2337 | 876-4261 | 852-8075 |
| Bonnie Blanchard | Dining Services | 358-2633 | 847-9680 | 603-499-1402 | Jackie Romito-Carey | 358-2683 | NA | 413-250-6554 |
| Ockle Johnson | Academic Affairs | 358-2112 | 603-358-3781 | 603-903-5171 | Sue Castriotta | 358-2141 | 603-352-5956 | 603-395-6449 |
| Deirdre McPartlin | Child Development Center | 358-2232 | 603-357-0502 | 603-439-1864 | Tara Kavanagh | 358-2233 | 863-6177 | NA |
| Kelly Ricaurte | Marketing & Communications | 358-2119 | NA | 303-801-5863 | Russ Cobb | 358-2109 | 603-827-3604 | 603-762-1208 |
| Gail Zimmerman | Dean of Students | 358-2842 | | 283-8461 | | | | |
| Skye Stephenson | Global Education | 358-2379 | 355-1244 | 762-1259 | Steve Spiegel | 358-2499 | 413-498-5311 | 413-559-8130 |

Keene State College Pandemic Response Plan
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| | | | | | | | |
|--------------------|-------------------|---------|----|----------------------|------------------|--------------|----------------------|
| Barbara Preston | Presidents Office | 358-211 | NA | 603- 499- 1430 | Sarah Spykman | 358- 2006 | 603- 573- 5651 |
|--------------------|-------------------|---------|----|----------------------|------------------|--------------|----------------------|

V.1 The Wellness Center

Level 1 – Ready – no known human to human transmission

- Establish a Medical Crisis Response Team (Executive Director of TWC, Chief Medical Officer, Nurse Practitioner, Associate Vice President of Student Affairs)
- Alert staff about planning process and provide training as needed
- Offer regular Influenza vaccination clinics to KSC community
- Conduct educational poster campaign to prevent disease transmission and promote hand washing
- Consult with Purchasing Office to negotiate appropriate contract for the purchase of large quantities of sanitizer gel and masks
- Collaborate with other departments in preparation to purchase necessary supplies
- Require sick students presenting at health clinic with a cough or fever to wear a mask
- Fit appropriate staff to N95 respirator masks
- Determine appropriate levels of administrative support from other departments
- Provide all medical staff with yearly influenza vaccination
- Encourage counseling clients to cover if they cough and stay home if they're sick.
- Provide all counseling staff with hand sanitizers.

Level 2 –Green–confirmed human to human transmission/case(s) in US, Canada, Caribbean or Mexico

- Convene Medical Crisis Response Team to review policy, protocol and supplies
 - Brian Quigley, Kristin Eineberg, Gail Zimmerman, Maribeth Fries
- Notify other members of the Pandemic Response Team of change in threat level
- Provide update to the Keene State College Emergency Management Core Team
- In-service training for Health Services Staff
- Determine the need and source of additional staff
- Offer campus wide educational session; risks, prevention and crisis response plan
- Screen all patients with respiratory illness for possible Covid-19 risk
 - For any student signing in, they will all complete an online screening questionnaire to assess Covid-19 risk. Please review their answers BEFORE face to face contact with them. If they are identified as at risk, put on a respirator mask, goggles, gloves, and gown (if available) (PPE) and immediately bring them to Recovery Room. Designate room as off limits to any other patients. Any staff having contact with this patient needs full PPE. Contact DHHS for further instructions:
 - Immediately report any suspect cases to DPHS by calling 603-271-4496 (after hours 603-271-5300)
 - For any student calling with a respiratory complaint including cough or fever, please screen for Covid-19 risk: have they traveled outside the U.S. in the past two weeks. If so, to China or other high- risk country? Have they been in close physical contact with anyone who has traveled to a high- risk country AND is

sick? If yes to either, tell them to remain in their room. Contact DHHS for further instructions. DO NOT SCHEDULE THEM APPOINTMENT:

- **Immediately report any suspect cases to DPHS by calling 603-271-4496 (after hours 603-271-5300)**
- **Identify within the clinic an alternative waiting and treatment site for acute respiratory illness cases that present verses other health concerns**
 - **This will be the area that currently contains Chelsea's desk.**
 - **The area will contain four black portable chairs at all times than can be wiped down with bleach containing wipes between patients. Once disinfected, allow to air dry two minutes before next patient to sit in chair**
 - **Area will be utilized once we have progressed to level 3**
- **Consult with State of New Hampshire Department of Health and Human Services (DHHS) for recommendations as needed**
 - **For general questions:**
Darlene Morse, MSN, RN, M.Ed., CIC
Public Health Nurse Program Manager
NH TB Nurse Consultant
NH Bureau of Infectious Disease Control
Phone: 603-271-4494
Fax: 603-271-0545
E-Mail: Darlene.morse@dhhs.nh.gov
 - **Immediately report any suspect cases to DPHS by calling 603-271-4496 (after hours 603-271-5300)**
- **Immunize staff with appropriate vaccine if available**
 - **Currently there is no Covid-19 vaccine. One is being developed currently**
- **TWC staff to disinfect waiting area three times daily during business hours.**
 - **Wipe down computers, couch, chairs, door knobs with clinic-approved disinfecting wipes 10 am, 12 pm, 2pm.**

Level 3 – Orange -possible/confirmed case(s) in the State of New Hampshire

- **Convene Medical Crisis Response Team for review and update**
- **Notify other members of Pandemic Response Team of change in threat level**
- **Update and make recommendations to the Keene State College Emergency Management Team**
- **Communication to community on institutional protocol (signs, symptoms and referral of suspected cases)**
- **Consult with State of New Hampshire Department of Health and Human Services (DHHS) for current recommendations**
 - **For general questions:**
Darlene Morse, MSN, RN, M.Ed., CIC
Public Health Nurse Program Manager

NH TB Nurse Consultant
NH Bureau of Infectious Disease Control
Phone: 603-271-4494
Fax: 603-271-0545
E-Mail: Darlene.morse@dhhs.nh.gov

- Immediately report any suspect cases to DPHS by calling 603-271-4496 (after hours 603-271-5300)
- Prepare to quarantine at risk groups on campus if necessary
 - As part of preparations for potential quarantined students, know that if there is a quarantined student on campus, they will be housed in a single room in designated Residence Hall (Kent Drake-Deese is determining this and will be sending Dr. Brian Quigley the plan for this should it be needed).
 - A designated TWC clinical staff person (RN or NP) will be identified at the beginning of each clinical day to be available for a house call, if needed. Otherwise, they will assess the student over the phone if possible, at least once, daily.
 - That staff person will be given appropriate personal protective equipment (PPE) including an N95 (or equivalent) respirator mask, goggles, gown, gloves, hand sanitizer, which they will put on prior to any person-person contact with the student
- Develop parent communication plan in case of quarantine
 - The designated clinical staff person of the day (see above) will contact the student's listed guardian, at least once per business day with update, after initial ROI obtained with daily updates.
- For direct patient contact with any student who complains of fever, cough, or respiratory distress, immediately put on a respirator mask, goggles, gloves, and gown (if available).
- Begin utilizing alternative waiting and treatment site for acute respiratory illness cases that present versus other health concerns
 - This will be the area that currently contains Chelsea's desk.
 - The area will contain four black portable chairs at all times than can be wiped down with bleach containing wipes between patients. Once disinfected, allow to air dry two minutes before next patient to sit in chair
 - For any patient who screens positive for Covid-19 risk, please isolate in Recovery room as soon as possible and notify DHHS
 - Immediately report any suspect cases to DPHS by calling 603-271-4496 (after hours 603-271-5300)
- Ensure that there is an adequate inventory of supplies (masks and sanitizer gel) for The Wellness Center staff
- Identify counseling staff for responding to any emotional health needs identified by the college/incident commander. Provide further training as needs are identified.

- **Instruct entire TWC staff on proper anti-infection precautions.**
- **Provide counseling supports to anxious students and have information sheets on anti-infection strategies available.**

Level 4 – Red - possible/confirmed case(s) at Keene State College

- **Contact the DHHS for most recent recommendations**
 - **For general questions:**
Darlene Morse, MSN, RN, M.Ed., CIC
Public Health Nurse Program Manager
NH TB Nurse Consultant
NH Bureau of Infectious Disease Control
Phone: 603-271-4494
Fax: 603-271-0545
E-Mail: Darlene.morse@dhhs.nh.gov
 - **Immediately report any suspect cases to DPHS by calling 603-271-4496 (after hours 603-271-5300)**
- **Notify other members of the Pandemic Response Team of change in threat level**
- **Communicate with the Medical Crisis Response Team and the KSC Emergency Management Team to determine institutional response**
- **Provide care for any sick students based on DHHS recommendations**
- **Remain available for further instructions**
- **If pandemic becomes widespread on campus, notify counseling clients of institutional response/decisions on operations and triage needs via telephone.**
- **In Health Services, if possible, provide telehealth options to assess patients who are not physically ill. Will notify all mental health patients who do not require a physical prescription (prescriptions can be called into pharmacy) not to come to clinic. We will arrange telephone appointments, instead, as options for these patients. For staff who are scheduling these telehealth appointments, please make sure we have accurate student telephone contact information and instruct students to answer the phone and clear their voicemail boxes.**
- **Avoid scheduling any nonurgent medical appointments to avoid students' potential exposure coming to the clinic. To accomplish, CMO will deactivate self-scheduling. All students will call to schedule their appointments. Nurses will triage all telephone requests for appointments.**
 - **For any sick calls that are screened positive as possible Covid-19, encourage student remain in their room, and contact DHHS (number above).**
 - **Any appointments that can be treated over the phone will be treated accordingly. Any non-urgent appointment reasons such as chronic orthopedic (> 6 months duration), chronic migraine, chronic GI or contraceptive counseling will be referred to back to home providers.**
- **Adjust counseling operations to accommodate any increased needs for support.**

V.2 Child Development Center

Level 1 – Ready – no known human to human transmission

- Educate children, parents and staff on proper hand washing techniques and other disease spreading strategies
- Inform parents and staff on the attendance policy for sick individuals
- Encourage staff to receive the annual flu shot and encourage parents to have their child receive the vaccine
- Work with families on the development of an emergency plan for each family in the event of the need to close the Center
- Ensure that adequate supplies of hand sanitizer and tissues are on hand
- Contact the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services) to determine if any further action is needed.

Level 2 –Green–confirmed human to human transmission/case(s) in US, Canada or Mexico

- Develop notification for parents and staff that includes the most up to date information on transmission and treatment, utilizing information from the Center for Disease Control, www.cdc.gov and the New Hampshire Department of Health and Human Services, www.dhhs.state.nh.us
- Contact the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services) to determine if any further action is needed.

Level 3 – Orange -possible/confirmed case(s) in the State of New Hampshire

- Review information from the Center for Disease Control and the New Hampshire Department of Health and Human Services as for their recommendations for identifying and responding to suspected cases in the Child Development Center.
- Communicate any concerns regarding child, or staff illness to the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services)

Level 4 – Red - possible/confirmed case(s) at Keene State College

- Implement recommendations for operations/closing for child care centers developed by the New Hampshire Department of Health & Human Services
- Communicate any operational changes, concerns or questions to the Incident Commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services)

V.3 Campus Safety

Level 1 – Ready – no known human to human transmission

- Provide training on disease transmission and hand washing to all staff.
- Review college pandemic plan with campus safety staff
- Recommend staff receive yearly influenza vaccine
- Fit all Campus Safety staff with N95 respirator masks
- Require all telephones and computer keyboards and mice be cleaned between users.
- Contact the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services) to determine if any further action is needed.

Level 2 –Green–confirmed human to human transmission/case(s) in US, Canada, Caribbean or Mexico

- Review college response plan to pandemic.
- Provided updated information regarding the area of the outbreak and the extent to which the pandemic has spread.
- Require officers wear respirator masks when in contact with potential pandemic cases.
- Notify Center for Health and Wellness if encountering individuals with pandemic like symptoms
- Require staff and visitors use hand sanitizer when entering Campus Safety building.
- Recommend family members of all Campus Safety staff receive immunization.
- Contact the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services) to determine if any further action is needed.

Level 3 – Orange -possible/confirmed case(s) in the State of New Hampshire

- Assess the need for staff to use respirator masks when in contact with the public.
- Assist the Center for Health and Wellness and Residential Life in isolation and quarantine if warranted
- Ensure that there is an adequate inventory of supplies (masks, gloves and gel) for staff
- If necessary, close campus to vehicle access at Wyman Way, Appleton St. at Pondsides 2, Appian Way, Fiske lot, Duffy Court, Blake St., Madison St. and Butler Court.
- Communicate any concerns that you may have to the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services)

Level 4 – Red - possible/confirmed case(s) at Keene State College

- If college is closed, have all residence hall door lock cores changed.
- Secure all campus buildings.
- Consult with Keene State College Critical Incident Management Team.

Keene State College Pandemic Response Plan
Updated March 2020

- **Delete all access levels except emergency personnel to campus areas in card access system.**
- **If necessary, close campus to vehicle access at Wyman Way, Appleton St. at Pondsides 2, Appian Way, Fiske lot, Duffy Court, Blake St., Madison St. and Butler Court.**
- **Revert to minimum shift staffing to provide adequate campus coverage.**
- **Conduct regular checks of campus buildings to ensure they remain secure.**
- **Require staff with a household member ill with the flu not to report to work per quarantine guidelines.**
- **Rotate to a 12 hour on/12 hour off shift schedule if necessary to provide shift coverage.**
- **Remain available for further instructions**
- **Communicate any operational changes, concerns or questions to the Incident Commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services**

V.4 Residential Life/Dining Services

Level 1 – Ready – no known human to human transmission

- Provide students with information regarding the transmission of Influenza and the importance of sanitization (hand washing/use of hand sanitizer)
- Update staff on college plan
- Train essential personnel on risk and response (RA's and RD's)
- Begin planning for potential isolation and quarantine of students (identify rooms and/or buildings) and a protocol for sending students home in collaboration with the incident commander
- Install hand sanitizers in shared residence hall bathrooms
- Recommend all staff receive the yearly influenza vaccination
- Ensure emergency food service plan is updated
- Contact the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services) to determine if any further action is needed.

Level 2 –Green–confirmed human to human transmission/case(s) in US, Canada, Caribbean or Mexico

- Provide information to students about the area of outbreak and the potential risk to our community
- Communicate with parents outlining college plan and let them know what to anticipate should a confirmed case at KSC exist
- Provide up to date information re: vaccination and assist students in developing personal emergency plans
- Update staff on college plan
- Assess plan and supply of cleaning and personal supplies (soap, shampoo) in the identified isolation and quarantined areas
- Ensure that there is an adequate inventory of supplies (masks and gel) for staff
- Encourage staff to acquire appropriate vaccine if available
- Prepare to activate Emergency food service plan if necessary
- Contact the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services) to determine if any further action is needed.
- Frequent sanitizing of hand scanners in Dining
- Hand sanitizer dispensers available for guest use in Dining
- Frequent changing of serving utensils in Dining

Level 3 – Orange -possible/confirmed case(s) in the State of New Hampshire

- Enact plan for isolation and quarantine of students in collaboration with Incident Commander if necessary
- Set up housing and dining command center

- **Enact emergency contact phone tree of essential staff**
- **Mandatory programs in each residence hall with appropriate health officials**
- **Increase level of the emergency food service plan if necessary**
- **Communicate any concerns that you may have to the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services)**
- **Frequent disinfecting of hand scanners in Dining**
- **Use of single dispensed tissue paper for guests to select bread, hand fruit and items at gluten avoidance station in Dining**
- **Remove salt and pepper dispensers from tables in Dining. Relocate to service stations.**
- **Frequent sanitizing of handles of condiment dispensers, cereal dispensers, milk dispensers, ice cream dispensers in Dining**
- **Include hygiene, handwashing and “stay home” at daily employee huddles in Dining**
- **Post good hygiene/prevention signage (stressing handwashing) for students and staff in Dining**
- **A COVID-19 specific email will be available to Chartwells operators starting this week**
- **Chartwells will be working with unit level operators and vendors to proactively share information to minimize supply chain disruption**
- **Chartwells Coronavirus Response Team will be providing unit level operators updates on a weekly basis or more frequently as needed**

Level 4 – Red - possible/confirmed case(s) at Keene State College

- **Work with campus safety to secure buildings if necessary**
- **Prepare staff to assist campus safety in securing and monitoring buildings if necessary**
- **Assist with the distribution of food to the isolated or quarantined students**
- **Make revisions to duty schedule as necessary**
- **Work with Associate Vice President for Student Affairs office in communicating with parents (via phone, letter or email depending on their student’s condition and contact with infected person(s))**
- **Remain available for further instructions from the incident commander**
- **Increase level of the emergency food service plan if necessary**
- **Communicate any operational changes, concerns or questions to the Incident Commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services)**

Dining:

- **Eliminate self service**
- **Eliminate the use of hand scanners**
- **Work with the plumbing department regarding the feasibility of a handwashing station at the entrance of the Zorn Dining Commons**
- **Evaluate service stations based on ability to staff**
- **Implement use of Chartwells Pandemic Crisis Feeding Plan**

V.5 Physical Plant and Custodial Services

Level 1--Ready – no known human to human transmission

- **Maintain a supply of hand sanitizers throughout campus.**
- **Develop respiratory protection plan and resources; i.e. who needs protection, expanding of college contracts to include N95 masks.**
- **Contact the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services) to determine if any further action is needed.**

Level 2--Green– confirmed human to human transmission/case(s) in US, Canada, Caribbean or Mexico

- **Review with custodial services contractor to evaluate inventory of hand sanitizers and cleaning supplies—order supplies if necessary.**
- **Train and fit-test Health Services staff in the proper use of N95 respirators.**
- **Contact the incident commander to determine if any further support is needed.**

Level 3 – Orange--possible/confirmed case(s) in the State of New Hampshire

- **Ensure that there is an adequate inventory of supplies (masks and gel) for staff.**
- **Request that custodial services switch to approved disinfectants for cleaning public surfaces**
- **Train and fit-test Campus Safety staff in the proper use of N95 respirators.**
- **Disinfect all entrances (door knobs, etc.) daily.**
- **Communicate any concerns that you may have to the incident commander**

Level 4 – Red --possible/confirmed case(s) at Keene State College

- **Consult with Center for Health and Wellness/Public Health Services to determine what steps will need to be taken to isolate and quarantine students if necessary.**
- **Remain available for further instructions**
- **Activate Point of Distribution (POD) site to dispense medicine or other prophylactics if requested to do so by the Keene EMD.**
- **Communicate any community concerns or questions to the Incident Commander**

V.6 Marketing & Communications

Level 1--Ready – No known human to human transmission

- Review the Emergency Operations Plan ESF 8 Health and Medical Services
- Develop template media responses to potential pandemic situations
- Contact the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services) to determine if any further action is needed.

Level 2--Green– confirmed human to human transmission/case(s) in US, Canada, Caribbean or Mexico

- Develop and post appropriate communications to the campus community and the public utilizing all appropriate forms of communication (examples web site, GAL, MyKSC, press releases, etc.)
- Contact the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services) to determine if any further action is needed.

Level 3 – Orange--possible/confirmed case(s) in the State of New Hampshire

- Update information as it becomes available through all appropriate forms of communication (examples web site, GAL, MyKSC, press releases, etc.)
- Communicate any concerns that you may have to the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services)

Level 4 – Red --possible/confirmed case(s) at Keene State College

- Update information as it becomes available through all appropriate forms of communication (examples web site, GAL, Emergency Notification System)
- Communicate any concerns that you may have to the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services)

V.7 Human Resources

Level 1--Ready – No known human to human transmission

- Establish a protocol for contacting employees and emergency contacts
- Update emergency contacts on a regular basis
- Make emergency contact reports available on an ongoing basis to appropriate departments
- Survey supervisors to identify functions where an extended absence without backup could create significant risk to the institution or to services
- Develop a “Fitness for Duty” policy
- Develop compensation plan for mandatory medical leave of faculty and staff
- Encourage managers to organize cross-training for essential operations
- Contact the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services) to determine if any further action is needed.

Level 2--Green– confirmed human to human transmission/case(s) in US, Canada, Caribbean or Mexico

- Ensure emergency contacts are current
- Make emergency contact reports available on an ongoing basis to appropriate departments
- Create a list of local community resources available for assistance (support groups, personal mental health counseling, flu shot clinics)
- Contact the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services) to determine if any further action is needed.

Level 3 – Orange--possible/confirmed case(s) in the State of New Hampshire

- Review essential steps from Level 2
- Communicate the list of resources to the college community
- Communicate any concerns that you may have to the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services)

Level 4 – Red --possible/confirmed case(s) at Keene State College

- Offer support to individual areas as it pertains to staffing needs
- Remain available for further instructions
- Communicate any concerns that you may have to the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services)

V.8 International Education

Level 1--Ready – No known human to human transmission

- Develop a strategy to communicate with international students and students studying abroad pandemic information
- Ensure that all students have developed an evacuation plan in the event of college closing (either KSC or other institutions)
- Adopt CDC travel recommendations (www.cdc.gov/travel/) during an influenza pandemic and be able to support voluntary and mandatory movement restrictions (Recommendations may include restricting travel to and from affected domestic and international areas, recalling nonessential employees working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas)
- Contact the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services) to determine if any further action is needed.

Level 2--Green– confirmed human to human transmission/case(s) in US, Canada, Caribbean or Mexico

- Implement monitoring policy on all students involved in their program
- Communicate any updates from the college to all students in the program
- Update the Incident Commander on the status of all students involved in their program
- Contact the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services) to determine if any further action is needed.

Level 3 – Orange--possible/confirmed case(s) in the State of New Hampshire

- Update the Incident Commander on the status of all students involved in their programs at KSC campus
- Continue to communicate with international and study away students, monitoring their situation and informing them of options
- Communicate any concerns that you may have to the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services)

Level 4 – Red --possible/confirmed case(s) at Keene State College

- Be prepared to support their international students in the event of closing the institution
- Continue to monitor and support study away students globally, working with the Pandemic response team to find best solutions during health crisis.
- Remain available for further instructions

- **Communicate any concerns that you may have to the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services)**

V.9 Academic Affairs

Level 1--Ready – No known human to human transmission

- Review/update the “academic plan in the event of college closing”
- Distribute plan to all faculty and adjuncts
- Contact the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services) to determine if any further action is needed.

Level 2--Green– confirmed human to human transmission/case(s) in US, Canada, Caribbean or Mexico

- Contact the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services) to determine if any further action is needed.

Level 3 – Orange--possible/confirmed case(s) in the State of New Hampshire

- Communicate any concerns that you may have to the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services)
- Instruct all faculty to review the Academic Closure Plan and to prepare for the possibility of a shutdown.

Level 4 – Red --possible/confirmed case(s) at Keene State College

- Communicate with faculty to activate the academic plan if the college is closing
- Communicate any concerns that you may have to the incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services)

V.10 President's Office

Level 1--Ready – no known human to human transmission

- **Oversee emergency planning process**
- **Make sure that supervisors are educated about issues (health and safety concerns leave concerns, covering for staff etc.)**
- **Initiate discussions with community leaders as appropriate**
- **Evaluate resource questions**

Level 2--Green– confirmed human to human transmission/case(s) in US, Canada, Caribbean or Mexico

- **Contact the Director for the Center for Health and Wellness, incident commander for ESF 8 of the Emergency Operations Plan (Health and Medical Services)**
- **Receive and evaluate updates and recommendations from Incident Commander.**
- **Communicate activation of the ESF 8 to the campus along with the role, identity and responsibilities of the incident commander.**

Level 3 – Orange--possible/confirmed case(s) in the State of New Hampshire

- **Convene the core emergency management team and review preparedness**
- **Review and evaluate crisis plan**
- **Consider canceling or restricting campus activities**
- **Consider suspending visitors to campus including residence halls, admissions, library, athletic contests, arts events, etc.**
- **Consider cancelling use of campus facilities by non-campus groups.**

Level 4 – Red --possible/confirmed case(s) at Keene State College

- **Consider closing the campus**



Fall 2020

Student Engagement | Community Commitment and Modality

July 17, 2020

Community Commitment Statement

Before returning to campus, students will be required to sign a Community Commitment to follow the safety guidelines put in place to prevent the spread of COVID-19. Students who do not sign the commitment will not be allowed access to campus. This process will be managed through the Dean of Students Office.

Remote Delivery Options

Students have been asking for options to access classes remotely. Not all classes are designed to be offered remotely. There are four categories of teaching modality for Fall 2020 classes. Faculty will choose the designation that best fits the pedagogy for their class. They are:

1. In-person – classes will take place in person in a designated classroom on campus. In-person classes are identified as *Guided Inquiry, Incorporates Lecture & Lab/Studio, Laboratory, Lecture-based Learning, Seminar, or Studio*.
2. Online takes place online only (100%) – identified as *Online*
 - no scheduled in-class time for students and instructors
 - course is delivered online utilizing synchronous, asynchronous, and/or flexible participation approaches
3. Hybrid—takes place BOTH online and in-class, using rotating student groups on the in-class experience. Students who are not in the classroom access the course synchronously – identified as *Hybrid*.
 - takes place both online and in a physical location
 - a portion of the scheduled in-class time between students and instructors, generally between 1/3 and 2/3, is delivered online utilizing synchronous, asynchronous, and/or flexible participation approaches
 - frequently utilizes rotating student groups
 - There is a second designation for Hybrid courses that can be fully accessed remotely – identified as *Remote - Hybrid*.
4. Blended—a combination of scheduled in-class time with the online portion of the class primarily or exclusively asynchronous – identified as *Blended*.
 - takes place both online and in a physical location
 - scheduled in-class time between students and instructors is reduced by 20-80% and the online portion of the course is primarily or exclusively asynchronous
 - may utilize rotating student groups
 - There is a second designation for Blended courses that can be fully accessed remotely – identified as *Remote - Blended*.

Using these definitions, students who are interested in accessing all their classes remotely should craft a schedule of only Online, Hybrid Remote, and Blended Remote classes that meets their needs and provides progression toward degree. They will then access **all** their classes remotely, never attending in-class sessions, but are expected to participate in all required synchronous activities as scheduled.

If a student is able to craft a schedule that meets their needs and allows progression toward degree using classes that are only offered online, rhybd or rblnd, they can choose to access all their classes remotely. They will then access **all** their classes remotely, never attending in-class sessions, but are expected to participate in all required synchronous activities as scheduled.

Pricing

Students who are accessing all of their classes remotely will not be subject to room and board charges. Their tuition rate will remain constant. Fees will be adjusted to reflect appropriate service levels.

Implementation Strategy

At the bottom of the Community Commitment Statement, students will be required to indicate their preference for accessing courses in the Fall. Including:

1. Can't wait to get back on campus, I agree to the commitments
2. I agree with the commitments but have a preference to take my classes remotely*
3. I don't agree to the commitments, I prefer to have a remote schedule*

*foot note for communication to student: remote access to classes will impact the total cost of attendance, therefore, your financial aid package will shift based on the lower cost of attendance.

Students in category 1 are all set, no further action taken. Students in categories 2 and 3 need to be followed up with to ensure that a remote schedule is possible. This will be the work of the ACA team (with support from other departments as available and needed).

Implementation Process

1. Student receives and completes the CCA – Daily updates on form completion will be provided to ACA, Dean of Students, Registrar and TAPP
 - a. Student response is “YES! Can't wait to come back to campus”
 - i. Response is filed with Dean of Students Office, no further action necessary
 - b. Student response is “I prefer to take my classes remotely”
 - i. Student will have option to go into Student Planner in Self-Service and rework their schedule
 1. Students will search “Location” by Online Accessible (this will show all online, rhybd and rblnd courses)
 2. Continuing students can adjust their schedule now
 3. First-year students can not adjust their schedules later in August, so they will need help from ACA to adjust their schedule for this process timeline
 - ii. ACA will review the schedule
 1. and if all remote options already scheduled, will confirm with the student that their choice is all remote
 2. if their schedule is not already remote, ACA will work with the student to identify what's possible. ACA will work with the Department Chairs when necessary for clarification/possibilities
 - iii. If classes can be accommodated remotely, ACA will notify the Registrar's Office that the student is confirmed for remote learning.
 - iv. The Registrar's Office will declare a student “Remote” so Colleague users, advisors, department chairs and instructors can identify remote students. The Registrar will also kick off the mini-perc process
 1. The mini-perc process will notify these departments for action:
 - a. Residential Life – remove from housing
 - b. Dining – remove from dining plan
 - c. FA – student must be re-packaged and discount added for fees
 - d. Student Accounts – re-bill student

- v. If classes can NOT be accommodated remotely, ACA will:
 - 1. For continuing students: help the student complete the LOA to send to the Dean of Students, which will kick off the Perc process
 - 2. For first-year and transfer students, notify Admissions and they will start the Deferral process, which will kick off the Perc process.
- c. The Dean of Students Office will monitor overall completion rates for the form. Working together with communications, admissions and orientation, outreach will be created to encourage completion of the form.
 - i. Still to be worked out, when students check-in for testing, if they haven't completed the form, someone will have an ipad or laptop available at the testing site for them to complete the form.

Timeline for implementation

1. July 17 – HR confirms the faculty who are eligible for teaching online (as presented to date)
2. July 23 – Schedule is up-to-date for class modality
3. July 24 – Community Commitment Statement is sent to students
4. July 31 – Priority Deadline to ensure billing adjustments
5. August 7 – Final Deadline to complete Community Commitment and Intention Survey

**Community Commitment Acknowledgement for
Students who will participate in On-campus
Programming for the Fall Semester**

Keene State College is looking forward to welcoming you back to our campus for in-person instruction. We are Owls United in our efforts to keep each other safe and healthy, and we need the help, cooperation, and participation of you and every other member of our on-campus community to maintain a healthy and safe campus environment. While none of us can ensure the campus will be free from the risk of contracting the novel coronavirus, COVID-19, by working together we can reduce the risk. We are all in this together and we ask you help reduce the risk of transmission by staying current on information about the virus provided by public health officials and experts.

Keene State College has established and implemented public campus-wide protocols designed to limit the spread of COVID-19 on the campus and to help safeguard vulnerable persons on campus, in the City of Keene, and in the wider community for the 2020-21 academic year. The protocols are available on the [Keene State College's Fall return](#) website and the [Dean of Students'](#) website. Each member of the community is being asked to commit to a set of behaviors to support keeping you and the college and local community safe. Thank you for this commitment. We are Owl in this together!

Stay Informed

Keene State College has been following the directives of the Governor of the State of New Hampshire, the U.S. Centers for Disease Control and Prevention (CDC), and New Hampshire's Department of Health and Human Services (DHHS) to guide us in our approach to delivering our curriculum to our students and opening our campuses for the fall semester.

- We refer you to our [COVID-19 website](#) page to reference useful and important public health resources and the school's prior communications on this topic.
- You may also access government resources as follows:
 - [Governor of State of New Hampshire](https://www.covidguidance.nh.gov/) [https://www.covidguidance.nh.gov/]
 - [CDC's website](https://www.cdc.gov/coronavirus/2019-nCoV/index.html) [https://www.cdc.gov/coronavirus/2019-nCoV/index.html]
 - [New Hampshire's DHHS website](https://www.nh.gov/covid19/index.htm): [https://www.nh.gov/covid19/index.htm]

Commitment to Health and Safety

Keene State College's protocols and policies for on-campus learning and activities include guidelines for students, faculty, and staff to support the College's efforts to keep each other safe.

By signing this commitment, I agree to:

- Practice Physical Distancing –maintain six feet between myself and others whenever possible
- Avoid social gatherings on and off campus involving groups of more than 10
- Wear a mask at all times on campus except when in my residence hall room, off-campus living spaces, or eating while seated
- Wash or sanitize my hands frequently throughout the day, and upon return to my living quarters
- Follow public health guidelines in local businesses, public places, and on all public transportation.
- Follow immunization protocols, which will include obtaining a flu vaccine when available in the fall.
- Participate in COVID-19 testing as instructed
- Participate in COVID-19 screening protocols
- Participate in contact tracing protocols including downloading and activating any required KSC approved public health applications.
- Self-monitor my health condition and report to The Wellness Center any COVID-19 symptoms or exposure to individuals with COVID-19 or its symptoms. The College supports you in calling The Wellness Center for help and remaining home when necessary.
- Adhere to isolation and quarantine protocols in the event of a positive COVID-19 test or exposure to someone who has tested positive
- Modeling this healthy behavior both on and off campus
- Comply with any waivers of liability for participation in certain curricular and co-curricular activities or in order to attend certain events, functions, or academic activities.
- Respond to messages from college staff who may be checking on my well-being or otherwise need my assistance.

It is important that we work together in following protocols, policies, and guidelines that are established to keep one another safe. Our protocols will be updated from time to time based on evolving conditions, guidance, and directives from the State of New Hampshire and the CDC. We will notify you of these updates and will post them on our [Fall Return website](#).

If You Feel Sick

If you experience any COVID-19 symptoms (listed below), you are required to report them to the Wellness Center and may be required to be tested, remain quarantined until the test results are available, and, in the event of a positive test, remain in isolation until cleared by a health care professional for return to in-person classes and other on-campus activities. Keene State College has established isolation and quarantine protocols that will allow for continued access to your educational programs.

According to the CDC, COVID-19 symptoms include (but may not be limited to):

- Fever 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

Tuition Obligations

Regardless of the learning environment for fall 2020, the tuition and fees will be the same. The tuition and fees you provide are in exchange for learning, academic credit, and certain non-academic services that will be provided whether in-person, in a hybrid environment, or entirely remotely. Keene State is investing heavily in protocols and safety measures to keep our community safe. However, if the semester is interrupted due to safety concerns, and the college must end in-person campus operations and provide services remotely prior to [November 25, 2020](#), Keene State will refund fees for services that can no longer be accessed, as well as prorated housing and dining costs for the rest of the semester. The college is ensuring that remote delivery of classes will continue in this instance, therefore, tuition will remain as originally billed.

By signing below, I understand the College's approach to on-campus learning during the covid-19 pandemic. I understand that my decision to return to on-campus programming is voluntary. I understand that Keene State College cannot guarantee my health or immunity from infection. I understand there are risks of exposure to the virus from symptomatic and asymptomatic carriers. I recognize that the risks of exposure to covid-19 include sharing space with others and engaging

in interpersonal communications. I assume the risks associated with returning to campus including the risk of exposure to covid-19. I affirm my obligation to cooperate in making the campus reasonably safe, and consent to attending on-campus programming at Keene State College.

I have read, understand, and agree to comply with this Keene State College Community Commitment Agreement above. I further understand that I am subject to the provisions of the Code of Conduct as they relate to these expectations for my behavior.

Please check applicable:

- Can't wait to get back on campus, I agree to the commitments
- I don't agree to the commitments, I prefer to have a remote schedule*
- I agree with the commitments but have a preference to take my classes remotely*

Signature of Student _____
Date

Print Name

Local Address (residence hall or off-campus)

Signature of Parent/Guardian (if student under age 18) _____
Date

Print Name

* If you do not agree to the terms of this Community Commitment Agreement, your ability to participate in on-campus activities will be restricted. Your ability to develop a fully remote schedule will vary on a case-by-case basis depending on what courses you need or desire to take and whether those courses are online or are hybrid and can be fully taken remotely. If you are able to develop a [schedule of remote classes](#), any room and board charges will be refunded, fees will be adjusted to reflect service, and financial aid packages will be adjusted to reflect cost of attendance. If you choose not to be enrolled for fall semester your tuition, and fees including application fees and deposits will also be refunded. If you have questions: *new students* should

contact Office of Transition and Parent Programs at yoursuccess@keene.edu, *returning students* should contact Academic and Career Advising Office at aca@keene.edu .

HUMAN RESOURCES UPDATE TO CAMPUS COMMUNITY

7/31/20

COVID-19 Testing Before Returning to Work on Campus

Quest Diagnostics is our testing partner for our community this semester. We have an agreement with Quest on how tests will be administered and the timeliness of results. For these reasons, we ask that you only use a Quest testing site identified by the college. The drive-up testing site on Krif Road in Keene is **not** one of these sites – please do not go to that location for your required test result.

Starting on August 3, staff who have already been on campus as essential staff or are returning to work on campus the week of August 10 will need to have a COVID-19 nasal swab test completed no more than 7 days prior to arrival on campus, and ideally 5 to 7 days prior to return. Furloughed employees, once notified of recall, will need to be tested in order to return after a negative test result is obtained. Return testing for employees affected by furlough will begin the week of August 10.

Our testing clinic will be held at the Recreation Gym in Spaulding Gymnasium on August 4, 5, 10, 11, 17, and 18. The hours of operation will be from 10 am to 2 pm each day. Please plan your test date to correspond with the timing of your return to campus, so that it is no more than 7 days prior to your return date. You may arrive as a walk-in, and do not make an appointment in advance. Please be sure to bring a photo ID with you, and use the Spaulding parking lot entrance that will be marked.

Your test results will be made available through the secure MyQuest online portal. Sign up for MyQuest at MyQuest.QuestDiagnostics.com or download the MyQuest app.

***If your test result comes back positive, please refrain from returning to campus, and contact Human Resources by phone for the next steps.**

Training and Community Commitment Acknowledgement (CCA)

Just as we've required students to acknowledge their commitment to participating in the safety protocols that are in place this semester, we are also requiring faculty and staff to complete training and acknowledge this commitment. Details and a link to the training and acknowledgment will be sent to you during the week of August 10.

Travel and Governor Sununu's Quarantine Requirement

Non-essential college travel will not be permitted this semester. If you have a specific travel request, please check with your supervisor to determine whether or not it is truly essential to college operations and/or student learning.

Currently, under the Governor's current order, any person traveling internationally (including Canada) or outside of New Hampshire, Maine, Massachusetts, Connecticut, Rhode Island, or Vermont must quarantine for 14 days after returning to New Hampshire. We must be sure to follow these orders. If you have a trip that qualifies for quarantine, please reach out to your supervisor to make arrangements for your work before you leave.

Continued Employee Health Monitoring and Attestation

Just as we've already been monitoring for symptoms and making sure temperatures don't reach 100 degrees or higher before coming to campus, we will continue to do this into the fall, until we notify you otherwise. After monitoring, you will need to complete the Health Attestation form within 90 minutes of arriving on campus, every time you plan to come to campus. You can find the form by going to keene.edu and clicking on A-Z. Look for "Health Attestation Form" to access the form. It is simple and easy, but an important form to complete.

#OwlsUnited Health Education Campaign

Finally, we are pleased to have already begun a positive, student-centered health education campaign called #OwlsUnited. You will see signage, videos, social media posts, and email communication that share the messages of this campaign. We ask that you model the actions we are asking students to take, and incorporate the visuals into your work on campus, wherever possible, to reinforce expectations. Visit keene.edu/fall2020 to see the first of several new video PSAs and to download the campaign poster, and a graphic that you may use in your email signature and other materials.

Thank you for your dedication to returning to the Keene State community, and your concern and commitment to the health and safety of our community by closely following the protocols that are detailed above. Again, if you have specific questions, please contact Human Resources, and we will help as quickly as possible

Student Affairs – Reopening Plan for Fall 2020: Draft #1

Please use this template to report on your department's thoughts / plans on how you will safely continue to offer services to students while mitigating risk. The first five categories below come directly from the USNH COVID Risk Mitigation & Management Plan.

BEHAVIOR, ENFORCEMENT AND EDUCATION

- Align with Campus Policies
- Behavior:
 - Staff:
 - Masks everywhere except when alone in office
 - Social distancing
 - Removal of extra seating from offices
 - Hand sanitizer before & after high touch surfaces and common surfaces (fax, printer, stapler, etc.). Sanitize item as well
 - Cough/sneeze into tissue, throw away, or sleeve of shirt if tissue not available. Wash hands or sanitize after sneeze either way.
 - Wash hands before/after eating. Avoid eating in groups in work spaces.
 - Avoid physical contact with anyone. Do not shake hands/hug/fist bump anyone
 - Avoid congregating in tight spaces, when possible Zoom
 - Encourage athletes to follow guidelines
 - Those who share offices, alternate time in office (one at a time), work remotely, arrange different office layout with divider, or separate spaces.
 - Athletes: Phased resocialization of sport based on NCAA recommendations
 - Masks everywhere in building/team activity except during physical activity.
 - Social distancing
 - Avoid unnecessary body contact (no high fives, hugs, fist bumps, etc.)
 - Come to practice prepared to not use locker rooms, bring only minimal sports equipment
 - Shower at home after practice
 - When standing on sidelines, social distance or wear masks
 - Bring your own water bottle(s) to practice and clean daily
 - Avoid social gatherings outside your team/roommate/class bubble.
 - Personal belongings that must come to field/court will be spaced 6ft apart.
 - No spitting (on playing surfaces, or sidelines)
 - Individual assigned pinneys
 - Daily laundry of practice gear, pinneys & neck gaiter
 - No locker room/small space gathering
 - Traveling for competition:
 - Shower prior to loading bus
 - Wash hands/sanitize prior to eating
 - Eat prior to loading bus
 - Wash hands/sanitize after eating
 - Masks on bus

- Competitions:
 - Screen (questions and temperature): coaches, athletes, staff, game workers, score keepers, media, sports information, bus drivers, etc.
 - Gloves for game workers on sidelines
 - No spectators or only screened spectators at most (KSC students/staff)
 - Additional cleaning of areas used prior and post competition
- Enforcement:
 - Coaches, staff, administration enforce and follow policies
 - Staff and students who do follow guidelines will be subject to KSC disciplinary guidelines.
- Education:
 - Staff Education & Precautions (prior to preseason)
 - Communicable illness education
 - PPE (application, removal, storage, disposal), hand hygiene, sneeze/cough etiquette, don't touch face, social distancing, cleaning/disinfecting surfaces, stay home if you feel sick, monitoring of symptoms & reporting
 - Student Education & precautions at compliance meeting
 - Communicable illness education
 - PPE (application, removal, storage, disposal), hand hygiene, sneeze/cough etiquette, don't touch face, social distancing, cleaning/disinfecting surfaces, stay home if you feel sick, monitoring of symptoms & reporting
- Team specific needs (fall sports only):
 - Volleyball: increased use of rec gym due to ventilation, or large fans for gymnasium.
 - Field Hockey: individual corner masks
 - Soccer: additional bench space
 - Cross Country: Training socially distanced, small bubble groups. Communication with athletes regarding precautions for training locations and weather.

SPACING, CLEANING AND PROTECTION

- Spacing
 - Teams:
 - Locker rooms will not be used at the beginning of the school year (reassess as we progress)
 - Socially distanced team talks spread out in large area.
 - Non-playing athletes socially distanced
 - Athletic Training Facility:
 - Dividers between treatment tables. (Colin Burdick suggested vs removal of tables)
 - Rehabilitation room limited to 4 people at a time (including staff and athletes)
 - Treatment tables limited to 7 at a time (1 athlete per table)
 - No personal belongings in Athletic Training Facility
- Cleaning: Colin Burdick was made aware of increased need of cleaning to Spaulding and team areas.
 - ATR: recommended 2 times/day
 - Benches/bleacher/seats: Disinfectant needed. Recommend not using.
- Protection:
 - Staff/Athlete: see behavior expectations which include protection with PPE and daily habits

- ATR: limit exposure through:
 - Limit personal belongings brought into athletic training facility. Exploring best options for items (current cubby use to discontinue).
 - Discontinuing use of cloth towels to clean surfaces, switch to disposable
 - Discontinue Ice Baths, unless whirlpool can be drained and sanitized between individual use. This will include discontinue team ice baths for men's soccer at outdoor complex. Encourage to do ice baths in own residential space, will provide ice for athletes if needed.
 - Discontinue Game Ready use if apparatus cannot be sanitized between individual use. Ice bags will replace.
 - Exploring options for Moist Heat Pack use. Currently leaning towards discontinuing use unless covers can be sanitized between individual use.
 - Discontinue foam roller use if surface cannot be sanitized between individual use. Encourage athletes to use their own foam rollers and not share.

TESTING AND SCREENING

- Staff: KSC policy however athletes and coaches may require additional frequency
- Athletes:
 - Athletic Training Room
 - Screened prior to entering Athletic Training Facility
 - Must hand sanitize or wash hands upon entering Athletic Training Facility
 - Must wear mask at all times in the Athletic Training Facility
 - Must socially distance in Athletic Training Facility
 - Prior to team practice:
 - Screening questions and temperature check

CONTACT TRACING

- KSC policy

ISOLATION AND INCIDENT MANAGEMENT

- KSC policy: However, athletics at off hours may require flexible reporting schedule
 - Symptomatic staff and athletes will be referred according to the KSC policy
 - If symptomatic staff or athletes are required to be tested, corresponding teams will be precautionary with self-quarantine
 - If athlete tests positive, corresponding team and staff (contact tracing) will undergo testing and negative will repeat testing 7-14 days out. When member of Athletic learns of confirmed COVID-19 Case the AD must be contacted immediately and will then notify AD's of all teams with which the team competed against in the past 14 days.
-

PROGRAMMING/SERVICES

- Delivery Methods: Education via zoom prior to person to person contact
- Team activities will be thought out to limit close contact. Social Distancing when possible.

Student Affairs – Reopening Plan for Fall 2020: Draft #1

Please use this template to report on your department's thoughts / plans on how you will safely continue to offer services to students while mitigating risk. The first five categories below come directly from the USNH COVID Risk Mitigation & Management Plan.

BEHAVIOR, ENFORCEMENT AND EDUCATION

- Our enforcement protocols will align with policies to be developed outside of the DCS.

SPACING, CLEANING AND PROTECTION

- Our specific plan to maintain cleanliness is included in the attached document.

TESTING AND SCREENING

- These activities will occur as needed

CONTACT TRACING

- N/A

ISOLATION AND INCIDENT MANAGEMENT

- N/A
-

PROGRAMMING/SERVICES

- Delivery Methods: N/A

NEW PROTOCOLS

- We propose new protocols for access to parking and requiring permit parking throughout each weekend.

NEW POLICIES

- N/A (we propose temporarily expand parking enforcement to around the clock, including weekends.)

COMMUNICATION

- Our communication would be to the campus community, preferably with Dr. Atkins's signature to notify community members of the temporary changes (we have proposed and only if approved)

OPERATIONAL NEEDS

- Staffing: We are currently advertising for two staff campus safety officers
- Supplies: We have PPE on hand and will reorder/replace, as needed
- Equipment: N/A
- Technology: N/A

COST ASSOCIATED WITH OPERATIONAL NEEDS:

- Our costs are minimal and related to mask and glove use and replacements

Department of Campus Safety – Reopening Strategy and Plan

The Department of Campus Safety provides security services to our campus and will continue to do so when our campus receives returning students. Our duties remain the same, however, there are challenges that we must plan for based on the possibility of encountering persons who may be sick.

RESPONSE TO CALLS FOR SERVICE

Unless we have reason to believe a person is sick, we will respond to all calls for service.

RESPONSE TO CALLS FOR SERVICE – ILLNESS INDICATED

It is our expectation we will receive calls for service that involve ill persons. We will seek guidance from the Wellness Center and the Keene Fire Department to better understand how we can best serve while remaining safe.

The DCS have acquired personal protective equipment (gloves and masks) to decrease the possibility of infection. We will maintain those supplies and replenish them, as needed.

RESPONSE TO CALLS FOR SERVICE – QUARENTINED AND ISOLATED PERSONS

DCS staff do not have the equipment needed to respond to or have contact with such persons. It is our plan to notify and request properly equipped first responders so they may respond to community members requiring medical or other assistance.

PARKING OFFICE ACCESS – OPEN FOR BUSINESS

DCS will adjust the layout of the office to include placement of markings in our lobby indicating where to stand. Those markings will allow for six (6) feet separation and access to the office will be limited to one (1) student at a time.

All chairs will be removed from the area. If more than one student seeks assistance at the same time, they will be processed in order and others will be asked to wait in the foyer until called.

additional cleaning supplies will be ordered to ensure surfaces are consistently cleaned aligning with recommended sanitizing guidelines.

A plexiglass barrier will be ordered so there is a physical barrier between staff and persons seeking parking services.

The door to dispatch shall remain closed to reduce the risk of exposure.

Consideration will be given to installation of a Dutch door, in the parking office, to help limit exposure and contact.

USE OF PERSONAL PROTECTIVE EQUIPMENT

DCS staff will follow all guidelines established by KSC, the Wellness Center and USNH. This includes, but is not limited to:

- a) Social distancing within Keddy Hall and while in contact with any person outside Keddy,

- b) Masks will always be worn, except when alone inside an office or while operating a motor vehicle.

TRANSPORTATION OF STUDENTS

Our current policies call for DCS staff to transport students under myriad circumstances. This policy will be suspended to limit DCS staff contact with community members to those times when contact is required. If/when concern about COVID-19 contamination and spread have subsided, this service will resume.

In the interim, it is expected that transportation services will be delivered by the new shuttle deployment.

POSITIVE TEST – DCS EMPLOYEE

The DCS is a lean department with finite uniformed staff. Therefore, extraordinary precautions must be activated to minimize exposure. As evidenced by a recent health concern, one third of the department would have been placed in quarantine if the employee had tested positive. A reduction in staff of that magnitude would have prevented DCS from providing around the clock security.

Note: With the support of our Vice President for Student Affairs, DCS is currently advertising for additional staff to augment our staff.

PARKING ENFORCEMENT – MODIFICATION

For 2020, KSC has adopted a protocol change suspending approval of guests. To assist with enforcement of that protocol, DCS will implement the following changes:

- a) Parking enforcement will be extended to 24/7/365, including weekends.
- b) All vehicles parked on campus or in KSC controlled lots must display a valid parking permit.

Note: this change specifically includes weekend enforcement which will allow easier identification of possible guests.

RECEIPT AND COMPLETION OF REPORTS

DCS will develop internal policies outlining which calls for service can be done in person and which calls will be handled via electronic form such as phone, email, or teleconferencing.

Patrol officers will be required to assist the dispatch officer with completion of telephonic reports, as needed.

The dispatcher will not be required to complete all telephonic reports but will be asked to help with the potential workload.

DCS management will develop a list of in-person calls and calls that will be conducted via electronic means. Once developed, that list will be shared with the campus community, including ResLife so they may know what to expect in terms of service delivery.

CALLS FOR SERVICE – UNLOCKS

Department

Kevin Williams

Kw1150@keene.edu, (603) 313-4248

Currently, DCS staff are not authorized to provide remote unlocks. Effective immediately, that protocol is suspended.

Instead, if the person can be properly identified over the phone, the unlock will be done remotely to minimize in-person contact.

Note: If an unlock cannot be done remotely, Officers will respond in person.

It is recommended academic building administrators and ResLife to requested to assist with building access to decrease DCS contacts based upon unlock calls for service.

PARKING REVENUE

DCS, in collaboration with USNH and sister campuses are reviewing an RFP related to parking management. This may have a significant impact on how services are delivered. This information is shared simply as a placeholder and to acknowledge our protocols may change based on decisions at the system level.

NOTICE

This document was prepared with input from A/D Stuart Mitchell and Sergeant Jessica Trombley. Please direct any questions to Interim Director Kevin H. Williams (via provided contact information provided below).

Kevin H. Williams, Interim Director
Department of Campus Safety
Keene State College

Submitted June 17, 2020

path to
OPEN
by Chartwells

CAMPUS PLANNING GUIDE
FALL 2020



KEENE STATE
DINING



Guide Contents:

| | |
|--|-------|
| Service Modifications - Residential and Retail | 3 - 8 |
| <ul style="list-style-type: none">• Campus 'mapping' of safety and service enhancements | |
| <hr/> | |
| Catering Modifications | 9 |
| <ul style="list-style-type: none">• Introducing new: Drop-off catering & contactless service model | |
| <hr/> | |
| Communications and Digital | 10-16 |
| <ul style="list-style-type: none">• Meal Plan Innovation• Customer Communications• Digital Marketing | |

In order to support re-opening with a range of options for appropriate distancing, we've classified solutions into a three-tier model.

We have crated this plan for Keene State College with social distancing approached within the second tier, and retain the ability to evolve as necessary.

The impact to service models, required equipment, hours of operation, safety enhancements and a plan for student and parent communications is outlined.

The basic safety standards will not vary, but will be used across all campus venues.

Location-Specific Plans

The following pages provide a plan for the Keene State College campus, with special considerations and a customized approach.



Specific Keene State College Mapping Plan

We are pleased to present our COVID-19 specific and customized plan of service following CDC, local and state guidelines.

This plan serves as a baseline given current CDC and NRA restaurant guidance on COVID-19.

Local state or health department regulations may necessitate modification to this plan, so please check with your local health department.

The Basics

- ✓ Tier 2 at Keene State Dining
- ✓ Anticipated guest seating capacity in Zorn Dining Commons: 229
- ✓ Number of total associates- both full time and part time: 140
- ✓ Location COVID-19 Safety Manager is Bonnie Blanchard

Front of the House

STEP 1: The Dining Spaces

Define your dining spaces and designate as pickup or dine-in service.

Pick up location(s):

- ✓ Zorn Dining Commons
- ✓ Hoot-n-Scoot
- ✓ Night Owl Café
- ✓ Lloyd's Marketplace
- ✓ We Proudly Brew Starbucks

Secondary pick up location(s) and/or times for compromised individuals.

- ✓ Madison Street Lounge

If offering Dine-In

- ✓ Determine safe seating capacity
 - ✓ Zorn Dining Commons
 - ✓ Night Owl Café

STEP 2: Guest Entrance Requirements

All Dining Locations

- ✓ Sanitizer stand
- ✓ Plexi health shield barrier for cashier
- ✓ Associates in gloves and mask
- ✓ Signage for guests that masks are strongly advised
- ✓ Sanitizing hands is required for entrance to facility (guests and associates)
- ✓ Payment methods (options)
 - Contactless check-in (preferred where available)
 - Meal Plan Dollars, Dining Dollars, Owl Cash
 - Credit Card and Debit Card
 - Cash

Specific Keene State College Mapping Plan

STEP 3: Service ware Solutions

Residential

- ✓ Cutlery
 - Pre-wrapped kit
- ✓ Dishware
 - Disposable to-go packaging

Retail

- ✓ Cutlery
 - Pre-wrapped kit
- ✓ Dishware
 - Disposable to-go packaging

STEP 4: Residential Station/Location Plan

To support safety, each station has been walked through and the best service style, menu and plan has been determined:

- ✓ Attended allergen station to assist with dietary needs
- ✓ Salad bar/Deli bar – no self service
- ✓ Ice Cream pre-packaged novelties
- ✓ Pre portioned cereal at myPantry with breakfast breads, condiments
- ✓ Hand fruit may be individually wrapped or handed out
- ✓ No unprotected food available for self serve – everything must be served or individually packaged
- ✓ Milk – to be served by associates
- ✓ Beverages – to be served by associates

STEP 5: Retail Locations Plan

To support safety, each station has been walked through and the best service style, menu and plan has been determined:

- ✓ Modified Menus
 - ✓ Online Ordering – Boost
 - ✓ Common condiment areas
 - ✓ Specific location changes
- Pick-up Only Locations:
- ✓ Madison Street Lounge
 - ✓ Starbucks

Specific Keene State College Mapping Plan

STEP 6: Hours of Operation (Residential and Retail)

| Location | Previous Hours | Proposed Hours |
|---------------------|---|--|
| Zorn Dining Commons | Monday – Thursday 7am – 8pm Friday 7am – 7:30pm Saturday – Sunday 10am – 7:30pm | Monday – Thursday 7am – 10am, 11am – 3pm, 4pm – 8pm Friday 7am – 10am, 11am – 3pm, 4pm – 7:30pm Saturday – Sunday 10am – 3pm, 4-7:30pm <i>*Boost Pickup Times</i> Monday – Thursday 7am – 8pm Friday 7am – 7:30pm Saturday – Sunday 10am – 7:30pm <i>Online ordering available during dining room closure.</i> |
| Lloyd's Marketplace | Monday – Thursday 7am – 11pm Friday 7am – 10pm Saturday 10am – 10pm Sunday 10am – 11pm | Monday – Friday 7am – 9pm Saturday – Sunday 10am – 9pm |
| Hoot-n-Scoot | Monday – Thursday 11am – 9pm Friday 11am – 3pm Saturday – Sunday Closed | Monday – Thursday 7am – 12pm, 5pm – 11pm Friday 7am – 12pm Saturday and Sunday Closed |
| Night Owl Cafe | Monday – Thursday 12pm – 3pm Friday - Sunday Closed | Monday – Thursday 12pm – 3pm Friday – Sunday Closed |

Phased Location Openings

Campus Population

| Location | Type | <1000 | 1001 -1500 | 1501+ |
|---------------------|---------------|--------|------------|-------|
| Zorn Dining Commons | Residential | Open | Open | Open |
| Lloyd's Marketplace | Retail | Open | Open | Open |
| Hoot-n-Scoot | Meal Exchange | Closed | Open | Open |
| Night Owl Cafe | Meal Exchange | Closed | Closed | Open |

STEP 7: Ordering and Service Styles

Residential

- ✓ Boost Online Ordering
- ✓ Pre-packaged
- ✓ Disposable
- ✓ One Way Traffic Patterns

Meal Exchange

- ✓ Boost Online Ordering
- ✓ Pre-packaged
- ✓ Disposable
- ✓ One Way Traffic Pattern
 - ✓ Hoot-n-Scoot
- ✓ Pickup Spot
 - ✓ Night Owl Cafe

Retail

- ✓ Boost Online Ordering Only
 - ✓ Back Bar Grill
 - ✓ Smoothie Lab
 - ✓ Daily Press
 - ✓ Starbucks
- ✓ Storefront Open for:
 - ✓ Grab n Go
 - ✓ Sushi
 - ✓ Prime Roast
- ✓ One Way Traffic Patterns

STEP 8: Plexi Health Shield Barriers and Hand Sanitizer Stations

- ✓ Plexi health shield barriers will be placed at all registers and points of service. All items have been ordered.
- ✓ Tripled the number of hand sanitizing stations available at all dining locations.

STEP 9: Seating Modifications

If seating areas are open, identify necessary table and chair modifications to facilitate social distancing based on CDC recommendations and campus requirements.

Residential

- ✓ Tables and chairs removed and seating set to approximately 229 to accommodate social distancing.
- ✓ Outdoor dining available on the DC patio.

Retail

- ✓ Reduced seating in the student center.
- ✓ Outdoor dining available on the student center lawn.

Specific Keene State College Mapping Plan

STEP 10: Guest Signage

Our signage package is designed to communicate important safety information throughout the guest experience. Including safety infographics, floor decals and station clings.

- ✓ 84 retail signs
- ✓ 169 residential signs
- ✓ *TBD if Keene State College is purchasing signage or Chartwells*

STEP 11: Labor

Residential

- ✓ Cleaning Concierge
 - ✓ Team Lead - Adam Sterling
- ✓ Greeters/Ambassadors at entrances
- ✓ Other additional positions based on need

Retail

- ✓ Cleaning Concierge
 - ✓ Team Lead – Jey Watson
- ✓ Greeters/Ambassadors at entrances
- ✓ Other additional positions based on need

STEP 12: Equipment

Residential

- ✓ Boost Online Ordering
 - ✓ IPad
 - ✓ Printer
- ✓ Apex Lockers – Spring 2020

Retail

- ✓ Boost Online Ordering
 - ✓ IPad
 - ✓ Printer
- ✓ Apex Lockers – Spring 2020

Hoot-n-Scout

- ✓ Additional Flattop

Back of the House

All back of the house items will be implemented in all dining locations on campus.

General and Back of House Requirements:

- ✓ Identified back of house cleaning porter, Adam Sterling and Jey Watson
- ✓ Completed daily BOH/FOH QA Checklist
- ✓ Back of House disinfection will occur at the end of the last shift of the day.
- ✓ Trainings completed include:
 - ✓ Cleaning high-touch surfaces
 - ✓ Cleaning process and differences between disinfection processes.

Back Dock/Receiving:

- ✓ Sanitizer station for back door
- ✓ Dock cleaned and organized
- ✓ Visitor alert signage posted with manager contact for deliveries
- ✓ All delivery personnel must be wearing a mask
- ✓ Identify receiving spaces
- ✓ Follow vendor/supplier visitor guidelines
- ✓ Identified associates for product delivery handling Steve Wells, Mike Cascagne and Jodi Robinson

Time Clock:

- ✓ Identified managers are Bonnie Blanchard, Penny LaPalme, Shannon McKenzie, Jacob Denning and Troy Bellot to conduct wellness checks of associates clocking in.
- ✓ Review process/train managers to conduct wellness checks.
- ✓ Conduct wellness checks at the DC receiving area behind pipe and drape to maintain associate privacy.

Associate Break Room/Locker Room:

- ✓ Sanitizer in associate rest rooms, break rooms and locker rooms.
- ✓ Modify table/chair arrangements in break rooms and/or locker rooms to facilitate social distancing.

Food Prep Areas:

- ✓ Workstations rearranged and organized to facilitate social distancing.
- ✓ Additional night time prep shift added to ensure safety.
- ✓ Individual stations setup and assembly line production avoided.

Contactless Catering

Tier 1

Drop-off and contactless catering options are available on campus to help promote safety and social distancing practices.

This menu allows for flexibility to provide catering solutions for a wider variety of service levels. The menu has been designed to accommodate various styles of events and appeal to a wide range of customers.



All menu items in the contactless catering service will be packaged individually in disposable packaging. The packaging was selected to keep foods at the proper temperatures during delivery and drop off.

Tier 2

All buffets will be attendant-served using disposables. Buffets will have the addition of portable sneeze guards or protective dome covers. Guests will be encouraged to maintain 6ft social distancing. We still recommend offering the contactless menu approach in this tier.





COMMUNICATIONS & DIGITAL

Conveying Confidence

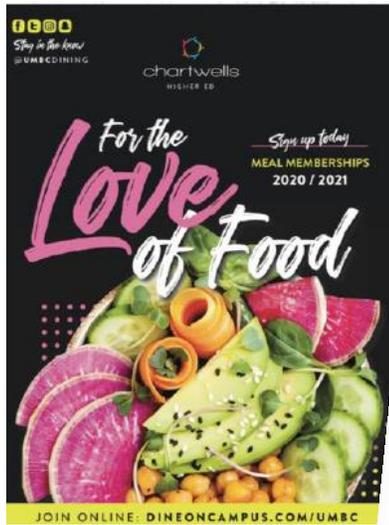
With so many elements of the student experience changing to adapt to new safety measures, a strong communication plan is key to conveying our message. The following tools will be implemented to help generate excitement and instill confidence as students return to campus.



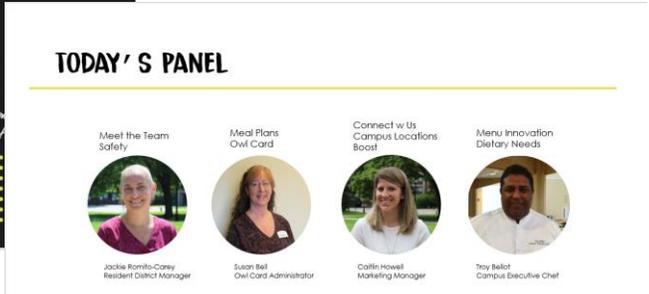
MEAL PLAN COMMUNICATION

Keene State Dining has developed the following meal plan campaign for the Keene State College community, including resident, commuter, faculty, and staff members. Our communication campaign is outlined on the following pages.

New Plan Campaign



VirtuOWL Presentation



OWL CARD

- ✓ Getting your Owl Card
 - ✓ Send us your photo
 - ✓ Issued during check-in at your Res Hall
- ✓ Owl Card Uses
- ✓ Owl Card Holder's Responsibility
- ✓ Replacement Cards are \$25.00

@keenestatedining For more, visit: www.dineoncampus.com/keene

MEAL PLAN MARKETING: 2020/2021 CAMPAIGN

| Format | Objective | Target Audience | Timeline |
|-----------------------|---|--------------------------------------|--|
| VirtuOWL Presentation | Communicate new plans to incoming students | Parents and students | 90 days prior to arrival of students on campus |
| Student/Parent Email | Partner with Coordinator of Student and Community Relations to communicate new meal plans | Parents and commuter students | 14 days prior to arrival of students on campus |
| Dineoncampus Website | Homepage images to communicate new meal plans | Parents and commuter students | 30 days prior to semester Daily updates |
| Student/Parent Email | Re-communicate new meal plans | Parents, students, faculty and staff | 7 days prior to end of semester |
| Street Team | Partner with Coordinator of Student and Community Relations to communicate new meal plans and how to purchase | Commuter students | 7 days into semester |

CUSTOMER COMMUNICATION

A complete guest communication package will be implemented in all our locations to offer a cohesive look and feel and effectively communicate the new safety measures. *TBD purchase by Keene State College or Chartwells.

Hand Sanitizer Callouts



SPREAD LOVE, NOT GERMS.
PLEASE HELP KEEP YOURSELF AND THOSE AROUND YOU HEALTHY. USE THE PROVIDED HAND SANITIZER BEFORE ENTERING.

Dining Safety Commitment



FOR YOUR SAFETY we are...
USING GLOVES and WASHING HANDS REGULARLY
PRACTICING SOCIAL DISTANCING
Conducting DAILY WELLNESS CHECKS
SANITIZING ALL HIGH CONTACT AREAS REGULARLY
WEARING MASKS
Adhering to Stringent FOOD SAFETY STANDARDS

Limitation of Occupancy



PLEASE KEEP 6 FEET APART
For your safety we are limiting occupancy in the dining hall to help maintain social distancing.
Thank you for practicing social distancing.

Mobile Order Pickup



ORDER AHEAD? PICK UP HERE

Clings for All Areas



THIS ITEM WAS SANITIZED AT

Associate Safety Reminder



SAFETY CHECK LIST
STAYING SAFE WHILE AT WORK
TEMPERATURE: Make sure to get your temperature taken before you start your day.
MASK: Wearing a mask is mandatory.
WASH HANDS: Throughout your shift, make sure to wash your hands every 15 minutes.
SOCIAL DISTANCE: Maintain at least 6 feet distance.
Chartwells
BACK OF HOUSE SIGNAGE

ORDER AHEAD? PICKUP HERE



One Way Directional



WALK THIS WAY

Station Line Cue



SOCIAL DISTANCING
PLEASE KEEP 6 FEET APART
Thank You

DIGITAL MARKETING PLAN

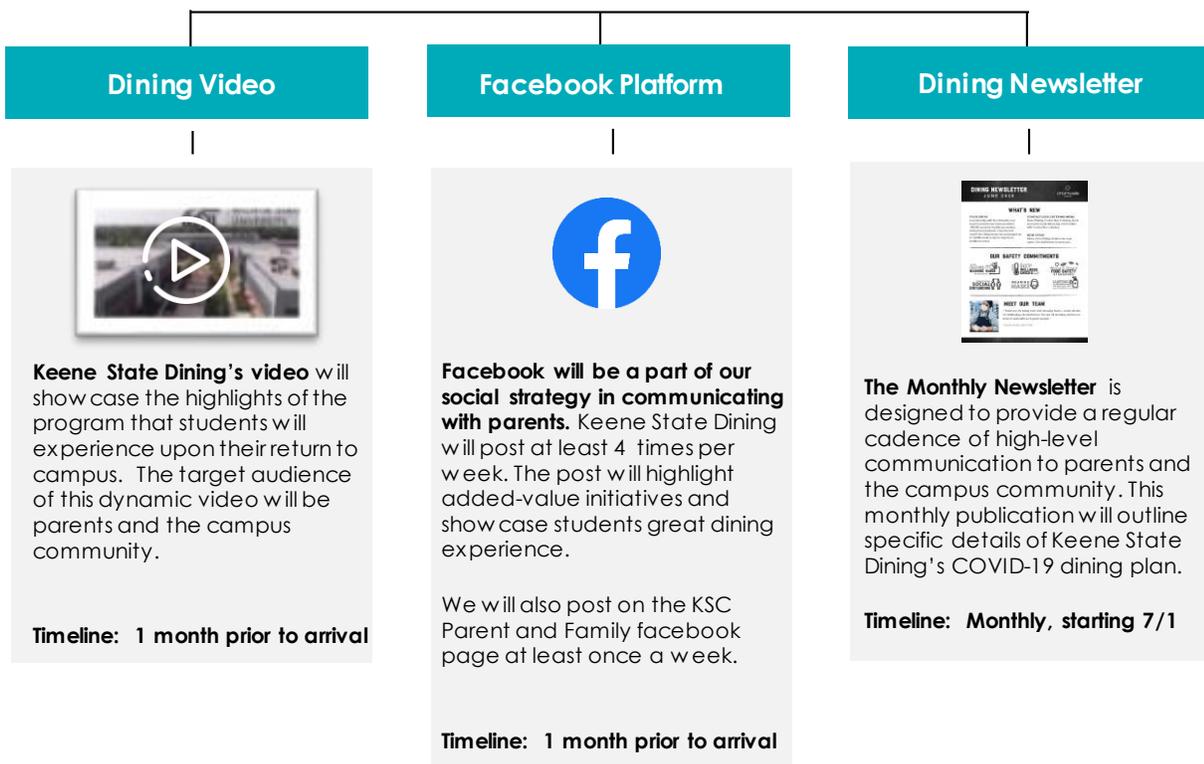
Communicating Keene State Dining plans to provide a safe and health dining experience for the Keene State College community will be critical to building consumer confidence. On the following pages we have outlined our approach to communicating to parents, students and the campus community.



Building Parents Confidence

Creating consumer confidence starts with ensuring parents that their students will dine in a safe and healthy environment. Additionally, parents will need to understand dining's plans on a regular cadence. The following vehicles will be included in our approach to communicating with parents.

- Dining newsletter
- Dining video
- Dining Facebook site
- Partnering on KSC Parent and Family Facebook page

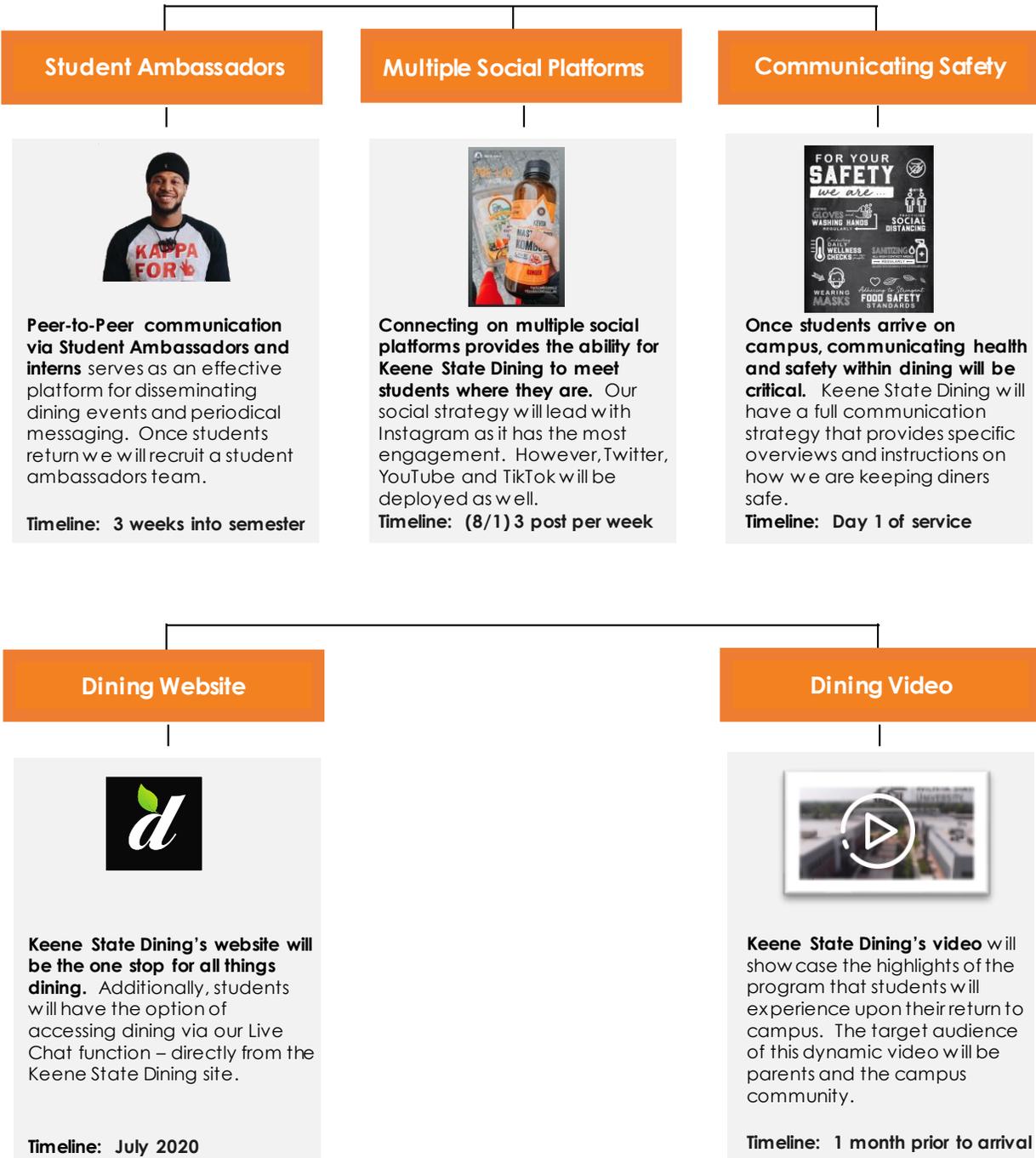


DIGITAL MARKETING PLAN

Ways to Make Students Feel Safe

Our strategy of communicating daily with students via multiple platforms is designed to maximize reach and make them feel safe. The following vehicles will be included in our approach to communicate with students and building their confidence in dining.

- Student Ambassadors
- Dining Website
- Social Platforms
- Dining Video
- Onsite Communications



path to
OPEN
by Chartwells



chartwells
HIGHER ED

APPENDIX 9

Keene State College Recreation Center/Spaulding Gymnasium Facility Use Guidelines

In order to protect the health and well-being of the KSC community, please be aware of the following steps Recreational Sports has implemented and the steps that all users of the facility for workout purposes must follow:

- The Recreation Center will open for workout purposes **at exactly** 6 a.m. on weekdays and 8 a.m. on weekends. This allows our staff the appropriate time to prepare the facility for participants entering for temperature checks and health screening prior to their workouts.
- Patrons are required to wear a face covering when entering and exiting and all other times while in the facility except when actively exercising.
- If you are sick or have any COVID-19 symptoms, stay home. If anyone in your household is sick, stay home as well.
- Anyone who has any of the following characteristics are NOT allowed to enter the facility:
 - Have returned from travel to NY, NJ, CT, MA or overseas within the last 14 days;
 - Have had a fever of 100°F or greater in the last 2 days;
 - Have a cough, difficulty breathing, sore throat, or loss of taste or smell;
 - Had contact with a person known to be infected with COVID-19 within the previous 14 days;
- Maintain physical distancing (minimum of 6 ft.) within the facility at all times. Plan your workout ahead of time to avoid lingering or excessive socializing.
- Limit the items you touch in the facility to only those you intend to use. Wipe down facility equipment (including benches/seating and handles) before and after you use it, using a fresh wipe each time. Dispose of the wipes appropriately.
- Avoid using lifting gloves or other personal items that are difficult to clean while in the facility.
- Wash for at least 20 seconds with soap and water or sanitize your hands before and after leaving the facility.
- If you get the urge to sneeze or cough, cover your nose and mouth with a tissue; dispose of the tissue; wash your face/hands before touching any equipment or returning to your activity.
- Leave all personal items at home or on benches where available outside the rec gym, weight room, aerobics studio, cardio room, etc. Personal items are not permitted in these areas.
- Please bring your own reusable water bottle (rather than disposable plastic bottles); water bottle fillers are available but water fountains are not.
- Workouts requiring a partner must maintain 6 foot spacing between each person at this time.
- Keep in mind that Recreational Sports has the right to refuse service to anyone that has COVID-19 symptoms or fails to follow facility guidelines.

Student Conduct Office

Matt Salter

msalter@keene.edu, 603-358-8995

Student Affairs – Reopening Plan for Fall 2020: Draft #1

BEHAVIOR, ENFORCEMENT AND EDUCATION

- Proposed changes to the Student Code of Conduct are 75% complete as of 6/15/2020. Kemal is currently reviewing for approval.
- Any staff, faculty, student, or other individual that enters the Student Conduct Office without following the protocol (posted on front door) will be asked to comply immediately. Failure to comply will result in that individual being asked to leave the building.

SPACING, CLEANING AND PROTECTION

- Staff entering the office will wash their hands with soap and water every time they enter the building during the day or use hand sanitizer. Staff will wear face coverings and maintain appropriate social distancing when in common areas of the building but may remove their masks in their own offices. Staff may elect to remove their face coverings in situations where they are more than 6 feet apart from other individuals as long as all individuals present feel comfortable with this. This will be modified and adjusted as public health protections change to best prevent the spread of Covid-19.
- Students entering the office will be required to wear face coverings when they enter the office. Students not wearing face coverings will not be refused entry and/or asked to leave.
- Any in person meetings that take place will follow the current spacing requirements and individuals will have the option to participate via Zoom if they are more comfortable not attending in person. Meeting spaces will be wiped with disinfectant by student conduct office staff members at the conclusion of meetings.
- The current waiting room will have furniture removed so that it can be used for meetings with everyone at appropriate social distancing. All meetings with students will take place on the first floor in either the Conference Room or the former waiting room. After students leave these meetings, the staff member who held the meeting will appropriately disinfect the space.

TESTING AND SCREENING

- All staff members will be required to monitor themselves for symptoms. Should any symptoms appear they will not come to work (or will leave the office if the onset appears at work) and will work with their supervisor to work remotely if they feel up to it or use appropriate leave time. Staff that violate this may face disciplinary action.

CONTACT TRACING

- Should any member of the Student Conduct Office team test positive for Covid-19 they will follow appropriate procedures for notifying the College and provide whatever information necessary for contact tracing.

ISOLATION AND INCIDENT MANAGEMENT

- N/A. No isolation will occur in the Student Conduct Office as any one with symptoms/testing positive will not be permitted to come to work or stay.
-

Student Conduct Office

Matt Salter

msalter@keene.edu, 603-358-8995

PROGRAMMING/SERVICES

- Administrative Hearings/Meetings:
 - Students who are sick or showing symptoms will have their hearings over Zoom.
 - Students who are well and following appropriate guidelines (wearing a face covering, etc.) will be invited to meet in the Student Conduct Office. Social distancing will be maintained and if both the staff member and the student feel comfortable with it, face coverings may be removed while in the meeting rooms. Students may elect to have a Zoom meeting if they prefer and can indicate this to the office upon receiving the summons letter.
 - AC/RDs who hold hearings will follow appropriate protocols for meeting with students set forth in the Residential Life and Housing Services Covid-19 plan.
- Hearing Boards:
 - The current set up for hearing boards is challenging in the time of Covid-19 as it has multiple individuals in the same enclosed space for a long period of time and does not follow social distancing.
 - There are a few alternative options available:
 - Reserve a larger space on campus (such as Mountain View Room or a classroom) and set up the room in a way where social distancing is maintained.
 - Utilize Zoom, if student does not have a private location they can come to the Student Conduct Office and use Zoom from one of our spaces.
- General Meetings:
 - Students, faculty, staff, parents may still meet with members of the student conduct staff but we will ask that they call to schedule these in advance instead of just dropping by the office.
- Trainings:
 - Trainings will occur via Zoom or in a large enough space to allow for appropriate social distancing

NEW PROTOCOLS

- Students arriving for an appointment will wait outside on the wrap around porch. Six foot distances will be marked off. Students will call the main phone line to notify the office they are here. During this call they will answer a series of screening questions regarding potential symptoms. If student is symptom free, they will be invited in when the hearing officer is ready to meet with them. These meetings will not take place in individual offices but will occur in the conference room or former waiting room.
- The staff in the Student Conduct Office will reserve the conference room and waiting room electronically for these meetings with appropriate time for disinfecting in-between meetings.
- We will work with C & W to identify high-touch areas to be sure are cleaned daily. If bathrooms continue to only be cleaned 2X/week, we will ask C & W to clean the first floor bathroom daily as that is the one used by students and other visitor's to the office.

NEW POLICIES

- A new standard to be added to Code of Conduct that addresses student behavior in times of public health situations. The full proposal is 75% complete as of 6/15/20 and is in Kemal's hands for review and approval.
- No waiting room inside building.

Student Conduct Office

Matt Salter

msalter@keene.edu, 603-358-8995

- Upon entering all students and other visitors must use the hand sanitizer station at the front entrance
- All staff (each time they enter the building) must use hand sanitizer or wash their hands in the bathroom for a minimum of 20 seconds.
- We will limit amount of individuals allowed in the building at a time (4 non staff member max)
- Hearings of more than a couple of students will take place over Zoom or in a larger space on campus (if available).

COMMUNICATION

- Multiple emails/direct messages to students (from VPSA/KSC) indicating the significant changes to the Code of Conduct and our expectations of students.
- Some sort of acknowledgement by students that they agree to the Code and understand what is expected to them (not sure how we would do this)
- Signage on front door notifying students to call when they arrive and to follow current health guidance (such as wearing a face covering or being denied admittance).
- Signage in bathrooms about how to appropriately wash one's hands.
- Signage encouraging students to wear masks in all public spaces on campus for the protection of the whole KSC community.

OPERATIONAL NEEDS

- Staffing:
 - Training for AC/RDs/RAs on the changes to the Code of Conduct
 - Training for the community on appropriately addressing individuals not following regulations
- Supplies:
 - Hand sanitizer station (front entrance)
 - Hand sanitizer bottles for each staff member (3)
 - Disinfectant wipes/solution and towels to wipe down surfaces
 - Disposable Masks (for students that don't bring their own)
 - Tape/other marking devices for 6ft markings
- Equipment:
 - Plexiglass for Carroll's glass (already requested through Colin)
- Technology:
 - Access to a secure file sharing service such as Box would be ideal to minimize the need to hand off paper copies of sensitive files to students and hearing board members.
 - May need access to additional computers if having students in the building for their hearing boards (to participate by Zoom).
 - An electronic calendar for the former waiting room (to reserve for meetings with students).
 - Currently the Student Conduct Office has two webcams. We may need to purchase more to facilitate hearings.

COST ASSOCIATED WITH OPERATIONAL NEEDS:

Student Conduct Office

Matt Salter

msalter@keene.edu, 603-358-8995

- Unknown costs for supplies, however, hopefully the College can negotiate a discount due to buying these items in bulk.
- Webcam appears to be between \$80-120/each on Amazon.

COVID-19 Work Accommodation Request Process

Complete a *COVID-19 Work Accommodation Request* form.

- The form can be found at the HR homepage under the “HR How to and Forms” <https://www.keene.edu/office/hr/forms/> or <https://www.keene.edu/office/wellnesscenter/info-on-coronavirus/information-for-keene-state-employees/>

Once a *COVID-19 Work Accommodation Request* form has been returned to Human Resources for the following reason:

1. Because I have a serious health condition that puts me at a greater risk for COVID-19 or;
2. Because I am cohabitating with someone who has a serious health condition that put them at a higher risk for COVID-19 or;
3. Because I have a documented mental health condition supporting that it is unhealthy for me to return to campus at this time:

Human Resources will:

- HR acknowledges receipt of the work accommodation request via e-mail notification to the employee.
- HR will review the work accommodation request and supporting documentation received and will reach out to the employee if additional documentation is needed.
- Once reviewed, HR will respond to the work accommodation request with either an approval or denial via e-mail notification to the employee within 3 days of receiving all required supporting documentation.
- If work accommodation is approved, HR will communicate approval to the supervisor and copy the employee via e-mail notification.

4. Because I am caring for my child whose school or place of care is closed (or provider is unavailable) due to COVID-19 related reasons.

Human Resources will:

- HR acknowledges receipt of the work accommodation request via e-mail notification to the employee.
- HR will review the work accommodation request and supporting documentation received and will reach out to the employee if additional documentation is needed.
- Once reviewed, HR will respond to the work accommodation request with either an approval or denial via e-mail notification to the employee within 3 days of receiving all required supporting documentation.
- If work accommodation is approved, HR will communicate approval to the supervisor and copy the employee via e-mail notification.
- The employee should contact MetLife to initiate a claim for FFCRA (888-608-6665) *(The Families First Coronavirus Response Act (FFCRA) provides eligible employees of the University System of New Hampshire who are actively at work with paid sick leave and/or expanded family and medical leave for specified and qualifying reasons related to COVID-19. These provisions will apply from 4/1/2020 through 12/31/2020.)*

Keene State College
Office of Human Resource Management
229 Main Street, Keene, New Hampshire 03435-1604

COVID-19 WORK ACCOMMODATION REQUEST

A *COVID-19 Work Accommodation Request* must designate the reason for the request, and provide the details of the work accommodation needed. Depending upon the reason, additional information may be required.

Name _____

USNH ID _____

Department _____

I request a *COVID-19 Work Accommodation* for the reason below (please check the box that applies):

Because I have a serious health condition that puts me at a greater risk for COVID-19.

- Complete COVID-19 Work Accommodation Request Form.
- Complete HIPPA form <https://www.keene.edu/office/hr/assets/documents/leave-hippaa/download/>.
- Provide medical documentation
- Return COVID-19 Work Accommodation Request Form, HIPAA form and medical documentation to KSC Human Resources at the FAX number or mailing address below. Forms and medical documentation can also be dropped off in the secure drop box outside Rosean Liimatainen's office in Human Resources, Fiske Annex.

Because I am cohabiting with someone who has a serious health condition that puts them at a higher risk for COVID-19.

- Complete COVID-19 Work Accommodation Request Form.
- Complete HIPPA form <https://www.keene.edu/office/hr/assets/documents/leave-hippaa/download/>.
- Provide medical documentation
- Return COVID-19 Work Accommodation Request Form, HIPAA form and medical documentation to KSC Human Resources at the FAX number or mailing address below. Forms and medical documentation can also be dropped off in the secure drop box outside Rosean Liimatainen's office in Human Resources, Fiske Annex.

Because I have a documented mental health condition that does not allow me to return to campus at this time.

- Complete COVID-19 Work Accommodation Request Form.
- Complete HIPPA form <https://www.keene.edu/office/hr/assets/documents/leave-hippaa/download/>.
- Provide medical documentation
- Return COVID-19 Work Accommodation Request Form, HIPAA form and medical documentation to KSC Human Resources at the FAX number or mailing address below. Forms and medical documentation can also be dropped off in the secure drop box outside Rosean Liimatainen's office in Human Resources, Fiske Annex.

Because I am caring for my child whose school or place of care is closed (or provider is unavailable) due to COVID-19 related reasons.

- Complete COVID-19 Work Accommodation Request Form.
- Provide a copy of the closure notice that has been posted on a government, school, or daycare website, or published in a newspaper, or an email from an employee or official of the school, place of daycare, or daycare provider.
- Return COVID-19 Work Accommodation Request Form and copy of closure notice to KSC Human Resources at the FAX number or mailing address below. Forms and copy of the notice can also be dropped off in the secure drop box outside Rosean Liimatainen's office in Human Resources, Fiske Annex.
- The employee should contact MetLife to initiate a claim for FFCRA (888-608-6665)
(The Families First Coronavirus Response Act (FFCRA) provides eligible employees of the University System of New Hampshire who are actively at work with paid sick leave and/or expanded family and medical leave for specified and qualifying reasons related to COVID-19. These provisions will apply from 4/1/2020 through 12/31/2020.)

*Please provide the details for your COVID-19 Work Accommodation Request below:

*Required

Employee's Signature

Date

The completed form and required documentation can be either faxed to Human Resources, (603) 358-2483; Attention: Work Accommodation; or mailed to Keene State College, Human Resources, 229 Main Street, Keene NH, 03435-1604. Forms and medical documentation can also be dropped off in the secure drop box outside Rosean Liimatainen's office in Human Resources, Fiske Annex.

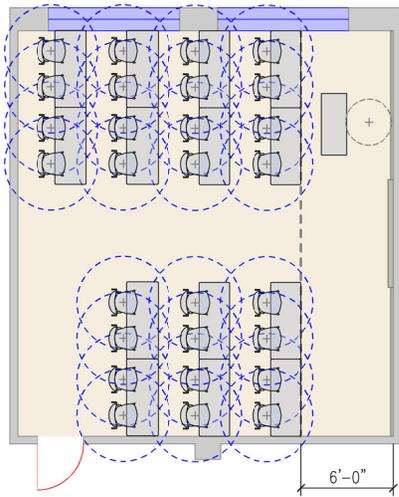
For HR Use Only

Reviewed Date: _____

Approved Date: _____ Denied Date: _____

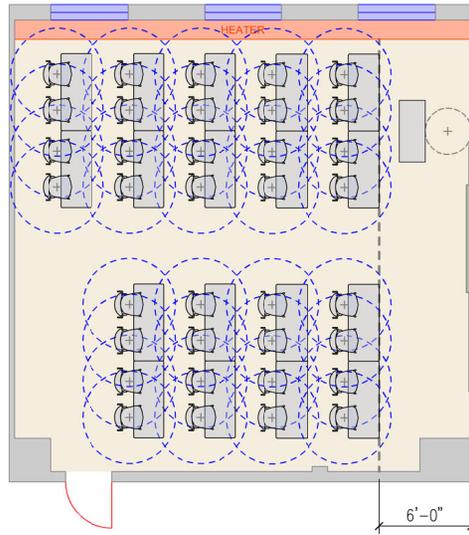
Notes: _____

Human Resources Signature: _____ Date: _____



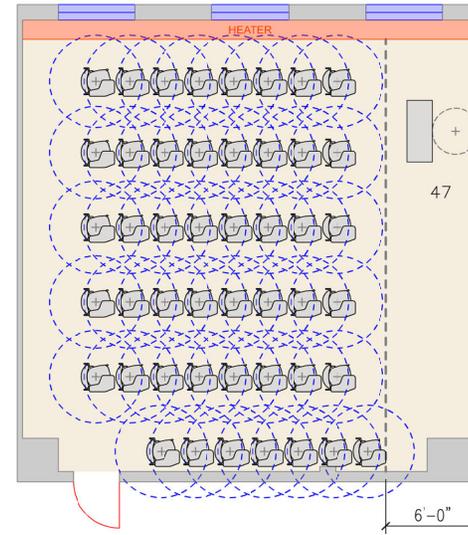
28 SEATS

1 HUNTRESS HALL 009 - EXISTING LAYOUT



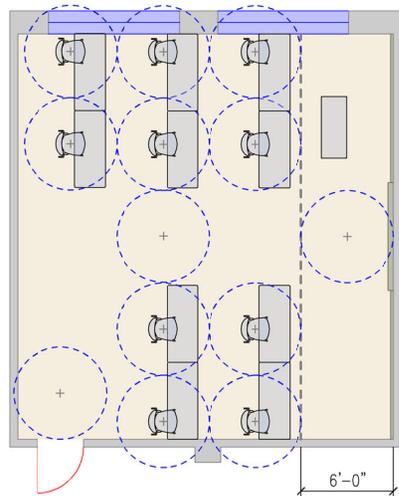
36 SEATS

2 MORRISON HALL 206 - EXISTING LAYOUT



47 SEATS

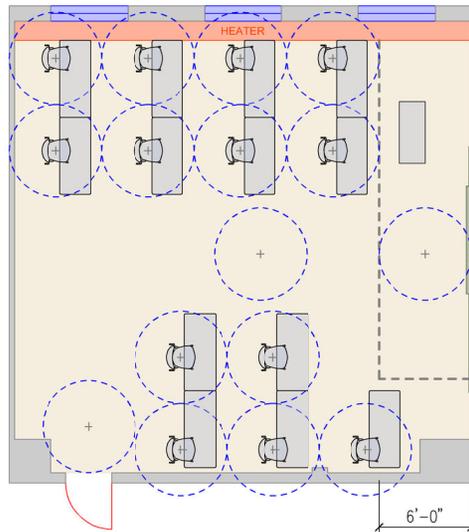
3 MORRISON HALL 206 - EXISTING LAYOUT



**63%
REDUCTION**
4 TABLES
8 SEATS
WILL NEED
TO BE
REMOVED
& STORED

10 SEATS - OCCUPANTS WOULD NEED TO ENTER AND LEAVE SEATS ONE AT A TIME

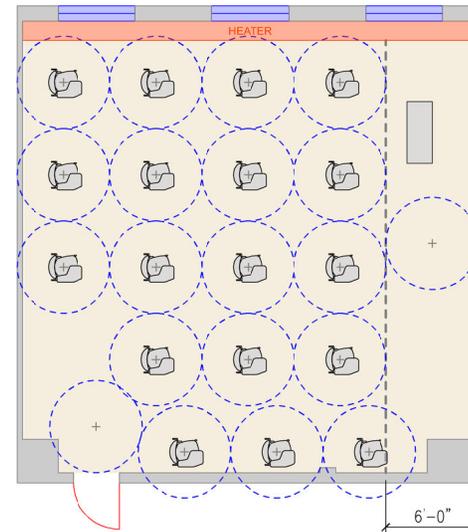
1A HUNTRESS HALL 009 - DISTANCING LAYOUT



**63%
REDUCTION**
5 TABLES
10 SEATS
WILL NEED
TO BE
REMOVED
& STORED

13 SEATS - OCCUPANTS WOULD NEED TO ENTER AND LEAVE SEATS ONE AT A TIME

2A MORRISON HALL 206 - DISTANCING LAYOUT



**62%
REDUCTION**
29 SEATS
WILL NEED
TO BE
REMOVED
& STORED

18 SEATS - OCCUPANTS WOULD NEED TO ENTER AND LEAVE SEATS ONE AT A TIME

3A MORRISON HALL 206 - DISTANCING LAYOUT

APPENDIX 14

| Building | Zoom Enhanced / OWL | Room # (25 Live ID) | Physical Distancing Capacity (63% seating reduction) | Location Formal Name | Default Layout | Campus Partition |
|--------------------|---------------------|---------------------|--|--|---------------------------|-----------------------------|
| Arts Center | | | | | | |
| | | ARTS*101 | 19 | Redfern Arts Center Room 101 - Nelson Band Room | Classroom Style | Restricted Classroom Spaces |
| | | ARTS*102 | 4 | | | |
| | | ARTS*103 | 2 | | | |
| | | ARTS*104 | 2 | Redfern Arts Center Room 104 - Applied Music Lessons | Lab/Specialized Space | Restricted Classroom Spaces |
| | | ARTS*105 | 3 | Redfern Arts Center Recital Green Room | | |
| | O | ARTS*112 | 15 | Redfern Arts Center Room 112 - Choir Room | | Restricted Classroom Spaces |
| | O | ARTS*115 | 9 | Redfern Arts Center Music Technology Instructional Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | Y | ARTS*118 | 10 | Redfern Arts Center Room 118 - Music Classroom | Classroom - Tablet Chairs | Restricted Classroom Spaces |
| | | ARTS*120 | 7 | Redfern Arts Center Classroom 120 - Piano Room 1 | Classroom - Tablet Chairs | Restricted Classroom Spaces |
| | | ARTS*122 | 4 | Redfern Arts Center Classroom 122 - Piano Room 2 | | Restricted Classroom Spaces |
| | | ARTS*133 | 6 | Redfern Arts Center Makeup Rooms | Lab/Specialized Space | Restricted Classroom Spaces |
| | | ARTS*137 | 7 | Redfern Arts Center Dance Studio | Lab/Specialized Space | Restricted Classroom Spaces |
| | | ARTS*138 | 9 | Redfern Arts Center Scene Shop | Lab/Specialized Space | Restricted Classroom Spaces |
| | | ARTS*229 | 4 | Redfern Arts Center Costume Shop | Lab/Specialized Space | Restricted Classroom Spaces |
| | Y | ARTS*232 | 15 | Redfern Arts Center Room 232 - Theatre Classroom | Classroom - Tables | Redfern Arts Center |
| | Y | ARTS*302 | 8 | Redfern Arts Center Classroom 302 | Classroom - Tables | Restricted Classroom Spaces |
| | | ARTS*303 | 7 | Redfern Arts Center Printmaking Studio | Lab/Specialized Space | Restricted Classroom Spaces |
| | | ARTS*304 | 8 | Redfern Arts Center Photography Studio | Lab/Specialized Space | Restricted Classroom Spaces |
| | O | ARTS*307 | 10 | Redfern Arts Center Art Classroom | Lab/Specialized Space | Restricted Classroom Spaces |
| | | ARTS*316 | 3 | Redfern Arts Center BFA Art Studio | Lab/Specialized Space | |
| | O | ARTS*320 | 10 | Redfern Arts Center Painting Classroom | Lab/Specialized Space | Restricted Classroom Spaces |
| | | ARTS*323 | 5 | Redfern Arts Center Seminar Room 323 | Classroom - Tables | Restricted Classroom Spaces |
| | | ARTS*DAV | 7 | Redfern Arts Center Harry W. Davis Room - Conference & Function Room | Clear Floor | Restricted Classroom Spaces |
| | | ARTS*LOB | 74 | Redfern Arts Center Lobby | Clear Floor | |
| | | ARTS*MTH | 70 | Redfern Arts Center Main Theatre | Theatre Style | |
| | | ARTS*PUT | 28 | Redfern Arts Center Putnam Arts Lecture Hall | Theatre Style | Redfern Arts Center |
| | | ARTS*RH | 50 | Redfern Arts Center Alumni Recital Hall | Theatre Style | Restricted Classroom Spaces |
| | | ARTS*WRIG | 44 | Redfern Arts Center Room 139 - Wright Studio Theatre | Classroom Style | Restricted Classroom Spaces |
| Blake House | | | | | | |
| | Y | BLAK*101 | 12 | Blake House Room 101 | U-shape | Blake |
| | | BLAK*105 | 3 | Blake House Jenkins Conference Room | Conference Style | Restricted Classroom Spaces |
| | | BLAK*BB1 | 10 | Classroom-Blake House | Classroom - Tables | Blake BB1 |
| Huntress | | | | | | |
| | Y | HUNR*002 | 12 | Huntress Hall Room 002 | Classroom - Tablet Chairs | Huntress |
| | Y | HUNR*004 | 12 | Huntress Hall Room 004 | Classroom - Tables | Huntress |
| | Y | HUNR*005 | 10 | Huntress Hall Room 005 | Classroom - Tables | Huntress |
| | Y | HUNR*009 | 11 | Huntress Hall Room 009 | Classroom - Tables | Huntress |
| | Y | HUNR*010 | 9 | Huntress Hall Room 010 | Classroom - Tablet Chairs | Huntress |
| | Y | HUNR*012 | 11 | Huntress Room 012 | Classroom - Tables | Huntress |

| Building | Zoom Enhanced / OWL | Room # (25 Live ID) | Physical Distancing Capacity (63% seating reduction) | Location Formal Name | Default Layout | Campus Partition |
|----------------------|---------------------|------------------------------|--|---|---------------------------|-----------------------------|
| Joslin | | | | | | |
| | | JOSL*008 | 6 | Joslin House Room 008 - Nutrition Food Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | Y | JOSL*103 | 9 | Joslin House Room 103 | Classroom - Tablet Chairs | Joslin |
| | | JOSL*104 | 3 | Joslin House Room 104 | Conference Style | Joslin |
| | Y | JOSL*105 | 11 | Joslin House Room 105 | Classroom - Tablet Chairs | Joslin |
| | O | JOSL*108 | 18 | Joslin House Room 108 | Classroom - Tablet Chairs | Joslin |
| | O | JOSL*302 | 10 | Joslin House Room 302 | Classroom - Tables | Joslin |
| | O | JOSL*303 | 15 | Joslin House Room 303 | Classroom - Tablet Chairs | Joslin |
| | | JOSL*CON | 2 | Joslin House Conference Room | Conference Style | Restricted Classroom Spaces |
| LLC | | | | | | |
| | | KSLC*124 - KSLC*126 combined | 20 | Living Learning classroom 124 | Classroom - Tables | |
| | | | | Living Learning classroom 126 | Classroom - Tables | |
| | Y | KSLC*129 | 10 | Living Learning classroom 129 | Classroom - Tables | |
| Mason Library | | | | | | |
| | | LIBR 122A | 2 | Mason Library Conference Room 122A | | |
| | | LIBR MVR | 4 | Mason Library Media Viewing Room | | |
| | Y | LIBR*104 | 16 | Mason Library Classroom 104 - Computer Lab | Classroom - Tables | Restricted Classroom Spaces |
| | Y | LIBR*121 | 11 | Classroom (former Herman Room) | Classroom - Tables | |
| | Y | LIBR*142 - HRC | 13 | Susan Herman Room | Classroom - Tables | Restricted Classroom Spaces |
| | | LIBR*202 | 7 | | Classroom - Tables | Restricted Classroom Spaces |
| | | LIBR*204 | 3 | Mason Library Conference Room 204 | | |
| | | LIBR*205 | 3 | Mason Library Conference Room 205 | | |
| | Y | LIBR*240 - HRC | 24 | HGS Lecture Hall | Lecture Style | |
| | | LIBR*APP | 4 | Mason Library Appian Way Conference Room 103A | Conference Style | |
| Media Arts | | | | | | |
| | | MEDI*134 | 1 | | | |
| | | MEDI*135 | 2 | | | |
| | | MEDI*136 | 1 | | | |
| | | MEDI*138 | 10 | Media Arts Center Room 138 - Film Studies Room MAC | Classroom - Tablet Chairs | Restricted Classroom Spaces |
| | | MEDI*141 | 6 | Green Screen Room Production Studio - MAC | Lab/Specialized Space | Restricted Classroom Spaces |
| | | MEDI*142 | 7 | Media Arts Center Film Editing lab MAC | Lab/Specialized Space | Restricted Classroom Spaces |
| | | MEDI*144 | 7 | Media Arts Center Beginning Video Lab MAC | Lab/Specialized Space | Restricted Classroom Spaces |
| | | MEDI*145 | 1 | | | |
| | | MEDI*147 | 3 | Media Arts Advanced Graphics Lab MAC | Classroom - Tables | Restricted Classroom Spaces |
| | | MEDI*152 | 9 | Media Arts Center Graphic Arts Lab 152 MAC | Lab/Specialized Space | Restricted Classroom Spaces |
| | | MEDI 153 | 1 | Media Arts Center Room 153 - Graphic Design Work Room | Lab/Specialized Space | Restricted Classroom Spaces |
| | | MEDI*154 | 9 | Media Arts Center Graphic Arts Lab 154 MAC | Lab/Specialized Space | Restricted Classroom Spaces |
| | Y | MEDI*155 | 8 | Media Arts Center 155 MAC | Conference Style | Restricted Classroom Spaces |
| | | MEDI*156 | 3 | Studio Control Room | | Restricted Classroom Spaces |
| | | MEDI 157 | 1 | Media Arts Center Communications Tutor Room | Conference Style | |

| Building | Zoom Enhanced / OWL | Room # (25 Live ID) | Physical Distancing Capacity (63% seating reduction) | Location Formal Name | Default Layout | Campus Partition |
|--------------------------|---------------------|---------------------|--|---|---------------------------|-----------------------------|
| | Y | MEDI*158 | 16 | Media Arts Center Room 158 MAC | Classroom - Tablet Chairs | Media Arts Center |
| | Y | MEDI*160 | 11 | Media Arts Center 160 MAC | Lab/Specialized Space | Restricted Classroom Spaces |
| | | MEDI*167 | 1 | | | |
| | O | MEDI*169 | 7 | Media Arts Center 169 MAC | Lab/Specialized Space | Restricted Classroom Spaces |
| Morrison Hall | | | | | | |
| | | MORR*101 | 4 | Morrison Hall Room 101 | Classroom - Tables | Morrison Hall |
| | | MORR*103 | 5 | Morrison Hall Room 103 | Classroom - Tables | Morrison Hall |
| | | MORR*105 | 9 | Morrison Hall Room 105 | Lab/Specialized Space | Restricted Classroom Spaces |
| | Y | MORR*107 | 15 | Morrison Hall Room 107 | Classroom - Tables | Morrison Hall |
| | Y | MORR*109 | 19 | Morrison Hall Room 109 | Classroom - Tablet Chairs | Morrison Hall |
| | | MORR*110 | 28 | Morrison Hall Room 110 | Semi-circle | Morrison Hall |
| | | MORR*112 | 3 | Morrison Hall Room 112 - Seminar Room | | |
| | Y | MORR*201 | 15 | Morrison Hall Room 201 | Classroom - Tables | Morrison Hall |
| | Y | MORR*202 | 16 | Morrison Hall Room 202 | Classroom - Tablet Chairs | Morrison Hall |
| | O | MORR*203 | 18 | Morrison Hall Room 203 | Classroom - Tables | Morrison Hall |
| | Y | MORR*204 | 19 | Morrison Hall Room 204 | Classroom - Tablet Chairs | Morrison Hall |
| | | MORR*205 | 9 | Morrison Hall Room 205 - English Computer Lab - Classroom | Classroom - Tables | Restricted Classroom Spaces |
| | Y | MORR*206 | 19 | Morrison Hall Room 206 | Classroom - Tablet Chairs | Morrison Hall |
| | Y | MORR*207 | 16 | Morrison Hall Room 207 | Classroom - Tables | Morrison Hall |
| | O | MORR*208 | 15 | Morrison Hall Room 208 | Classroom - Tables | Morrison Hall |
| | | MORR*210 | 2 | Morrison Hall Room 210 | Conference Style | Restricted Classroom Spaces |
| Parker Hall | | | | | | |
| | Y | PARK*113 | 8 | Parker Hall Room 113 - Battenfeld Room | Classroom - Tables | Parker Hall |
| | | PARK*210 | 8 | Parker Hall Room 210 | Classroom - Tables | Parker Hall |
| | Y | PARK*211 | 14 | Parker Hall Room 211 | Classroom - Tablet Chairs | Parker Hall |
| | | PARK*DRN | 12 | Parker Hall Drenan Auditorium | Theatre Style | Restricted Classroom Spaces |
| Recreation Center | | | | | | |
| | | RECR LOBBY | 28 | Lobby - Spaulding Gymnasium - Recreation Center | | |
| | | RECR*109 | 11 | BodyWorks Fitness Center, Weight Room - Recreation Center | | Restricted Classroom Spaces |
| | | RECR*110A | 15 | Court 1 - Rec Sports Gym - Recreation Center | Lab/Specialized Space | Restricted Classroom Spaces |
| | | RECR*212 | 9 | Conference Room - Recreation Center | Conference Style | |
| | | RECR*225 | 7 | Multi-Purpose Room #1 - MP1 - Recreation Center | | Restricted Classroom Spaces |
| | | RECR*302 | 19 | Aerobics Room - Recreation Center | Clear Floor | Restricted Classroom Spaces |
| | | RECR*306 | 7 | Cardio/Fitness Area - Recreation Center | | Restricted Classroom Spaces |
| | | RECR*307 | 4 | Track - Recreation Center | | Restricted Classroom Spaces |
| | | RECR*308 | 19 | Multi-Purpose Room #2 - MP2 - Recreation Center | Lab/Specialized Space | Restricted Classroom Spaces |
| Rhodes Hall | | | | | | |
| | | RHOD ATM | 111 | Atrium-Rhodes Hall | | |
| | | RHOD*CROW | 4 | Rhodes Hall Crowley Conference Room N121 | Conference Style | Restricted Classroom Spaces |
| | Y | RHOD*N116 | 17 | Rhodes Hall Room N116 | Classroom - Tables | RHOD |

| Building | Zoom Enhanced / OWL | Room # (25 Live ID) | Physical Distancing Capacity (63% seating reduction) | Location Formal Name | Default Layout | Campus Partition |
|-----------------------|---------------------|---------------------|--|--|---------------------------|-----------------------------|
| | O | RHOD*N118 | 10 | Rhodes Hall Room N118 | Classroom - Tables | RHOD |
| | Y | RHOD*N120 | 17 | Rhodes Hall Room N120 | Classroom - Tables | RHOD |
| | Y | RHOD*N210 | 20 | Rhodes Hall Room N210 | Classroom - Tables | RHOD |
| | Y | RHOD*N212 | 21 | Rhodes Hall Room N212 | Classroom - Tablet Chairs | RHOD |
| | Y | RHOD*N213 | 12 | Rhodes Hall Room N213 | Classroom - Tables | RHOD |
| | | RHOD*S104 | 7 | Nursing Lab Rhodes Hall | Lab/Specialized Space | Restricted Classroom Spaces |
| | | RHOD*S121 | 4 | Continuing Education Computer Lab CE -Rhodes Hall | Classroom - Tables | Restricted Classroom Spaces |
| | | RHOD*S153 | 9 | Rhodes Hall Room S153 | Conference Style | Restricted Classroom Spaces |
| | | RHOD*S163 | 9 | Education Computer Lab - Rhodes Hall | Lab/Specialized Space | Restricted Classroom Spaces |
| | | RHOD*S203 | 30 | Rhodes Hall Room S203 | Classroom - Tables | RHOD |
| | | RHOD*S215 | 7 | Rhodes Hall Room S215 | Classroom - Tables | Restricted Classroom Spaces |
| | | RHOD*S217 | 2 | Psychology Clinical Lab | | Restricted Classroom Spaces |
| | | RHOD*S257 | 6 | Rhodes Hall Room S257 | Conference Style | RHOD |
| | | RHOD*S270 | 8 | Rhodes Hall Social Sciences Computer Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| Science Center | | | | | | |
| | | SCIC*101 | 37 | Science Center First Floor - Room 101 - Markem Lecture Hall | Theatre Style | Science Center |
| | Y | SCIC*102 | 22 | Science Center First Floor - Room 102 | Classroom Style | Science Center |
| | Y | SCIC*126 | 18 | Science Center First Floor - Room 126 - Physical Science Classroom | Classroom Style | Science Center |
| | Y | SCIC*127 | 17 | Science Center First Floor - Room 127 | Classroom - Tables | Science Center |
| | Y | SCIC*129 | 16 | Science Center First Floor - Room 129 | Classroom - Tablet Chairs | Science Center |
| | | SCIC*151 | 4 | Science Center Room 151 - CS Computer Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | Y | SCIC*154 | 14 | Science Center First Floor - Room 154 - Computer Science | Classroom - Tables | Science Center |
| | Y | SCIC*161 | 15 | Science Center First Floor - Room 161 - Computer Science | Classroom - Tables | Science Center |
| | | SCIC*162 | 6 | Science Center Room 162 - Computer Science Lab | Lab/Specialized Space | |
| | | SCIC*163 | 6 | | | |
| | Y | SCIC*175 | 16 | Science Center First Floor - Room 175 | Classroom - Tables | Science Center |
| | O | SCIC*181 | 18 | Science Center First Floor - Room 181 - Math Lab | Classroom - Tables | Restricted Classroom Spaces |
| | | SCIC*201 | 6 | Science Center Room 201 - Appian Overlook Seminar Room | Conference Style | Restricted Classroom Spaces |
| | | SCIC*203 | 8 | Science Center Room 203 - Chemistry Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*204 | 6 | Science Center Room 204 - Chemistry Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*205 | 6 | Science Center 205 - BiologyLab | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*207 | 8 | Science Center Chemistry Lab | Classroom - Tables | Restricted Classroom Spaces |
| | | SCIC*210 | 1 | Science Center 210 NMR Lab | Lab/Specialized Space | |
| | | SCIC*237 | 1 | Science Center 237 -Geo/Bio/ENST Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*239 | 5 | Science Center Room 239 - Computer Lab- Chemistry | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*251 | 10 | Science Center Room 251 - Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*256 | 1 | Science Center 256 -Geology collection | | |
| | | SCIC*259 | 6 | Science Center 259 Geology Room | Classroom - Tables | Restricted Classroom Spaces |
| | | SCIC*262 | 1 | Science Center Room 262 - Geography Student Research Project Room | | |
| | | SCIC*263 | 3 | Science Center 263 Geography Research Room | Conference Style | Restricted Classroom Spaces |

| Building | Zoom Enhanced / OWL | Room # (25 Live ID) | Physical Distancing Capacity (63% seating reduction) | Location Formal Name | Default Layout | Campus Partition |
|----------------------------|---------------------|---------------------|--|--|---------------------------|-----------------------------|
| | | SCIC*264 | 11 Lec/10 Comp | Science Center Room 264 - GIS Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | Y | SCIC*275 | 18 | Science Center Room 275 - Geography | Classroom - Tables | Science Center |
| | | SCIC*281 | 0 | Science Center 281 - Map Repository | | |
| | O | SCIC*282 | 13 | Science Center Room 282 - Geography | Classroom - Tables | Science Center |
| | | SCIC*301 | 6 | Science Center Room 301 | Conference Style | Restricted Classroom Spaces |
| | Y | SCIC*302 | 18 | Science Center Room 302 | Classroom - Tables | Science Center |
| | | SCIC*303 | 6 | Science Center Room 303 - Biology Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*304 | 6 | Science Center Room 304 - Biology Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*305 | 1 | Science Center 306 Lab/Classroom | | Restricted Classroom Spaces |
| | | SCIC*308 | 6 | Science Center 308 Biology Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*309 | 7 | Science Center Room 309 - Biology Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*312 | 0 | Science Center 312 Herbarium | Lab/Specialized Space | |
| | | SCIC*313 | 0 | Science Center 313 Biology Lab | Lab/Specialized Space | |
| | O | SCIC*329 | 6 | Science Center 329 Biology Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | O | SCIC*332 | 10 | Science Center 332 Biology Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*336 | 0 | Science Center 336 Biology/Ecology Lab | Lab/Specialized Space | |
| | | SCIC*351 | 10 | Science Center Room 351 - Science Education | Lab/Specialized Space | Restricted Classroom Spaces |
| | Y | SCIC*360 | 14 | Science Center Room 360 | Classroom - Tablet Chairs | Science Center |
| | | SCIC*362 | 3 | Science Center 362 ENST Project Lab | Conference Style | Restricted Classroom Spaces |
| | | SCIC*364 | 6 | Science Center Room 364 - ENST Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*365 | 3 | Science Center 365 Physics Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*375 | 11 | Science Center 375 Physics/Science Ed | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*380 | 10 | Science Center 380 Physics Classroom/Lab | Classroom - Tablet Chairs | Restricted Classroom Spaces |
| Spaulding Gymnasium | | | | | | |
| | | SGYM*120 | 7 | Room 120 - Athletic Training Lab | Classroom - Tables | Restricted Classroom Spaces |
| | Y | SGYM*121 | 12 | Room 121 - Spaulding Gymnasium | Classroom - Tablet Chairs | Restricted Classroom Spaces |
| | | SGYM*132 | 9 | Room 132 - Wellness Seminar Room - Spaulding Gymnasium | Classroom - Tables | Restricted Classroom Spaces |
| | | SGYM*151 | 10 | Training Room - Spaulding Gymnasium | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SGYM*152 | 10 | Rehab Room - Spaulding Gymnasium | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SGYM*230 | 35 | Main Athletic Gym - Spaulding Gymnasium | | Restricted Classroom Spaces |
| | | SGYM*321 | 11 | Multi-Purpose Room #3 - MP3 - Spaulding Gymnasium | | Restricted Classroom Spaces |
| | | SGYM*POOL | 37 | Pool - Spaulding Gymnasium | | Restricted Classroom Spaces |
| | | SGYM*RBALL | 1 | Racquetball Court - Spaulding Gymnasium | | Restricted Classroom Spaces |
| Student Center | | | | | | |
| | | STUC*MBR | 280 | Student Center Mabel Brown Room - Function Room | Clear Floor | Restricted Classroom Spaces |
| TDS | | | | | | |
| | | TDS 1ST FLOOR HUB | 37 | Kingsbury Hub | | |
| | | TDS 2ND FLOOR HUB | 37 | | | |
| | O | TDS*101 | 7 | SPDI Lab | | Restricted Classroom Spaces |
| | O | TDS*103 | 8 | Ideation Lab | | Restricted Classroom Spaces |

| Building | Zoom Enhanced / OWL | Room # (25 Live ID) | Physical Distancing Capacity (63% seating reduction) | Location Formal Name | Default Layout | Campus Partition |
|-----------------------------|---------------------|---------------------|--|--|-----------------------|-----------------------------|
| | Y | TDS*108 | 12 | Classroom | Theatre Style | TDS |
| | | TDS*109 | 7 | Wood Shop | | Restricted Classroom Spaces |
| | | TDS*110 | 16 | Building Sciences Lab | | Restricted Classroom Spaces |
| | O | TDS*201 | 33 | Architecture Lab | | Restricted Classroom Spaces |
| | Y | TDS*203 | 16 | Visual Arts Lab | Tables | Restricted Classroom Spaces |
| | Y | TDS*206 | 18 | Safety Instructional Lab | Large round tables | TDS |
| | O | TDS*207 | 11 | Media Lab | | Restricted Classroom Spaces |
| | O | TDS*209 | 12 | AP/IHM Lab | | Restricted Classroom Spaces |
| | Y | TDS*210 | 15 | Classroom | Classroom - Tables | TDS |
| | | TDS*211 | 12 | Chemistry Lab | | Restricted Classroom Spaces |
| | | TDS*212 | 10 | Biodiesel Learning Lab | | Restricted Classroom Spaces |
| | | TDS*229 | 6 | TDS Conference Room | | Restricted Classroom Spaces |
| Thorne Sagendorph | | | | | | |
| | | THOR*CONF | 19 | Thorne Art Gallery Conference Room - Function Room | Conference Style | Restricted Classroom Spaces |
| | O | THOR*DRAW | 20 | Thorne Art Gallery Drawing Space | | |
| Whitcomb Building | | | | | | |
| | | WHIT BLDG | 8 | Ceramics Studio | | |
| 88 Winchester (Math) | | | | | | |
| | | WN88*101 | 14 | Math Building classroom | Classroom - Tables | Restricted Classroom Spaces |
| | | WN88*105 | 3 | Math Building Computer Lab | Classroom - Tables | Restricted Classroom Spaces |
| | Y | WN88*201 | 14 | Winchester St Math Building Room 201 | Lab/Specialized Space | 88 Winchester |
| | | WN88*205 | 5 | Winchester St. Math Building Conference Room | Classroom - Tables | Restricted Classroom Spaces |

| Building | Zoom Enhanced | Room # (25 Live ID) | Original Capacity (Pre COVID) | Physical Distancing Capacity (63% seating reduction) | Location Formal Name | Default Layout | Campus Partition |
|----------------------------|---------------|---------------------|-------------------------------|--|---|---------------------------|-----------------------------|
| | | SCIC*351 | 24 | 10 | Science Center Room 351 - Science Education | Lab/Specialized Space | Restricted Classroom Spaces |
| | Y | SCIC*360 | 32 | 12 | Science Center Room 360 | Classroom - Tablet Chairs | Science Center |
| | | SCIC*362 | 8 | 3 | Science Center 362 ENST Project Lab | Conference Style | Restricted Classroom Spaces |
| | | SCIC*364 | 16 | 6 | Science Center Room 364 - ENST Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*365 | 15 | 6 | Science Center 365 Physics Lab | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*375 | 24 | 10 | Science Center 375 Physics/Science Ed | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SCIC*380 | 20 | 6 | Science Center 380 Physics Classroom/Lab | Classroom - Tablet Chairs | Restricted Classroom Spaces |
| Spaulding Gymnasium | | | | | | | |
| | | SGYM*120 | 18 | 7 | Room 120 - Athletic Training Lab | Classroom - Tables | Restricted Classroom Spaces |
| | Y | SGYM*121 | 40 | 15 | Room 121 - Spaulding Gymnasium | Classroom - Tablet Chairs | Restricted Classroom Spaces |
| | | SGYM*132 | 30 | 11 | Room 132 - Wellness Seminar Room - Spaulding Gymnasium | Classroom - Tables | Restricted Classroom Spaces |
| | | SGYM*151 | 26 | 10 | Training Room - Spaulding Gymnasium | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SGYM*152 | 26 | 10 | Rehab Room - Spaulding Gymnasium | Lab/Specialized Space | Restricted Classroom Spaces |
| | | SGYM*230 | 2000 | 35 | Main Athletic Gym - Spaulding Gymnasium | | Restricted Classroom Spaces |
| | | SGYM*321 | 30 | 11 | Multi-Purpose Room #3 - MP3 - Spaulding Gymnasium | | Restricted Classroom Spaces |
| | | SGYM*POOL | 100 | 37 | Pool - Spaulding Gymnasium | | Restricted Classroom Spaces |
| | | SGYM*RBALL | 4 | 1 | Racquetball Court - Spaulding Gymnasium | | Restricted Classroom Spaces |
| Student Center | | | | | | | |
| | | STUC*MBR | 758 | 280 | Student Center Mabel Brown Room - Function Room | Clear Floor | Restricted Classroom Spaces |
| TDS | | | | | | | |
| | | TDS 1ST FLOOR HUB | 100 | 37 | Kingsbury Hub | | |
| | | TDS 2ND FLOOR HUB | 100 | 37 | | | |
| | | TDS*101 | 25 | 9 | SPDI Lab | | Restricted Classroom Spaces |
| | | TDS*102 | ? | 4 | Unsure what this space is; not on master classroom list | | |
| | | TDS*103 | 24 | 9 | Ideation Lab | | Restricted Classroom Spaces |
| | Y | TDS*108 | 12 | 12 | Classroom | Theatre Style | TDS |
| | | TDS*109 | 20 | 9 | Wood Shop | | Restricted Classroom Spaces |
| | | TDS*110 | 34 | 13 | Building Sciences Lab | | Restricted Classroom Spaces |
| | | TDS*201 | 88 | 33 | Architecture Lab | | Restricted Classroom Spaces |

| Building | Zoom Enhanced | Room # (25 Live ID) | Original Capacity (Pre COVID) | Physical Distancing Capacity (63% seating reduction) | Location Formal Name | Default Layout | Campus Partition |
|-----------------------------|---------------|---------------------|-------------------------------|--|--|-----------------------|-----------------------------|
| | Y | TDS*203 | 20 | 10 | Visual Arts Lab | Tables | Restricted Classroom Spaces |
| | Y | TDS*206 | 48 | 18 | Safety Instructional Lab | Large round tables | TDS |
| | | TDS*207 | 17 | 6 | Media Lab | | Restricted Classroom Spaces |
| | | TDS*209 | 24 | 9 | AP/IH/M Lab | | Restricted Classroom Spaces |
| | Y | TDS*210 | 40 | 15 | Classroom | Classroom - Tables | TDS |
| | | TDS*211 | 24 | 9 | Chemistry Lab | | Restricted Classroom Spaces |
| | | TDS*212 | 24 | 9 | Biodiesel Learning Lab | | Restricted Classroom Spaces |
| | | TDS*229 | 16 | 6 | TDS Conference Room | | Restricted Classroom Spaces |
| Thorne Sagendorph | | | | | | | |
| | | THOR*CONF | 52 | 19 | Thorne Art Gallery Conference Room - Function Room | Conference Style | Restricted Classroom Spaces |
| Whitcomb Building | | | | | | | |
| | | WHIT BLDG | 15 | 6 | Ceramics Studio | | |
| 88 Winchester (Math) | | | | | | | |
| | | WN88*101 | 38 | 14 | Math Building classroom | Classroom - Tables | Restricted Classroom Spaces |
| | | WN88*105 | 13 | 5 | Math Building Computer Lab | Classroom - Tables | Restricted Classroom Spaces |
| | 1 | WN88*201 | 38 | 14 | Winchester St Math Building Room 201 | Lab/Specialized Space | 88 Winchester |
| | | WN88*205 | 13 | 5 | Winchester St. Math Building Conference Room | Classroom - Tables | Restricted Classroom Spaces |

RETURN TO WORK JANITORIAL CHECKLIST



Manager Name:

Date/Time:

Employee Name:

| AREA TYPE | TASK | ACADEMIC/AUX CURRENT FREQUENCY | ADDITIONAL INFORMATION/ COMMENTS | RESIDENTIAL CURRENT FREQUENCY | ADDITIONAL INFORMATION/ COMMENTS |
|--|--|--------------------------------------|---|-------------------------------------|--|
| BREAK/LOUNGE AREAS | Empty trash and recycle containers and return canisters to original location | 1X Daily | Recommended 2X's Daily C.D.C. Recommendation | 1X Daily | |
| | Replace trash liners, check for spills within the interior and exterior of container | 1X Daily | | 1X Daily | |
| | Apply solution into cloth and wipe trash receptacle exterior and interior | 1X Daily | | 1X Daily | |
| | Clean top and underside of swing lid on garbage receptacles | 1X Daily | | 1X Daily | |
| | Dust area from high to low | 1X Weekly | | 1X Weekly | |
| | Clean sink (for stainless steel sinks, once sink and basin have been cleaned, wipe dry with microfiber cloth to eliminate streaks) | 1X Daily | | 1X Daily | |
| | Clean all surfaces, tables, cabinet doors and frames, interior walls, light switches, and partition windows | 1X Daily | | 1X Daily | |
| | Disinfect light switches | 1X Daily | | 1X Daily | |
| | Disinfect door handles and push plates | 1X Daily | Recommended 2X's Daily | 1X Daily | Recommended 2X's Daily |
| | Disinfect counters and tabletops | 1X Daily | Recommended 2X's Daily | 1X Daily | Recommended 2X's Daily |
| | Damp wipe cabinet doors, handles and cubbies | 1X Daily | | 1X Daily | |
| | Clean refrigerators, dispose of unlabeled food, wipe down shelves, drawers and exterior | Upon Request | | Upon Request | |
| | Damp wipe vending machine glass/ and keypad | 1X Daily | | 1X Daily | |
| | Clean ovens and other appliances | 1X Yearly | Microwaves Daily | 1X Yearly | Microwaves Daily |
| | Clean exterior other appliances | 1X Daily | | 1X Daily | |
| Disinfect high touch buttons within appliances, please review site specifications on appliances for cleaning | 1X Daily | | 1X Daily | | |
| Damp wipe and dry counters, doors, chairs, tables, including table bases. Escalate any stubborn stains | 1X Daily | | 1X Daily | | |

| AREA TYPE | TASK | ACADEMIC/AUX CURRENT FREQUENCY | ADDITIONAL INFORMATION/ COMMENTS | RESIDENTIAL CURRENT FREQUENCY | ADDITIONAL INFORMATION/ COMMENTS |
|---|--|--------------------------------------|--|-------------------------------------|--|
| BREAK/LOUNGE AREAS | Remove nitrile gloves, perform hand hygiene. Replace consumables (i.e. Paper Towels, Hand Soap, Disinfectant) | 1X Daily | | 1X Daily | |
| | Sweep and mop floors using approved neutral cleaner | 1X Daily | | 1X Daily | |
| | Vacuum break area carpeted floors | 1X Daily | | 1X Daily | |
| | Clean ceiling vents | Weekly | | Weekly | |
| | Clean Glass Light Fixtures | Monthly | | Monthly | |
| RESTROOMS/SHOWERS /LOCKERROOMS | Remove trash and waste from the restroom | 2X's Daily | | 1X Daily | |
| | Replace liners or sanitary napkin bags as needed. | 1X Daily | | 1X Daily | |
| | Dust lights, partitions, partition hinges, tops of dispensers, and restroom mirrors. | 1X Daily | | 1X Daily | |
| | Disinfect light switches | 1X Daily | | 1X Daily | |
| | Disinfect door handles | 1X Daily | Recommend 2X's Daily | 1X Daily | Recommend 2X's Daily |
| | Disinfect door push plates (both sides) | 1X Daily | Recommend 2X's Daily | 1X Daily | Recommend 2X's Daily |
| | Clean and polish restroom dispensers, receptacles and sinks to remove any spots or streaks | 1X Daily | Recommend 2X's Daily | 1X Daily | |
| | Using approved disinfectant wipe down baby changing tables if applicable clean all sides and straps. | 1X Daily | | 1X Daily | |
| | Spot clean partitions, walls, and inside entry door with disinfectant. | 1X Daily | Recommend 2X's Daily | 1X Daily | |
| | Disinfect restroom tile walls, fixtures, partitions, toilets/urinals, partitions. Ensure disinfectant is applied and review dwell time. | 1X Daily | Recommend 2X's Daily | 1X Daily | Recommend 2X's Daily |
| | Thoroughly apply disinfectant to walls surrounding toilets, apply solution on both sides of the toilet seat and flush handle allow chemical to stand. | 1X Daily | Recommend 2X's Daily | 1X Daily | |
| | Clean urinals by applying disinfectant around urinal and walls surrounding and let stand, use brush to clean interior. Thoroughly clean interior and exterior of toilets and urinals | 2X's Daily | | 1X Daily | Recommend 2X's Daily |
| | Remove nitrile gloves, perform hand hygiene. Replace consumables (i.e. Paper Towels, Hand Soap, Toilet Paper, Feminine products) | 1X Daily | | 1X Daily | |
| | Check dispenser functionality and restock paper products, hand soap as needed. | 1X Daily | | 1X Daily | |

| AREA TYPE | TASK | ACADEMIC/AUX CURRENT FREQUENCY | ADDITIONAL INFORMATION/ COMMENTS | RESIDENTIAL CURRENT FREQUENCY | ADDITIONAL INFORMATION/ COMMENTS |
|--|---|--------------------------------------|--|-------------------------------------|--|
| RESTROOMS/SHOWERS /LOCKERROOMS | Use approved soap scum remover on all shower surfaces and mats as needed. | 1X Daily | | 1X Daily | |
| | Mop floors with neutral floor cleaner taking care to clean under/around fixtures. | 1X Daily | | 1X Daily | |
| | Sweep and mop entire floor, cleaning spots and debris | 1X Daily | | 1X Daily | |
| CLASSROOMS, LABS, CONFERENCE ROOMS, MEETING ROOMS | Spot clean tables and credenzas | 1X Daily | | 1X Daily | |
| | Clean whiteboard removing all writing; clean whiteboard trays | 1X Daily | | N/A | |
| | Dust area from high to low including chairs, table legs, behind monitors | Weekly | | N/A | |
| | Place approved disinfectant into cloth and clean tables, doors and frames, credenzas, interior walls, and light switches | 1X Daily | | 1X Daily | |
| | Disinfect high touch surfaces such as table surfaces, cabinet tops. Once chemical has been applied to surfaces allow chemical to dwell. | 1X Daily | Recommend 2X's Daily | 1X Daily | Recommend 2X's Daily |
| | Vacuum conference room carpeted flooring | 1X Daily | | 1X Daily | |
| | Replace and re-set furniture | 1X Daily | | 1X Daily | |
| | Empty trash cans and return to original location | 1X Daily | | 1X Daily | |
| | Clean interior of trash cabinets | 1X Daily | | 1X Daily | |
| | Replace trash liners | 1X Daily | | 1X Daily | |
| | Restock conference room amenities (i.e. hand sanitizer, hand sanitizer wipes, tissues) | 1X Daily | | 1X Daily | |
| LOBBIES AND ENTRANCES | Empty trash cans and return to original position | 1X Daily | | 1X Daily | |
| | Replace trash liners and return canister to original position | 1X Daily | | 1X Daily | |
| | Dust main entry furniture including ledges | 1X Daily | | 1X Daily | |
| | With approved disinfectant place chemical into microfiber and wipe down high touch areas such as lobby counters, and tables. | 1X Daily | Recommend 2X's Daily | 1X Daily | Recommend 2X's Daily |
| | Disinfect of high touch surfaces desks, table surfaces, cabinet tops. | 1X's Daily | Recommend 2X's Daily | 1X Daily | |
| | Vacuum carpets and/or sweep and mop hard floors using approved cleaner | 1X Daily | | 1X Daily | |
| | Place approved glass cleaner onto cloth clean main entry/lobby doors, glass barriers at kiosks and windows, leaving no streaks or residue | 1X Daily | Recommend 2X's Daily | 1X Daily | Recommend 2X's Daily |

| AREA TYPE | TASK | ACADEMIC/AUX CURRENT FREQUENCY | ADDITIONAL INFORMATION/ COMMENTS | RESIDENTIAL CURRENT FREQUENCY | ADDITIONAL INFORMATION/ COMMENTS |
|--------------------------------------|--|--------------------------------------|--|-------------------------------------|--|
| LOBBIES AND ENTRANCES | Wipe exterior furniture placed on patios | Upon Request | | Upon Request | |
| CUBICAL AND OFFICE AREAS | Using microfiber duster dust office area from high to low | Weekly | | Weekly | |
| | Using approved disinfectant, wipe down open desks, tables, surfaces within the office area. | Weekly | Recommend Nightly | Weekly | |
| | Disinfect high touch surface such as desks, table surfaces, cabinet tops. | Weekly | Recommend Nightly | Weekly | |
| | Vacuum office floors | Weekly | | Weekly | |
| | Note any burned-out lights, needed repairs or safety issues in communication log | As needed | | As needed | |
| | Spot uncommon clean messes (e.g. Hole punch spill) | As needed | | As needed | |
| ELEVATORS | Clean and polish metal surfaces within exterior and interior of elevator doors, frames, and call buttons | 1X Daily | | 1X Daily | |
| | Place approved disinfectant into microfiber cloth and wipe rails, call buttons, and high touch points | 1X Daily | Recommend 2X's Daily | 1X Daily | Recommend 2X's Daily |
| | Sweep and mop elevator floor | 1X Daily | | 1X Daily | |
| AUXILIARY SPACE GYMNASIUM | Empty trash and recycle, place receptacles back to original location | 2X's Daily | | N/A | |
| | Replace trash and recycle liners | 2X's Daily | | N/A | |
| | Wipe down top and underside of swing lid on garbage receptacles | 1X Daily | | N/A | |
| | Dust shelves, blinds, tops of cabinets and appliances | 1X Daily | | N/A | |
| | Apply chemical to microfiber and damp wipe sinks, please note stainless steel fixtures may require specific stainless-steel chemical and need to be dry wiped after cleaning | 2X's Daily | | N/A | |
| | Clean and polish stainless steel sinks | 2X's Daily | | N/A | |
| | Disinfect areas from high to low; light switches, push plates, counters, tabletops, door handles, backs of chairs and kickplates | 3X's Daily | | N/A | |
| | Clean refrigerators | Upon Request | | N/A | |
| | Perform hand hygiene and replenish consumables i.e. paper towels, hand soap and disinfectant | 2X's Daily | | N/A | |

| AREA TYPE | TASK | ACADEMIC/AUX CURRENT FREQUENCY | ADDITIONAL INFORMATION/ COMMENTS | RESIDENTIAL CURRENT FREQUENCY | ADDITIONAL INFORMATION/ COMMENTS |
|--|--|--------------------------------------|--|-------------------------------------|--|
| AUXILIARY SPACE GYMNASIUM | Disinfect all Athletic equipment using approved disinfectant | 1X Daily | Recommend 3X's Daily | N/A | |
| | Deliver/stock disinfectant spray bottle for use between usage of equipment | 1X Daily | | N/A | |
| | Check soap levels in dispensers and refill as necessary | 2X's Daily | | N/A | |
| | Sweep and mop floors using approved neutral cleaner | 1X Daily | | N/A | |
| AUXILIARY AREAS STUDENT CENTER/DINING COMMONS/LIBRARY | Remove trash and recycle and return trash containers to original position | 4X's Daily | Library 2X's Daily | N/A | |
| | Remove trash and recycle and return trash containers to original position | 4X's Daily | Library 2X's Daily | N/A | |
| | Apply chemical into cloth and wipe café tables, bases, chairs, and seats | 1X Daily | | N/A | |
| | Disinfect of high touch surfaces, ensure chemical has been applied to surfaces, allow chemical to dwell. | 1X Daily | | N/A | |
| | Disinfect dining chairs (front, back and legs) | 1X WK | Recommend 2X's Daily | N/A | |
| | Disinfect doors (front and back) | 1X Daily | Recommend 3X's Daily | N/A | |
| | Wipe down café door entryways and glass doors | 2X's Daily | Recommend 3X's Daily | N/A | |
| | Sweep and mop café dining floor using approved neutral floor cleaner / Vacuum carpeting | 1X Daily | | N/A | |
| | Vacuum all front of the house floors | 1X Daily | | N/A | |
| Sweep and mop docks leading to café areas | 1X Daily | | N/A | | |
| STAIRS AND HALLWAYS | Remove trash and recycle and return trash containers to original position | 1X Daily | | 1X Daily | |
| | Dust from high to low hallway signage, hallway windowsills, frames, and posters | 1X Daily | | 1X Daily | |
| | Using approved disinfectant, wipe down open handrails, stairway doorknobs and/or push plates (both sides). | 1X's Daily | Recommend 2X's Daily | 1X Daily | Recommend 2X's Daily |
| | Perform disinfection of high touch surfaces nightly using manual method and electrostatic sprays/foggers to apply disinfectant from high to low ensuring handrails, walls stairway doors are cleaned | 1X Daily | | 1X Daily | |
| | Spot mop floors and stairwells, with approved neutral cleaner, as needed. | 1X Daily | | 1X Daily | |
| | Sweep, mop and/or vacuum all stairwells and landings | 1X Daily | | 1X Daily | |

| AREA TYPE | TASK | ACADEMIC/AUX CURRENT FREQUENCY | ADDITIONAL INFORMATION/ COMMENTS | RESIDENTIAL CURRENT FREQUENCY | ADDITIONAL INFORMATION/ COMMENTS |
|--------------------------------|--|--------------------------------------|--|-------------------------------------|--|
| EXTERIOR OF BUILDING | Maintain cleanliness of the building entrances remove leaves, trash, and debris | 1X Daily | | 1X Daily | |
| | Using approved cleaner wipe down open seating, tables, and chairs within the exterior the building | 1X Daily | Recommend 2X's Daily | 1X Daily | |
| | Police building entries, exterior patio areas, cigarette butts and other debris. | 1X Daily | | 1X Daily | |
| | Sweep entrance to building and disinfect all handrails | 1X Daily | Recommend Handrails 3X's Daily | 1X Daily | Recommend Handrails 3X's Daily |
| JANITOR CLOSET | Disinfect cleaning tools, equipment and janitorial cart and materials after use. | 2X's Daily | | 2X's Daily | |
| | Inventory janitor cart and stock | 1X Daily | | 1X Daily | |
| | Ensure janitorial sinks are clean and debris free after use | 1X Daily | | 1X Daily | |
| | Return all cleaning equipment to proper storage position | 1X Daily | | 1X Daily | |
| | Maintain floor and cleanliness | 1X Daily | | 1X Daily | |
| | Place microfiber cloths into collection areas for laundering and rinse and maintain mops as instructed by management | 1X Daily | | 1X Daily | |
| ADDITIONAL REQUIREMENTS | Report any maintenance issues to management/supervisor | As Needed | | As Needed | |



The Redfern Arts Center Department proposes the following protocols, procedures and restrictions into its standard operating procedures to commence its operations in a safe, prudent and operationally feasible manner. These protocols were developed in consultation with national experts on performing arts venue management. **the Redfern will follow all and additional protocol as set by KSC and the State of NH.**

Staff - all Redfern employees, contractors, touring company personnel and performers will be:

- Subjected to regular proximity temperature scans
- Required to wear masks (non-performers)
- Required to wear gloves (customer -facing staff)
- Mandated to adhere to rigorous and regular hand hygiene and respiratory etiquette
- Required to adhere to best practice workplace social distancing protocols
- Trained on COVID-19 safety and sanitation protocols with more comprehensive training for staff with frequent patron contact (employees)
- Prohibited from working if any symptoms are presented.

Patrons - all Redfern guests will be:

- Subjected to proximity temperature scans before entry
- Required to wear masks (self-provided or available at venue)
- Required to adhere to dynamic and authorized community-level social distancing protocols and operational directives as determined by the venue

Operations:

- Disinfecting of entire venue prior to each performance - backstage and front of house
- Continual and critical attention to a high level of sanitation of shared/ common areas
- Deployment of acrylic sneeze guards and protective panels at all points of sale and patron service locations
- Comprehensive physical signage explaining/ instructing about protocols to patrons

- Sanitation stations will be set up at all public entrances and exits as well as backstage, dressing rooms, warm up rooms and Green Room
- Non-performance social events will adhere to appropriate community-level capacity, social distancing and execution protocols

Event Execution:

Capacity and Ticketing

- **Seating Capacity (TBD based on State/CDC Guidelines)**
- General admission seating by section to control patron seating patterns
- "No touch" and/or paperless ticketing and entry scanning
- Staggered seating configuration (alternate row/ seat spacing) -
- Seat selection monitoring/ escort to ensure community-level social distancing protocols within a row by a group attending together

Services and Logistics

- Metered or scheduled patron admission times during an extended venue entry access window prior to a performance to eliminate congregating on external plazas and in lobbies
- Social distancing and visible physical spacing demarcations at all points of entry, point of sale locations and restrooms and concession locations
- Attendant monitoring / gatekeeping of restroom and elevator access levels
- Cash-less transactions - card and device application transactions only (ticketing, concessions and merchandise)
- application with "no contact" pickup location to promote social distancing standards
- Communicated and controlled egress to eliminate massing after a performance

Other Considerations

Infection Mitigation Coordinator. A KSC staff member with appropriate medical and risk management knowledge be designated the "Infection Mitigation Coordinator" for the Redfern for public assembly (this may be a member of the pandemic task force) The Infection Mitigation Coordinator should have the following functions.

- ☐ Coordinate with, communicate, and help implement public health guidelines.
- ☐ Work closely with the event producer or venue operator to develop and implement event health plans.
- ☐ Ensure that existing safety plans are modified for compatibility with new health

plans.

- ☐ Help create worker training that applies current information about hazards and infection control measures, including social distancing, handwashing, temperature checking, and disinfecting high-touch surfaces.
- ☐ Determine, in conjunction with the venue or event organizer, if a worker or patron may safely enter the event space when there is a health concern.

Practices for Healthy Workers and Volunteers.

- ☐ **Social Distancing.** Public health guidance stresses that whenever possible, everyone should leave at least *six feet (about two meters)* to the person closest to them. Where a task cannot be accomplished working alone, workers can limit their exposure by forming a “work team” in which people routinely work together, but they keep their distance from everyone else.

SANITIZING THE VENUE

Sanitizing High-Touch Areas. As soon as vendors begin to load in, surfaces and objects that are touched frequently, such as the ones listed below, should be regularly disinfected using products approved by the applicable health authority.

- ☐ **Public Areas** (lobby, hallways, dining and food service areas)
 - ❖ Door handles, handrails, push plates
 - ❖ Bike rack or other barricades the public may touch
 - ❖ Handrails for stairs, ramps, and escalators
 - ❖ Elevator buttons – inside and out
 - ❖ Reception desks and ticket counters
 - ❖ Telephones, Point of Sale terminals, and other keypads
 - ❖ Tables and chairs
 - ❖ water fountains, vending
 - ❖ Trash receptacle touch points
- ☐ **Restrooms** (front and back of house as well as portable units)
 - ❖ Door handles and push plates
 - ❖ Sink faucets and counters, and toilet handles
 - ❖ Lids of containers for disposal of women’s sanitary products
 - ❖ Soap dispensers and towel dispenser handles
 - ❖ Baby changing stations
 - ❖ Trash receptacle touch points
- ☐ **Back of House Offices, Dressing Areas, Green Rooms, Production Areas**
 - ❖ Individual office and other room furniture
 - ❖ Door handles, push plates, doorways, railings
 - ❖ Light switches and thermostats
 - ❖ Cabinet handles
 - ❖ Telephones, computers, other keypads, mouse
 - ❖ Microphones
 - ❖ Backstage and technical equipment

- ❖ Trash receptacle touch points

- ❖

- ☐ **Back of House and Hospitality Preparation Areas**

- ❖ Handles of all kitchen equipment doors, cabinets, push pads

- ❖ Counter surfaces

- ❖ Light switches

- ❖ Handles of beverage and towel dispensers

- ❖ Handles of sinks, including handwashing sink and mop sink

- ❖ Cleaning tools and buckets

- ❖ Trash receptacle touch points

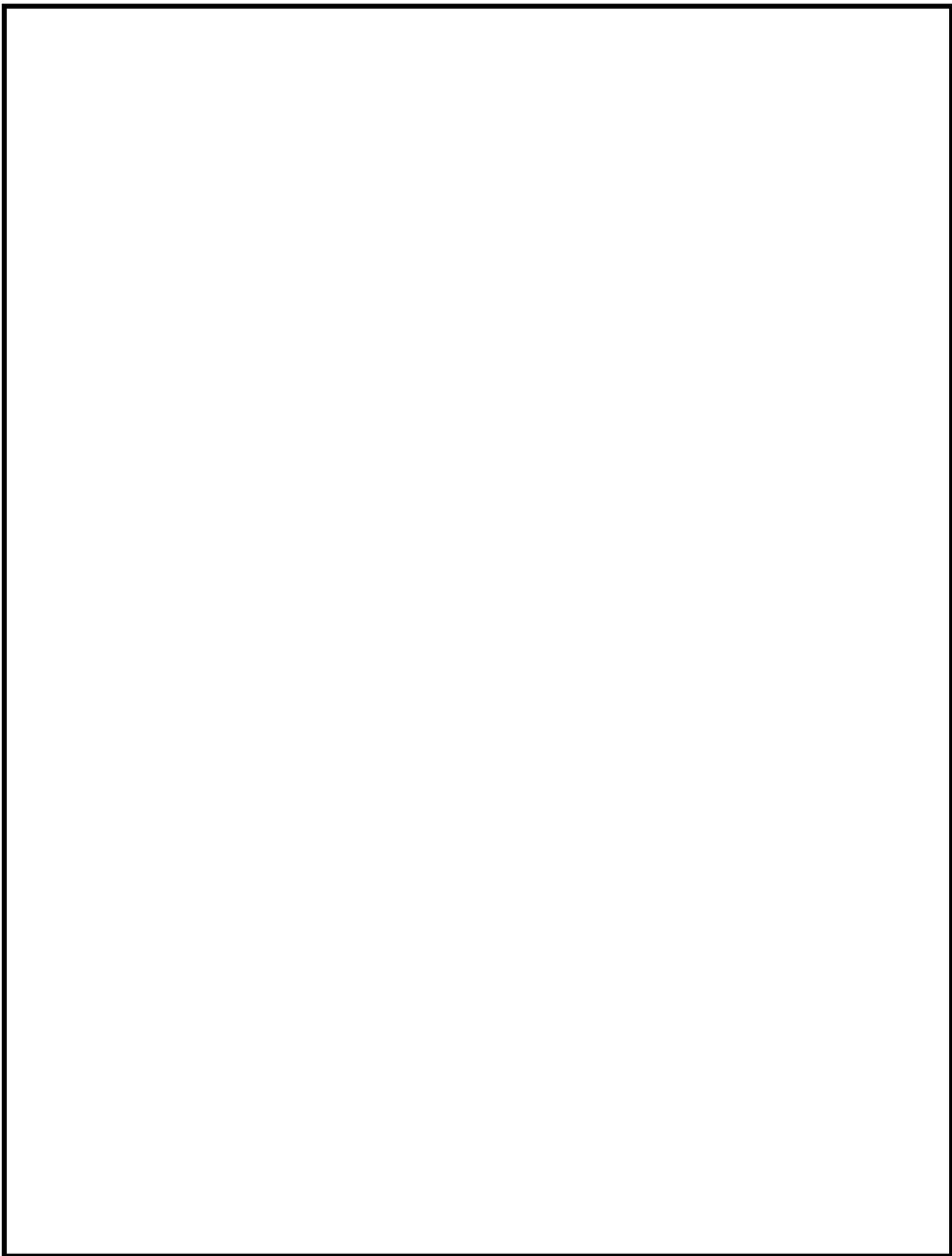
Materials Handling.

- ☐ **Production equipment and cargo** should be sanitized when loaded at the warehouse and unloaded at the venue. In addition to face coverings, workers should wear gloves when handling equipment and cargo to prevent surface contamination.

- ☐ **Social distancing** applies to production crew working in confined spaces, such as inside trailers. Workers should always wear face coverings and gloves when those do not interfere with essential work functions, particularly when they cannot maintain social distance. The general need for distancing should not cause other unsafe working conditions for technical and construction crew. For example, if a piece of equipment takes four people to lift, then each worker should protect themselves from infection to the best of their ability while lifting the load together.

- **High-touch equipment** such as motor controllers, microphones, mic stands, presentation remotes, and audio/video cable should be sanitized frequently, and equipment should be dedicated to individual users where possible.

- ☐ **Heavy equipment** such as forklifts, boom lifts, and scissor lifts should minimize the number of operators of each piece of equipment where feasible.



**Keene State College
Music Department
Reopening Conditions - Fall 2020**

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**Keene State College
Music Department
Reopening Conditions - Fall 2020**

INTRODUCTION

All KSC Music students, faculty, staff, and guest artists will adhere to the College's COVID-19 Reopening Conditions:

[Fall Campus Return 2020](#)

[COVID-19 Risk Mitigation & Mgmt Plan](#)

In addition, Music has made department-specific distinctions for the Fall 2020 reopening. As additional research becomes available and CDC and state guidelines evolve, Music will adjust instructional models and procedures as appropriate to put the health and safety of students, faculty and staff at the forefront of instruction.

Procedures listed below were in consideration of recommendations from the [National Federation of State High School Associations](#), [American Choral Directors Association](#), and the [NH Music Education Guidance Document](#) prepared by the NH Music Educators Coalition (NHMEA, NHACDA, NHASTA, NHBDA).

Course Instructional Delivery:

Students can view instructional mode of delivery by logging in to Self-Service, viewing their schedule, or searching for classes. For additional information on accessing courses online, go here: <https://www.keene.edu/featured/fallcourses/>

Applied Lessons:

The Music Department intends to deliver in-person, distanced instruction for string, guitar, piano, composition, and percussion applied lessons. These 1:1 applied lessons can be facilitated in music faculty offices, Alumni Recital Hall, ARTS 122 (2 piano room), ARTS 116 (percussion studio) or other available classrooms in compliance with mask usage, appropriate cleaning, and all COVID-19 distancing guidelines. Hybrid and online string, guitar, piano, composition, and

percussion lessons will be available to students at the discretion of the applied music faculty member.

A hybrid approach will be used to facilitate voice, brass, and woodwind applied lessons. Applied teachers can facilitate in-person meetings with students to include activities not related to active singing or playing (i.e. pedagogical discussions, review of students' performance recordings, repertoire selection, technical and expressive elements, and other performance goal setting to support skill development). Meeting in person, from a distance, will allow applied music faculty to maintain a safe instructional approach and develop positive teacher-student rapport in the studio setting, which is critical to retaining music students.

For the singing and playing aspects of these applied lessons, music faculty will facilitate instruction using Zoom or other online video conference technology with the student in a separate room (i.e. practice module, dormitory, or student apartment) to avoid possible aerosolized virus spray and COVID-19 transmission. Adjunct music faculty who do not have access to an individual faculty office can reserve a classroom (i.e. ARTS 101, 105, 112, 115, 118, 120, 121, 122) for in-person instruction and adhere to appropriate distancing (i.e. 16 feet apart for voice, wind, brass players) for 1:1 applied lessons.

All students and faculty who own a musical instrument will be required to purchase appropriate instrument coverings to minimize aerosolized particle spray. The Music Department will purchase appropriate coverings for school-owned instruments, which can be used for applied lessons, ensembles or instrument methods courses.

Examples of Instrument Coverings:

Flute shields: <https://www.fluteairshield.com/fluteshields>

DIY flute sock tutorial:

<https://www.youtube.com/watch?v=7if6TMZy5OM>

Commercially available brass mouthpiece masks & bell covers:

<https://www.directorsassistant.com/ppe>

DIY brass bell covers tutorial: https://www.youtube.com/watch?v=DoaarM_CHcU

Commercially available mouthpiece masks (potentially could work for reed players):

<https://www.directorsassistant.com/ppe>

DIY double-fold overlapping mask for brass and woodwind players:

<http://www.unitedsound.org/mask>

***** Students who opt for DIY bell covers must use at least two layers of 80-denier nylon fabric.**

As additional research becomes available and CDC and state guidelines evolve, Music will adjust instructional models as appropriate to put the health and safety of students, faculty and staff at the forefront of instruction.

Rehearsals for Performance Ensembles:

Music will comply with COVID-19 classroom and performing space capacity guidelines for music rehearsals and instruction. Ensembles composed of string, guitar, piano and percussion students will be set up at a minimum of 6-foot distancing and will wear masks in appropriate classroom spaces. We will prioritize small group, sectional, and chamber ensemble instruction.

For ensembles involving vocalists, brass and woodwind players, Music will accommodate for additional measures and increased spacing. Music is committed to delivering chamber and large ensemble instruction in person with small groups, using a hybrid model or remote learning as needed.

For example, Concert Band, Jazz Ensemble, and Orchestra have each been assigned three separate rehearsal spaces during regular rehearsal times. These spaces, combined with utilizing practice modules and outdoor rehearsal spaces, will allow these ensembles to rehearse in small group sectionals at appropriate distances. All vocal/choral ensembles will meet in the Recital Hall and have access to a secondary rehearsal space as needed. Choral rehearsals and performances will be outside when possible. Chamber ensembles have been assigned to larger rehearsal spaces that will allow for a minimum of 12-16 foot distancing between players. Directors will implement hybrid instruction to supplement in person instruction when appropriate for skill assessment and performance video recordings.

Protocols for KSC Choirs:

- Students who opt for online-only instruction will not be eligible to enroll in Concert Choir, Chamber Singers, Vocal Consort, or Opera Workshop.
- Adhere to the College's COVID-19 Reopening Conditions.
- All choral ensembles will be offered in a hybrid instructional format. Modes of instruction will be re-evaluated in accordance with CDC, state, and College guidelines.
- All must sing with a mask. [Singer's masks](#) will be provided to students enrolled through a grant provided to the Music Department.
- Rehearse outside when possible (i.e. two roofed areas outside of Redfern entrances)
- Indoor rehearsals will take place in the Alumni Recital Hall and Arts 112.
 - Use staggered entrance and exit of the rehearsal space.
 - Directors are encouraged to reserve outdoor rehearsal spaces in 25Live

- An electronic keyboard on wheels with an amp is available for outside rehearsals.
- Singers will maintain a minimum of 12-16 foot distancing when engaged in singing activities both inside and outside (See ARH seating chart)
- Singers will maintain a minimum of 6 foot distancing when engaged in non-singing activities in the rehearsal
- Indoor rehearsals will include no more than 30 minutes of active singing. After that time, the rehearsal should move outside for a minimum of 20 minutes to allow for the HVAC system to clear the aerosolized particles in the air. Another option is to shift the rehearsal to a remote-learning activity.
- Singers will be asked to complete tasks and submit them to Canvas to demonstrate competency, rehearsal preparation, or in contribution to a performance video.
- Outdoor and virtual performances will be scheduled during Fall 2020.
- The College has verified that airflow rates in the Redfern meet or exceed industry guidelines and recommendations by ACDA. Outside air will be circulated throughout the building to maximize CFM rates. This will mean the air will not be conditioned or re-circulated and building temperature may become uncomfortable at times.

Protocols for KSC Instrumental Ensembles (Chamber and Large):

- Adhere to the College’s COVID-19 Reopening Conditions.
- Instrumental ensembles involving wind and wind players will be offered in a hybrid instructional format. Instrumental ensembles involving strings, piano, and percussion-only may be offered as full in-person format. Modes of instruction will be re-evaluated in accordance with CDC, state, and College guidelines.
- All faculty and students must wear a mask during rehearsal. Wind and brass players will play instruments wearing a face mask with a slit when possible. If this is not possible, players should replace the mask prior to speaking in the rehearsal.
- All students who own a musical instrument will be required to purchase appropriate instrument coverings to minimize aerosolized particle spray. The Music Department will purchase appropriate coverings for school-owned instruments, which can be used for applied lessons, ensembles or instrument methods courses. *(see above for examples of instrument coverings)*
- Large ensemble rehearsals will take place in multiple rehearsal spaces in small groups.
 - Use staggered entrance and exit of the rehearsal space.
 - Directors are encouraged to reserve outdoor rehearsal spaces in 25Live
 - An electronic keyboard on wheels with an amp is available for outside rehearsals as needed.

- Chamber ensembles will rehearse outside when possible (i.e. two roofed areas outside of Redfern entrances). Outside rehearsals are most feasible for instruments less affected by variations in temperature and humidity. Strings and woodwind chamber ensembles will be given priority for indoor spaces when the outside conditions are prohibitive.
- Wind and brass Instrumentalists will maintain a minimum of 12-16 foot distancing when engaged in playing activities both inside and outside. Trombonists will need an additional 3 feet front-to-back during rehearsals (9 feet in front, 6 feet in back).
- Players will maintain a minimum of 6 foot distancing when engaged in non-playing activities in the rehearsal.
- Indoor rehearsals will include no more than 30 minutes of active playing. After that time, the rehearsal space should be cleared for a minimum of 20 minutes to allow for the HVAC system to clear the aerosolized particles in the air. At that time, directors may opt to move the rehearsal outdoors, give the players a break, or shift the rehearsal to a remote-learning activity.
- Directors may ask students to complete tasks and submit them to Canvas to demonstrate competency, rehearsal preparation, or in contribution to a performance video.
- Outdoor and virtual performances will be scheduled during Fall 2020.
- Students who opt for online-only instruction will need to seek permission from directors to enroll in chamber or large ensembles. In some cases, online-only enrollment will not be possible.
- The College has verified that airflow rates in the Redfern meet or exceed industry guidelines and recommendations by ACDA. Outside air will be circulated throughout the building to maximize CFM rates. This will mean the air will not be conditioned or re-circulated and building temperature may become uncomfortable at times.

Again, as additional research becomes available and CDC and state guidelines evolve, Music will adjust instructional models as appropriate to put the health and safety of students, faculty and staff at the forefront of instruction.

Practice Modules:

- Occupancy - only one person at a time.
- Users are required to sanitize hands upon entering the space.
- Users will clean pianos using Steinway-approved cleaning solution before and after use provided in each practice module.
- Procedural signs for sanitation will be posted in each module.
- Users will minimize personal belongings brought into these spaces.
- Students must wear a mask at all times when in the practice module.

- Wind and brass players will play instruments wearing a face mask with a slit when possible in addition to using recommended instrument coverings to minimize aerosolized particles.
- There are no windows in the practice modules. The cubic feet per minute (CFM), or airflow exchange rate is typically every 2-4 minutes depending on the size of the module. In response to increasing airflow exchange, the fans will be set to run constantly, which will keep the airflow continually changing.
- The Music Office will post module sign up sheets outside of each module by Monday at 8am. Students will reserve modules beginning every Monday to ensure they have space for applied lessons and individual practice that matches their schedule.
- Students may reserve a 25- or 55-minute time block. 5 minutes between users will be maintained for additional airflow exchange.

Music Classroom Capacity:

The College has assigned a reduced room capacity to comply with 6+ foot distancing measures.

All Music faculty offices will have a capacity of 2 people total (faculty member + 1 student).

ARTS 101 = 19 plus instructor

ARTS 102 = 4 total

ARTS 103 = 2 total

ARTS 104 = 2 total

ARTS 112 = 15 plus instructor

ARTS 115 = 9 plus instructor (* see seating chart below)

ARTS 118 = 13 plus instructor (* Zoom enhanced classroom)

ARTS 120 = 7 plus instructor

ARTS 121 = 4 total (* this was the Student Lounge, but it will be used for instruction this year)

ARTS 122 = 6 plus instructor

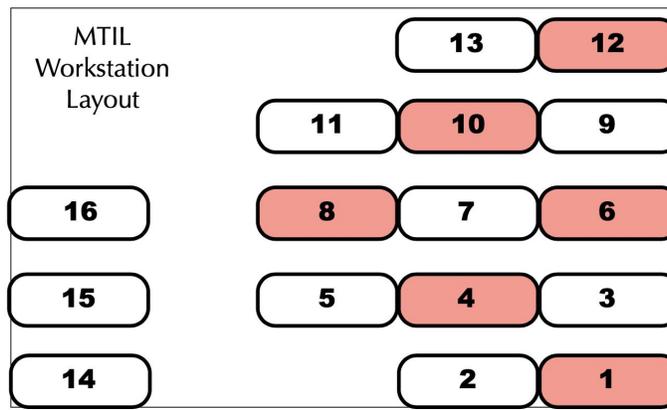
Alumni Recital Hall = 50 in audience plus instructor (14 on stage @ 6ft apart; 4 on stage @ 16 ft apart)

Main Theatre = 70 in audience plus instructor (55 on stage @ 6ft apart; 8 on stage @ 16 ft apart)

Guidelines for Music Classrooms:

- General guidelines for music classrooms
 - All users sanitize hands upon entry.
 - Students use a staggered entrance in order to maintain distancing.

- Faculty member uses Steinway-approved cleaning solution before and after piano use
 - Faculty bring own dry erase markers & eraser (* supply in Music closet)
 - Minimize stored equipment/instruments in each room to maximize capacity.
 - Chairs and music stands will be marked for location in classrooms.
- ARTS 115 -
 - Students will clean electronic keyboards before and after each use
 - Students will be assigned to workstations marked in RED (2, 3, 5, 7, 9, 11, 13, 14, 15, and 16)



(Instructor station here)

Instrument & Repertoire Storage Rooms:

- ARTS 108A -
 - All users sanitize hands upon entry
 - Only assigned student workers will be able to work in this space
 - Must maintain 6 foot+ spacing at all times
 - Limited to 1-2 people at a time
 - Minimize personal belongings brought into this space
- ARTS 108B -
 - All users sanitize hands upon entry
 - Must maintain 6 foot+ spacing at all times
 - Limited to 1-2 people at a time
 - Minimize personal belongings brought into this space
- ARTS 113 (Choral Library)
 - All users sanitize hands upon entry
 - Limited to one person at a time

- Open door to increase circulation of air
- Minimize personal belongings brought into this space

Alumni Recital Hall:

- Recording booth -
 - All users sanitize hands upon entry
 - Limited to one person at a time
 - Minimize personal belongings brought into this space
 - Faculty who use the voice projection headsets will sanitize them before and after each use. There will be a sanitizing station set up in the ARH.
 - Additional protocols outlined in the Redfern re-opening document below
- Seating Charts by class time and distance
 - Use Seating Chart A for classes that meet at 8am, 12pm, 4pm

| Stage | | | | | | | | | | | | | | | | | |
|-------|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|---|---|---|---|----|
| | AA | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | AA | 2 | 4 | 6 | 8 | 10 |
| | BB | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | BB | 2 | 4 | 6 | 8 | 10 |
| | A | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | A | 2 | 4 | 6 | 8 | 10 |
| | B | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | B | 2 | 4 | 6 | 8 | 10 |
| | C | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | C | 2 | 4 | 6 | 8 | 10 |
| | D | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | D | 2 | 4 | 6 | 8 | 10 |
| | E | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | E | 2 | 4 | 6 | 8 | 10 |
| | F | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | F | 2 | 4 | 6 | 8 | 10 |
| | G | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | G | 2 | 4 | 6 | 8 | 10 |
| | H | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | H | 2 | 4 | 6 | 8 | 10 |
| | J | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | J | 2 | 4 | 6 | 8 | 10 |
| | K | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | K | 2 | 4 | 6 | 8 | 10 |
| | L | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | L | 2 | 4 | 6 | 8 | 10 |
| | M | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | M | 2 | 4 | 6 | 8 | 10 |
| | N | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | N | 2 | 4 | 6 | 8 | 10 |
| | O | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | O | 2 | 4 | 6 | 8 | 10 |
| | P | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | P | 2 | 4 | 6 | 8 | 10 |
| | Q | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | Q | 2 | 4 | 6 | 8 | 10 |

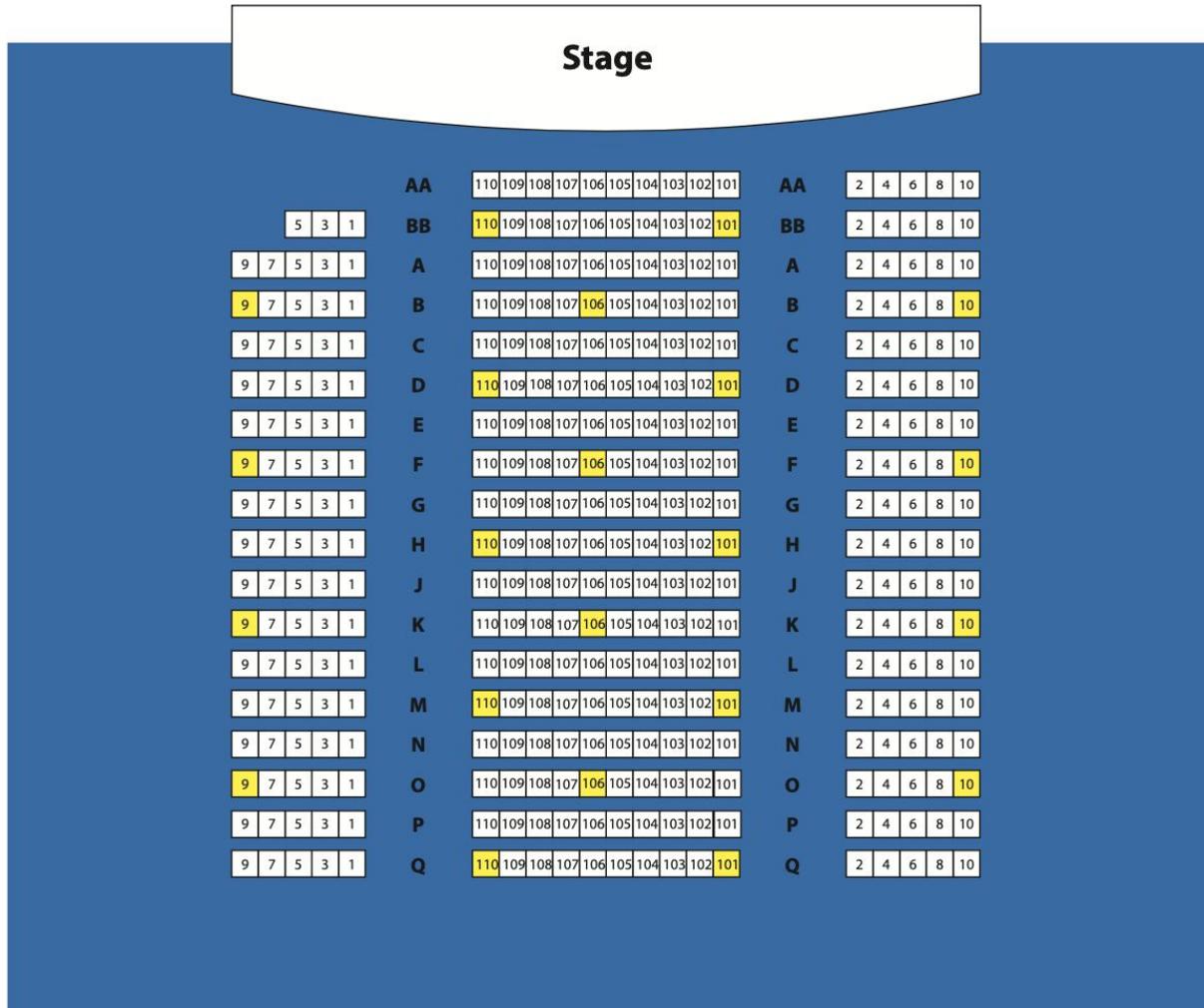
**ARH Seating Chart - 6 FT Spacing
Class A**

- Use Seating Chart B for classes that meet at 10am, 2pm, 6pm-on

| Stage | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------|--|--|--|--|--|--|--|--|--|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|---|---|---|---|----|
| | | | | | | | | | | AA | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | AA | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | BB | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | BB | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | A | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | A | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | B | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | B | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | C | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | C | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | D | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | D | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | E | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | E | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | F | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | F | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | G | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | G | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | H | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | H | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | J | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | J | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | K | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | K | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | L | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | L | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | M | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | M | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | N | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | N | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | O | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | O | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | P | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | P | 2 | 4 | 6 | 8 | 10 |
| | | | | | | | | | | Q | 110 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | Q | 2 | 4 | 6 | 8 | 10 |

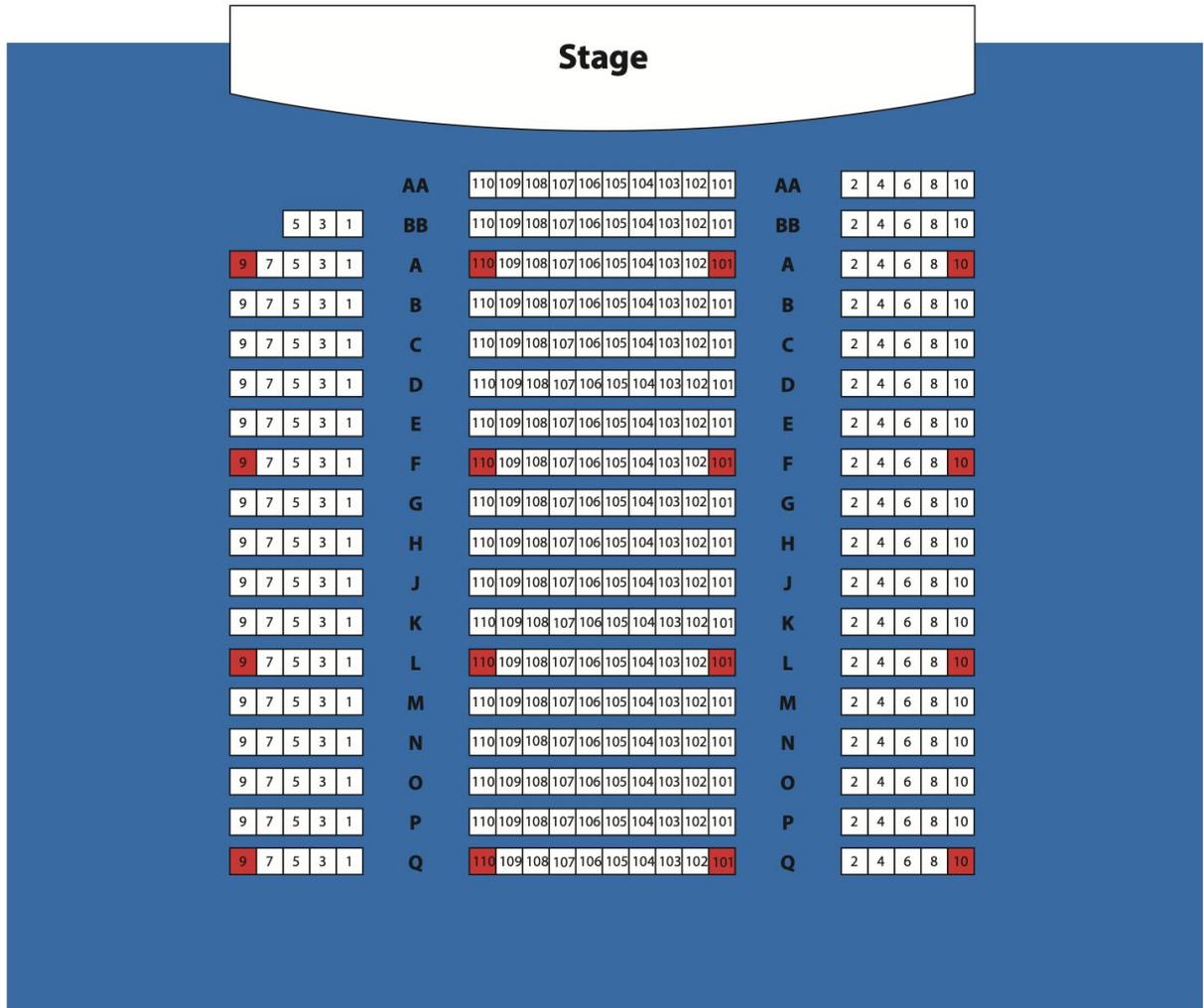
ARH Seating Chart - 6 FT Spacing Class B

* Classes and rehearsals can also use the **12ft seating** chart to achieve greater distancing



ARH Seating Chart - 12 FT Spacing

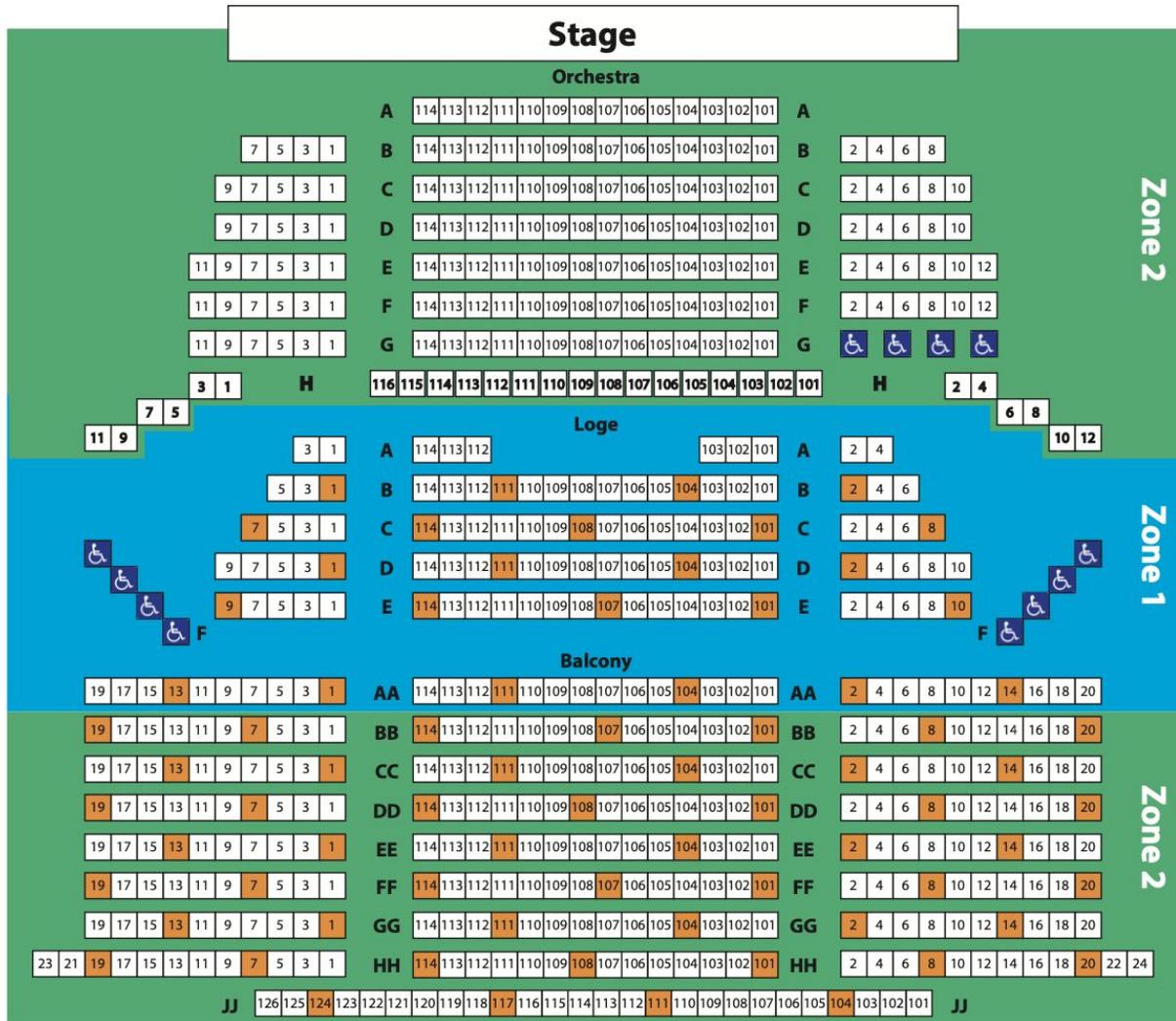
* Classes and rehearsals can also use the **16ft seating** chart to achieve greater distancing



Alumni Recital Hall Seating Chart

16 FT Spacing

- Main Theatre seating -



Main Theatre Seating Chart

Redfern Arts Center guiding language on performances (updated 7/24/2020): [INSERT LINK HERE]

Due to Covid-19 the Redfern will limit performances to current KSC students, faculty, and Staff only. Students must be on-campus students as outlined in the [Owls United](#) guidelines. Faculty and Staff must have met the [Fall Campus Return 2020 guidelines](#). There is a limited number of seats that we can offer depending on the space of performance and those seats must be reserved through the box office. It has been decided for the Fall that all tickets will be free to students, but again they must be reserved. Once the capacity of tickets available is reached a performance will be closed and no more tickets will be issued. Unfortunately this means that families of students and non-campus friends will not be allowed to attend in-person performances, at least through the Fall. Spring decisions will be made at a later date. Receptions will also be suspended for the Fall.

- For Rehearsals and Performances, cloth face coverings or masks must be worn. Exceptions will be made for performers with specific guidelines worked out with each performer or performing group.
- Specific use and cleaning instructions and locations will be identified for control equipment (Light board, Sound Board, Video, etc). These procedures will be shared with the crews operating the equipment.
- At this time audiences in the Main Theatre will be limited to 70 people, for the Alumni Recital Hall limited to 50 people, spaced accordingly in designated seats. This is slightly lower than our maximum COVID capacity to account for any unseen ADA need, or relocation of seating to accommodate technology needs. No audiences will be allowed in the Wright Theatre for the Fall.
- Audiences will be allowed into the performance space no more than 15 minutes before the start of a performance.
- The performance halls will have entrance and exit only doors and audience flow direction.
- In the Main Theatre, the audience will only be seated in the Loge and Balcony area.
- In the Alumni Recital Hall, audiences will be spaced in the middle of the room, not too close to the stage for performer separation and not too close to the back for technician separation.
- All audience members must wear cloth face coverings or masks at all times.

Support spaces and their use will be outlined and communicated to the performers and crew as part of the set-up and planning / rehearsal process.

Outside doorways and specific hallways may be closed to accommodate a performance. Signs will be posted when this is needed.

Streaming ability will be implemented when equipment is available.

The guidelines outlined here are subject to change as situations change or Campus, State, or Federal guidelines change. Any such changes will be communicated as they are implemented.

Redfern Arts Center Re-Opening document:

Click here to read the Redfern Arts Center Re-Opening document:**[INSERT LINK HERE]**

Continue to pg. 16

Redfern Arts Center – Public Space Recommendations

These are recommendations in addition to all Campus procedures already in place.

* Due to layout, age of building, and location of elevator and stairwells, Redfern cannot specify one-way hallways.

Spaces to be closed for the Fall to limit collection areas –

- Green Room (134) – Used for Performances Only
- Student Lounge (121) – Empty vending machines
- Student Lounge (324)

Spaces to be limited to reserved activities –

- 217 - Harry Davis Room (Room will remain locked when not scheduled)
- Main Lobby

Box Office –

- Marked with spacing “Dots” that create lane

Lobbies –

- Main Lobby
 - Used for pass thru only – as much as possible
 - Benches will be put in storage for Fall
 - Info table will be put in storage for Fall
- Wright Theatre Lobby
 - Used for pass thru only
 - Benches will be put in storage for Fall

Bathrooms –

All building bathrooms have full height dividers and small capacity (Three Max)

- Wright Theatre Men’s – Block one urinal due to lack of divider and space

Water Fountains –

- MRO for bottle filling stations to be installed when available
- Sign fountains with “Please do not drink directly from this fountain, instead use for filling reusable bottle or cup”

Entrances –

- Signage for suggested entrance to specific classrooms
 - Wright Theatre entrance
 - 139 - Wright Theatre
 - 138 - Scene Shop
 - 137 - Dance Studio
 - 232 - Classroom
 - 229 - Costume Shop
 - Theatre Department Offices
 - Main entrance
 - 101, 112, 115, 118, 120, 122 - Classrooms
 - 104, 105, 116 - Lesson spaces
 - 110 - Music Modules
 - Elevator
 - Lobby entrance
 - Music Department Offices
 - Redfern Offices
 - 207 - Recital Hall
 - Main Theatre
 - Harry Davis Room
 - All 3rd floor spaces (Unless elevator is needed)

Rehearsal and Performance General Guidelines –

- Mask to be worn at all times, unless performers instructed to remove
- Only assigned personnel will operate equipment
- Clean and cover equipment at the end of each work session, rehearsal, or performance
 - Specific cleaning instruction will be posted for each operation area
- Close contact equipment (i.e. Headsets) will be assigned and kept at each work station
 - Equipment cleaned before assigning to new personnel

Performance Space Specifics –

- Recital Hall
 - Lighting and Recording in booth (One person only)
 - Advanced Lighting (Beyond on/off) controlled from back of house HR (One person only)
 - Sound support (If needed) control from back of house HR (Same person as lights)
 - Streaming (When available) control from back of house Center (One person)
 - Limit back-stage access as much as possible, use entrance thru house whenever available
 - No more than one person backstage, unless other people are just passing thru for access to the stage, or helping retrieve equipment, or moving piano
 - Capacities based on spacing (See attached seating layouts)
 - Classroom layout A – 60 people – Teacher either on stage or in front
 - Classroom layout B – 60 People – Teacher either on stage or in front
(Use A for first class, B for next consecutive class, and repeat)
 - 12' Layout – 22 people – Conductor on Stage
 - 16' Layout – 16 people – Conductor on Stage
 - Performances Guidelines -
 - KSC Student audiences only
 - Limit to 50 people
 - Seating based on Classroom A Layout with no seating in last rows to accommodate control area spacing
 - Access to space allowed 15 minutes before performance to limit exposure time
 - Audience will enter thru doors closest to Box Office and will exit thru door closest to bathrooms, limiting two-way traffic

- Main Theatre
 - All technical controls except Stage Management located in Orchestra seating section – maintain a minimum of 6 feet between operators
 - Stage management from Back Stage Right
 - Lighting controlled from HR (One person)
 - Sound controlled from HL (One person)
 - Streaming (When available) controlled from booth (One person)

 - Capacities based on spacing (See attached seating layouts)
 - 6' Layout - 74 people

 - Performances Guidelines -
 - KSC Student audiences only
 - Limit to 74 people
 - Seating based on 6' Layout with no seating in Orchestra Section to accommodate control area spacing and limit access points for audience
 - Access to space allowed 15 minutes before performance to limit exposure time
 - Audience will enter thru doors closest to Box Office and will exit thru door closest to bathrooms, limiting Two-way traffic

- Support Spaces
 - Main Stage Green Room, Dressing Rooms, and Make-up area will only be accessed for performances on Main Stage
 - Green Room will be used as holding space with designated areas
 - Green Room "Soft Furniture" will not be used for the Fall
 - Dressing Rooms will be limited to no more than three people per side – one Wardrobe, two Performers
 - Make-up area will be limited to one person per mirror spaced at opposite ends
 - While dressing rooms are in use hallway access will be limited to show staff only

- Technical Areas
 - Main Stage Control Room will only be accessed by one person at a time
 - No show controls will be run from booth
 - Access will only be to turn on and off equipment and controls
 - Lighting accessory storage in booth will be limited to two people per shift
 - Pin Rail and Catwalk access will be limited to no more than three people per shift
 - Grid and Loading Rail will be limited to no more than four people per shift
 - Upon completion of work in either Catwalk or Grid employee or student shall wash hands before next task
 - Access to Locking Rail will be limited to no more than two people per shift

COVID 19 / FALL 2020 KEENE STATE COLLEGE ART STUDIOS and GALLERIES

Redfern Art Studios/Painting/Foundations/Printmaking/Photography/Drawing
Thorne Art Gallery/Carroll House Gallery
Whitcomb Ceramic Studio
Sculpture Studio

THORNE-SAGENDORPH ART GALLERY

KSC Students and Employees Only:

Close the Thorne to the non-campus community until spring semester 2021

General Guidelines:

- Follow all CDC/KSC/Safer at Home, Governor's Economic Reopening Taskforce Guidelines for Museums and Galleries (see attached)
- All students/KSC employees must social distance
- All students/KSC employees must wear masks/provide masks if needed
- Post rules on doors of Thorne's / KSC/CDC rules for safety

Cleaning/Hand Sanitizer:

- Clean the Thorne and Thorne Drawing Studio after every class. Follow KSC guidelines
- All students/KSC employees must use hand sanitizer before entering the gallery and upon leaving the gallery
- Provide hand sanitizer outside the entrance to the Thorne and outside the gallery entrance
- Cover up water fountains so they can't be used

Student Flow:

- Have everyone enter the Thorne through the parking lot side and exit out the gym side
- Limit the number of campus community members in the Thorne at the same time
- Keep all doors lock with monitor supervision for entrance
- Monitors keep track of how many visitors are in the galleries at the same time
- Students/KSC Employees can wait in Thorne lobby that is marked off for social distancing until space is available

Division of Space:

- Tape off the floors in front of artwork with 6' standing space/ one person at a time inside the standing space

Number of Students:

- No classes in the conference room with more than the CDC recommendations
- No meetings in the conference room with more than the CDC recommendations

Hours:

- Limit hours M-TH 12-5
- All exhibitions go online
- No receptions with food or drink

THORNE-SAGENDORPH DRAWING SPACE

General Guidelines:

- Follow all CDC/KSC/Safer at Home, Governor's Economic Reopening Taskforce Guidelines for Museums and Galleries (see attached)
- All students/KSC employees must social distance
- All students/KSC employees must wear masks/provide masks if needed
- Post rules on doors of Thorne's / KSC/CDC rules for safety

Cleaning/Hand Sanitizer:

- Clean the Thorne and Thorne Drawing Studio after every class
- All students/KSC employees must use hand sanitizer before entering the gallery and upon leaving the gallery
- Provide hand sanitizer outside the entrance to the Thorne and outside the gallery entrance

Student Flow:

- Enter the Thorne Through the parking lot side and exit out the gym side of the lobby
- Student allowed to enter during class time
- Doors will remain locked with a monitor in attendance

Division of Space:

- Taped off floors for 6' of social distancing

Number of Students:

- Follow CDC/ KSC Guidelines

Division of Class Time:

- Divide the class into two sections. Each section meets once a week in the studio and once a week via zoom
- Signup sheet for out of class work time, limit to 6 students at a time

Specific Needs for Drawing Studio/Thorne Art Gallery:

- Move all drawing storage shelves to the Thorne
- Move all the drawing easels and chairs to the Thorne
- All Drawing classes will be moved to the Thorne Drawing Space
- The front right gallery of the Thorne becomes a temporarily (fall semester) drawing classroom space for all drawing classes

CARROLL HOUSE ART GALLERY

General Guidelines:

- Follow all CDC/KSC/Safer at Home, Governor's Economic Reopening Taskforce Guidelines for Museums and Galleries (see attached)
- All students/KSC employees must social distance
- All students/KSC employees must wear masks/provide masks if needed
- Post rules on doors of the Carroll House

Cleaning/Hand Sanitizer:

- Clean the Carroll House Gallery after every open day. Follow KSC guidelines
- All students/KSC employees must use hand sanitizer before entering the gallery and upon leaving the gallery
- Provide hand sanitizer outside the entrance to the Carroll House and at the exit
- Cover up water fountains so they can't be used

Student Flow:

- Students /KSC Employees enter through front door and exit through the back door

Division of Space:

- Only 2 students allowed in the individual gallery spaces at a time
- Mark the floors for 6 'social distancing

Number of Students:

Follow the CDC/KSC Guidelines

Specific to the Carroll House:

No Receptions with food or drink

Hours:

Reduced hours for Fall 2020

REDFERN 3RD FLOOR COMMON AREAS

General Guidelines:

- Follow the KSC/CDC Guidelines
- All students/KSC employees must social distance
- All students/KSC employees must wear masks
- Post rules on doors of 3rd floor Redfern
- Student lounge will be closed and replaced with an art gallery that can be viewed through the windows.
- 1 person at a time in the spray booth
- Mark floors every 6 feet

Cleaning/Hand Sanitizer:

- Provide hand sanitizer by each stairwell and throughout the common areas
- Cover up water fountains so they can't be used

Student Flow:

- Elevator closed except for special needs
- Enter through the stairs that feed into the lobby, exit down the stairs by the Foundations & Painting studios
- Space out the start times for all of our classes to avoid congestion in narrow hallways

Division of Space:

- Mark floors for 6' social distancing
- 1 person in the bathroom at a time

Number of Students:

- Follow the KSC/CDC Guidelines

BFA STUDIOS

General Guidelines:

- Follow the KSC/CDC Guidelines

Cleaning/Hand Sanitizer:

- Provide hand sanitizer by both doors
- Clean the studio after every session
- All students must use hand sanitizer before entering the BFA studio and upon leaving

Student Flow:

- Enter through the lobby door, exit through the doors by the Painting studio

Division of Space:

- We only have 4 BFA students so we can spread them out without issue
-

PRINTMAKING (REDFERN 303)

General Guidelines:

- Follow the KSC/CDC Guidelines
- All students/KSC employees must social distance
- All students/KSC employees must wear masks/provide masks if needed
- Post rules on doors of Thorne's / KSC/CDC rules for safety
- Windows open, fans on and ventilation in use as weather allows
- Plan to meet outside as class and assignments allow

Cleaning/Hand Sanitizer:

- Clean the Print studio after every class
- All students must use hand sanitizer before entering the print studio and upon leaving
- Provide hand sanitizer outside the entrance to the print studio and exit
- Clean presses after every use

Student Flow:

- All students will enter thru the print studio and exit thru the old drawing studio
- Open the door between the two class rooms

Division of Space:

- Expand the Printmaking studio into the current drawing studio
- Mark floors for 6' social distancing
- Mark areas around the presses and print stations for social distancing
- 4 students per table with plexiglass shields

Number of Students:

- Follow the KSC/CDC Guidelines

Division of Class Time:

- Divide classes into two sections. Each section meets once a week in the print studio and once a week via zoom
- Signup sheets for out of class work time. No more than 4 students at a time

Specific Needs for the Print Studio:

- Add 4 work tables in the old drawing room for students to work on with plexiglass shields
- Mark all areas around the press for social distancing
- Remove all chemicals from print studio. Become a water base ink studio
- Have "to go kits" ready for student that need quarantine

PHOTOGRAPHY (REDFERN 304 & 323)

General Guidelines:

- Follow the KSC/CDC Guidelines
- All students/KSC employees must social distance

- All students/KSC employees must wear masks/provide masks if needed
- Post rules on classroom doors (Redfern 304 & 323)
- Windows open, fans on and ventilation in use as weather allows
- Plan to meet outside as class and assignments allow

Cleaning/Hand Sanitizer:

- Clean the Photography Studios after every class
- All students/KSC employees must use hand sanitizer before entering the studio and upon leaving the studio
- Provide hand sanitizer at the entrance and exit of both room #304 & #323

Student Flow:

- All students will enter room #304 thru the Photo studio and exit thru the Printmaking studio
- Open the door between the two class rooms
- Students will enter Redfern #323 to the right hand side of the room and exit around the tables to the left

Division of Space:

- Mark floors for 6' social distancing
- Mark areas around the printers/computers for social distancing

Number of Students:

- Follow the KSC/CDC Guidelines
- Only two people printing at a time

Division of Class Time:

- Divide classes into two sections. Each section meets once a week in the photo studio and once a week via zoom
- Signup sheets for out of class work time, no more than 3 students at a time

Specific Needs for the Photo Studio:

- Rearrange the computers and printers in #304 to create more distance between machines

- Rearrange the computers in #323 so that there are two rows of 5 computers versus one congested row of 10. This will involve new shelving and likely working with IT/Electricians
-

PAINTING (REDFERN 320)

General Guidelines:

- Follow the KSC/CDC Guidelines
- All students/KSC employees must social distance
- All students/KSC employees must wear masks/provide masks if needed
- Post rules on classroom doors (Redfern 320)
- Follow all Redfern Guidelines for entrance and safety
- Windows open, fans on and ventilation in use as weather allows
- Plan to meet outside as class and assignments allow

Cleaning/Hand Sanitizer:

- Clean the Painting Studios after every class. Follow KSC guidelines
- All students/KSC employees must use hand sanitizer before entering the studio and upon leaving the studio
- Provide hand sanitizer at 3 points throughout the room
- Wipe easels down after use with bleach solution
- Students will wipe down faucets and countertop with bleach after cleaning brushes and materials

Student Flow:

- One entrance for entry and one for exit

Division of Space:

- Mark floors for 6' social distancing
- Build two additional tables so that 2 students can be at each 8 foot table

Number of Students:

- Follow the KSC/CDC Guidelines

Division of Class Time:

- Divide classes into two sections. Each section meets once a week in the painting studio and once a week via zoom

Specific Needs for the Painting Studio:

- Purchase laser pointer for critique
 - Each student will be assigned an easel and caddy for materials
 - Each student assigned an area to put finished work
-

FOUNDATIONS (REDFERN 307)

General Guidelines:

- Follow the KSC/CDC Guidelines
- All students/KSC employees must social distance
- All students/KSC employees must wear masks/provide masks if needed
- Post rules on classroom door
- Follow all Redfern Guidelines for entrance and safety
- Windows open, fans on and ventilation in use as weather allows
- Plan to meet outside as class and assignments allow

Cleaning/Hand Sanitizer:

- Clean the Foundation Studios after every class
- All students/KSC employees must use hand sanitizer before entering the studio and upon leaving the studio

Student Flow:

- Right side of the double doors will be mark to enter. Left side of double doors will be marked exit

Division of Space:

- Mark floors for 6' social distancing
- 2 students per table with plexiglass shields

Number of Students:

- Follow the KSC/CDC Guidelines

Division of Class Time:

- Divide classes into two sections. Each section meets once a week in the foundations studio and once a week via zoom
-

CERAMICS: WHITCOMB BUILDING

General Guidelines:

- Follow the KSC/CDC Guidelines
- All students/KSC employees must social distance
- All students/KSC employees must wear masks/provide masks if needed
- Post rules on doors of Ceramic studio door/ KSC/CDC rules for safety

Cleaning/Hand Sanitizer:

- Clean the Ceramic Studio after every class
- All students/KSC employees must use hand sanitizer before entering the studio and upon leaving the studio
- Provide hand sanitizer at the entrance and exit

Student Flow:

- All students must enter thru the hand building studio and exit thru the wheel throwing room
- Do Not use the grounds crew entrance

Division of Space:

- Floors will be marked for 6' Social Distancing
- 2 students per table with plexiglass shields

Number of Students:

- Follow the KSC/CDC Guidelines
- 4 students per table with plexiglass shields

Division of Class Time:

- Divide class into two section. Each section meets once a week in the ceramics studio and once a week via zoom

Specific to the Ceramic Studio:

- No Wheel throwing techniques during fall semester 2020
- Move all the pottery wheels to storage for fall semester only
- Move four tables into the wheel throwing area for more workspace
- No more reclaiming clay in fall semester
- Every student will get their own bag of clay
- All firings will be dropped off on a table by the kiln room that will then be firing and returned to the student shelves
- Advanced student space will be turned into a glazing area for projects. 1 student per table in glazing area
- Student will sign up for outside class time to glaze
- All glazes will be made by the student worker or faculty
- No group projects during fall semester
- "To go kits" will be ready for take home with instruction for a project in case a student needs to quarantine

SCULPTURE: SCULPTURE BUILDING

General Guidelines:

- Follow the KSC/CDC Guidelines
- All students/KSC employees must social distance
- All students/KSC employees must wear masks/provide masks if needed
- Post rules on classroom door
- Windows open, fans on and ventilation in use as weather allows
- Plan to meet outside as class and assignments allow

Cleaning/Hand Sanitizer:

- Clean the Sculpture Studio after every class
- All students/KSC employees must use hand sanitizer before entering the studio and upon leaving the studio

Student Flow:

- Students enter thru side door Exit back door

Division of Space:

- Mark floors for 6' social distancing

Number of Students:

- Follow the KSC/CDC Guidelines

Division of Class Time:

- Divide classes into two sections. Each section meets once a week in the sculpture studio and once a week via zoom

GRAPHIC DESIGN: MEDIA ARTS CENTER

General Guidelines:

- Follow the KSC/CDC Guidelines
- All students/KSC employees must social distance

- All students/KSC employees must wear masks/provide masks if needed
- Post rules on classroom door
- Windows open, fans on and ventilation in use as weather allows
- Plan to meet outside as class and assignments allow

Cleaning/Hand Sanitizer:

- Clean the Graphic Design Studio after every class. Follow KSC guidelines
- All students/KSC employees must use hand sanitizer before entering the studio and upon leaving the studio

Division of Space:

- Mark floors for 6' social distancing

Number of Students:

- Follow the KSC/CDC Guidelines

Division of Class Time:

- Follow the KSC/CDC Guidelines

Specific Needs for the Graphic Design Studio:

- MAC 147 will have a student cap of 4
- MAC 153 will have a student cap of 2
- MAC 152 & 154 will follow the computer lab guidelines set up by the college
- MAC 155 will follow the classroom guidelines set up by the college

Fall 2020 Academic Affairs Return to Campus Planning

Guidelines for public academic spaces, classrooms, and Mason Library (excluding labs and performing arts/fine arts teaching space).

Working Group: Celia Rabinowitz (convener), Lisha Hunter, Frank Mazzola, Bob Schaumann, Vince Ferlini, Cynthia Hays, Margaret Smith, Beverly Ferrucci, Eileen Phillips, Yuan Pan, Pete Stevenson, Heather Jasmine, Jeanne Hearn

Academic Buildings: Rhodes, Media Arts, Math, Science Center, Joslin, Morrison, Parker, Cohen Center, Center for Research & Writing, Mason Library, TDS, Huntress, Spaulding

Entrances/Exits

When feasible, use one door as an entrance and one door as an exit. **Doors will be marked in/out.**

- **NOTE:** Buildings with only one entry/exit, e.g., Mason Library, do not need to set up barriers. Individuals wearing masks who are entering or exiting will not be in close proximity long enough to be considered dangerous.

Lobbies

Remove furniture or chairs when feasible to create distance. Alternatively label furniture that should not be used or place in a way that makes use difficult or impossible Use signage and markers to indicate distancing on built-in seating (e.g. Huntress).

Hallways, Staircases, Elevators

- In buildings with narrow staircases (e.g. Joslin which only has one), faculty should coordinate to stagger class ending times by ~5 minutes to minimize crowding on the staircase.
- Students and faculty arriving for classes should wait until the staircase is clear before going up.
- In most other academic buildings arrow or signage can be used to encourage people ascending/descent the staircase to stay to the right creating as much distance as possible between.
 - Hallways –Use signage to discourage congregating outside classrooms. Floor signage can be used to encourage distancing.
 - Elevators – Signage with guidelines will be provided to encourage limiting occupancy to one person at a time, using a key or elbow to push buttons, etc.

Restrooms

- Restroom occupancy will be reduced where feasible. Signage can be used to indicate when restrooms are occupied.
- Trash receptacles will be placed outside restroom doors.
- Signage about hand washing and general hygiene will be posted.

Other (signage, floor marking for distance, trash can location)

- **No** eating or drinking in classrooms or public areas of academic buildings unless otherwise designated. Individuals may remove masks briefly to drink a beverage.
- Signs will be posted in highly visible locations (e.g., building entrances, restrooms, dining areas) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering. <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>)

CLASSROOMS

Doorways/Door handles

- Inform faculty about the ability to leave non-fire code doors open during class if possible.
- The instructor in the classroom can open the door at the end of class and prop it open so students won't need to touch the door. The next instructor can close the door and open at the end of class. Only one person needs to wash hands or use sanitizer.

Seating, etc.

- Students at tables or desks should be facing the same way (avoid semi-circles/grouping desks) and staggered in rows if there is space in the classroom. One student per table sitting in the center in classrooms with tables.
- Replace cloth seats with the non-cloth seats removed from other classrooms
- Require mask use in classrooms (with proper masks available for anyone with hearing impairments).
- Assigned seating is encouraged.

Computer labs (in classrooms, in open areas of the library including public printer)

- Computers will be spaced per 6' distancing by removing monitors or otherwise disabling.
- Computer labs can remain open as long as mask use, spacing, and disinfecting after use are practiced.
- Workstations in public areas (e.g., Mason Library) are being distanced.
- Floor markers will establish distance for students waiting at public printers in Rhodes, Mason Library, and Young Student Center. Plastic wrap and wipes can be used to keep print release station keyboard clean.

- Encourage users to wipe down their area before use classrooms.

Other

- Faculty should bring their own chalk, markers, and eraser.
- Wipes for cleaning remote controls, light switches, smart cart components, etc. will be available.

NON-CLASSROOM ACADEMIC SPACES

1. Library/Cohen Center (also has 6 classrooms):

- Service Desks (2):** barriers at Circulation and Research Help Desk; scanners will be moved to allow patrons to scan their own ID and items; Research Help interactions will be limited to 5 minutes. All other interactions will be by appointment on Zoom.
- Library Materials (books, bikes, DVDs, kits):** book carts will be used for quarantine (items will sit on carts for 3-4 days depending on the item); no loaning headphones; DVDs and small equipment can be wiped down and sit for 10 minutes before allowing the next loan; reduced print reserve materials available with quarantine in place.
- Open seating areas (tables, carrels, lounge chairs):** all seating allows for 6' distance and most tables allow 1 or 2 people (chairs have been removed). Carrel seating shifted to allow distance.
- Touch screens:** scanner will be in use and cleaned periodically.
- Computers:** see above
- Group Study Rooms:** All second-floor study rooms are off line. One first floor rooms is available through 25 Live with maximum capacity of 2 (LIB122). Room will be locked when not in prescheduled use.
- Appian Way Conference Room, Classrooms:** occupancy limits set. Rooms can be scheduled in 25Live for clubs, individual students, meetings, etc. Rooms will be locked when not in prescheduled use.

Child Development Center

Child Development Center Plan for Reopening

Universal guidelines:

Screening: Follow KSC guidelines for daily Health Attestation. Additionally, staff members, college students and specialists will self-attest using NH DHHS Screening Illness Tool and have temperature taken before entering the classrooms.

For CDC families: Use NH DHHS Screening for Illness form at arrival each day. Children will have temperature taken and parents/guardians will complete the NH DHHS Screening Illness Tool.

A CDC staff member will take temperatures of children, specialists or college students using temporal thermometer. Parents may take their child's temperature with CDC staff member as witness. Sanitize thermometer after each use if multiple adults using thermometer. Fever should not exceed 100.4 degrees Fahrenheit.

For all:

Each morning, upon arrival, health will be screened and temperature will be taken with a temporal thermometer (100.4 F°). All will answer the following questions (parents/guardians will answer on behalf of the child):

Do you have signs or symptoms of a respiratory infection, such as fever, cough, shortness of breath, or sore throat? (YES / NO)

In the last 14 days, have you had contact with someone with a confirmed diagnosis of COVID-19, or who is under investigation for COVID-19, or is ill with respiratory illness? (YES / NO)

In the last 14 days, did you travel internationally or to a U.S. community with community-based spread of COVID-19? (YES / NO)

If the answer is YES to any of the questions, staff member/college student/child won't be able to attend. If there are any symptoms, the guidance from the NH Department of Health and Human Services-Public Health Division is to stay home for 10 days.

- a. Symptomatic persons should contact their health care provider to be tested for COVID-19 and self-isolate at home for at least 10 days have passed since symptoms first appeared and at least 24 hours have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms). Return with negative COVID-19 test may allow earlier return. College students will contact the Wellness Center.
- b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors

should self-quarantine for 14 days from their last exposure or return from travel. College students will contact Wellness Center.

If symptomatic, employee/student/child leaves immediately and seeks medical advice. Staff member sanitizes work station and play area.

Mitigate exposure:

1. Health screening prior to entering the CDC. Stay home if feeling sick or have any COVID-19 symptoms listed on screening form or have fever or chills, fatigue, muscle or body aches, headache, new loss of taste or smell, congestion or runny nose, or nausea or vomiting, diarrhea.
2. Classroom teaching, family communication and supervision of college students is the teachers' priority. Teaching schedules will be determined in August. Work from home as much as practical, office time with students and staff meetings will be virtual. Shared office spaces will be used in a rotation. Do not use each other's phones, desks, tools and equipment.
1. Communicate often with staff and families about prevention steps. Staff and college students are provided with education and training of safe practices (hand hygiene, sanitation, illness policies, curriculum practices, social distancing protocol). Completion of KSC webinar, CCA, daily Health Attestation and testing, as determined by KCS, is mandatory. Additional training, as assigned, must be completed.
2. All adults dropping children off wear cloth face coverings. Staff and college students wear cloth face coverings unless alone in office.
3. No children wear face masks (see NH DHHS notification 4-10-20).
4. Education majors wear EC shirts. These are laundered at the center. Student employees bring extra clothes and change into clean clothes upon arrival for teaching. Staff wear scrubs or smocks or bring extra clothes to change into upon arrival. All staff change out of clothing upon departure. CDC will launder college student clothing, or staff smocks/scrubs. Student employees will be offered scrubs/smocks. If they decline, they will need multiple clothing items onsite.
5. All adults and children practice frequent hand washing.
6. Avoid touching face – eyes, nose, mouth, cough/sneeze in elbow.
7. Tissues and hand sanitizer for adults accessible, use no touch trash cans.
8. Children, families, staff and students maintain distance of 6 feet whenever possible. Teachers support children in close proximity.
9. Restrict non-essential visitors and volunteers. Reduce college student participation. Building monitors, kitchen assistants, child care assistants, Early Sprouts interns, Early Childhood Student Teachers and Practicum I students will continue with programming.
10. Specialists will be provided room for individual therapies for children with special needs. Screening of specialists and sanitation between use of room or materials will be implemented.

11. Restrict activities involving large groups, including Child Development Center family events, CDC staff meetings, Family Advisory council meetings, parent-teacher conferences, and academic student meetings. Consider remote meetings when possible.
12. Ensure center ventilation for proper air exchange.
13. Regular testing will be scheduled for staff and college students working with children. (see KSC COVID-19 Plan, page 16, 1C, Draft July 27, 2020). All CDC staff and college students will be required to return to CDC with COVID-19 negative result. Follow KSC schedule for testing.

Hygiene and Sanitation:

Sanitation: Sanitation practices will follow Centers for Disease Control and Prevention guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

College housekeeping department will provide twice daily cleaning and sanitation. CDC staff will clean and sanitize toys and equipment, wipe down toilets/sinks after use, replenish supplies and follow Centers for Disease Prevention guidelines for cleaning and disinfecting.

- All cleaning materials should be kept secure and out of reach of children. SDS will be provided to staff and families for all disinfecting products.
- Follow a schedule for cleaning, sanitizing, and disinfecting. Perform frequent cleaning and disinfection of frequently touched surfaces, including door handles, toys, surfaces, etc. Increase the frequency of cleaning and disinfecting toys, equipment, and surfaces, especially doorknobs, check-in counters, and restrooms.
- Use disinfectant wipes to clean surfaces, door handles, keyboards and wash hands after use.
- Provide masks, gloves and protective eyewear for CDC staff and students who are cleaning/disinfecting.

Hygiene:

Promotion of handwashing and sanitation stations will be placed throughout the center. Signage will be provided. Handwashing with soap and water for at least 20 seconds is most effective. Hand sanitizers may be used for adults and older children under the supervision of adults.

1. Staff and children practice frequent **handwashing**
 - a. when arriving to center,
 - b. entering classroom,
 - c. before and after meals/snacks,
 - d. after outside time,
 - e. before/after bathroom,
 - f. each diaper change,
 - g. handling bodily fluid,

- h. before/after medication administration,
- i. cleaning up/handling garbage,
- j. prior to leaving for home.

All Child Development Center employees must:

Increase hygiene practices, including:

- a. Wash hands frequently with soap and water for at least 20 seconds. Use hand sanitizer when soap and water is unavailable and for adults and older children.
- b. Avoid touching the face, eyes or mouth
- c. Practice good respiratory etiquette. This includes coughing and sneezing into a tissue or your elbow rather than into your hands.
- d. Wear a cloth face covering: While at work and in public, CDC staff, college students and specialists will wear a cloth face covering to help protect against the spread of the virus. Staff and college students should review the Centers for Disease Control and Prevention guidance on use of cloth face coverings. Medical-grade masks should be reserved for healthcare workers or first responders.

Follow Centers for Disease Control and Prevention guidance for **diapering**:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#InfantsToddlers>

Diapering: When diapering a child, [wash your hands](#) and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:

- Prepare the area (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean and disinfect diapering station
- Wash hands

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

Toileting will follow same hygiene procedure. Toilet and sink will be wiped with disinfectant wipe by the teacher after each use.

If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or

into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service.

Cleaning and Sanitizing Toys and Equipment

Sanitation practices should follow Centers for Disease Control and Prevention guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Provide masks, gloves and protective eyewear for CDC staff and students who are cleaning/disinfecting.

- Toys that cannot be cleaned and sanitized should not be used.
- Fine mist disinfectant (bleach and water spray) should not be used in presence of children.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Hands-on teaching material needs to be cleaned at the end of the day, using soap and water and then disinfecting solution.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Do not share toys with other groups of children, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Sanitize with EPA-registered disinfectant, rinse again and air-dry. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Cleaning and disinfecting outdoor areas

Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, **but** do not require disinfection, however some items on the playground will be disinfected. Spread of COVID-19 from these surfaces is very low and disinfection is not effective

- Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely. Large toys, digging toys and scooters should be cleaned after use on the playground.

- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected.

If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering this area.

Staff cleaning should follow the disinfectant manufacturer's instructions:

- a. Use the proper concentration of disinfectant.
- b. Maintain the disinfectant for the required wet contact time.
- c. Follow the product label hazard warnings and instructions for personal protective equipment (PPE) such as gloves, mask, face shield, eye protection, and adequate ventilation.
- d. Use disinfectants in a well-ventilated space. Extensive use of disinfectant products should be done when children are not present and the facility thoroughly aired out before children return. Do not use fine mist disinfectant in the presence of children.
- e. Child care facilities must have a Safety Data Sheet (SDS) for each chemical used in the facility.
- f. Disinfectants, sanitizers, and other cleaning supplies are the responsibility of the child care facility to have available.

Social Distancing Strategies:

To the greatest extent possible, all staff and parents should maintain safe social distancing, which means keeping a distance of at least 6 or more feet between one another at all times, with the exception of young children.

1. Space seating, bedding (head-to-toe positioning), and activities so that children are at least 6 feet apart, whenever possible.
2. Child care programs should, whenever possible, reduce group sizes to no more than 10 people total, including children and adults (e.g., one adult and nine children, two adults and eight children, etc.).
3. For child care multiple rooms or groups, where feasible, consistently keep the same groups of children and staff together and avoid intermixing or interaction between groups during the day (e.g., at opening and closing, during lunch, outdoor play, etc.), where feasible.
4. Close communal use spaces, such as gross motor room, conference room and staff room, or practice sanitation guidelines if the rooms are used.
5. Where allowable by local codes, child care facilities may divide rooms to accommodate additional groups of ten provided the required 40 square feet per child is maintained. Child care

facilities wishing to divide larger rooms to accommodate smaller groups as a way to increase social distancing can reach out to local officials, or the child care licensing unit if the program is licensed, to ensure compliance with local codes and child care licensing rules. CDC preschool will have barriers for two small groups in each room.

6. Parents follow arrival and departure schedule so as not to have people congregating at the Center. Practice 6 feet distance to the front door.

- Wash hands or use hand sanitizer before and after signing in and out. Pens will be sanitized after each use.
- Limit direct contact with parents as much as possible in person. Increase phone calls, email and remote meetings with parents. Child care providers greet children outside as they arrive or selected CDC staff accompany child from outside to inside. Infant parents will enter the infant door and be screened and sign in at the entrance. At departure, a staff member will assist announcing parents and support children to depart center without congregating.
- Keep each child's belongings separated and in individually labeled storage containers. Hard surface lunchboxes are easy to wipe down and are encouraged. Nap items will include blanket, crib sheet and one stuffed animal and will be laundered at the Center each week. No additional toys may be brought from home.

Curriculum Considerations

Outdoor Play:

- Increase time outside. Taking small group (cohort) on campus walks with educational materials and snacks for curriculum to be delivered outdoors as much as possible. During inclement weather, classroom use in separate areas of classroom (barriers) or designated area of gross motor room. Tents for outdoors can be used.
- Outdoor play on playground should occur in staggered shifts. If multiple groups are outside at the same time, they should have a minimum of six feet of open space between outdoor play areas or visit these areas in shifts so that they are not congregating. Always ensure hand hygiene for staff and children immediately after outdoor play time.
- See guidance below for considerations of removal of certain toys and materials from outdoor play spaces, and how to clean/disinfect playground toys.

Indoor Play:

- Communal materials such as playdoh, sensory table, stuffed animals will not be shared among children. Individual containers, one for each child, will be used. Smaller centers will be created to encourage a few children in an area at a time. Toys will be sanitized after each use.
- Curriculum will follow NH Early Learning Standards and is a child centered approach. Teaching and learning will include opportunities for growth and development in each of the domains.

Foods Program:

- Keep group size small and do not comingle groups during meal time, such as having more than one time for meals and snacks to split the group, or by seating children every other seat to create more space; no sharing of food or utensils.
- Meals and snacks are provided in the classroom to avoid congregating in large groups, or eat outside if weather and seating permits.
- Eliminate family style meals or have teachers (not children) handle utensils and serve food to reduce spread of germs. Use single serve snacks (in containers) for small groups.
- Follow procedures for food allergens.
- Early Sprouts curriculum will be provided in small groups and coordinated by the ES Intern.
- Follow kitchen cleaning and disinfecting schedule precisely.
- CACFP participation will continue.

If COVID-19 is confirmed in a college student or staff member: Follow KSC protocol for CDC staff and college students.

If COVID-19 is confirmed in a child: Follow KSC protocol. Contact NH state agencies to report status and follow their guidance. (NH Child Care Licensing Unit, 603-271-9025 and NH Public Health Nurse, 603-271-4496)

Cleaning guidelines when a positive case: Follow NH Pubic Health guidance, KSC Cleaning Services, and the Centers for Disease Control and Prevention for disinfecting area.

- a. Close off areas used by the person who is sick.
- b. Open outside doors and windows to increase air circulation in the areas.
- c. Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle to reduce the risk to individuals cleaning.
- d. Clean and disinfect all areas that were used by the person who is sick, such as offices, bathrooms, classrooms, and common areas.
- e. If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

References:

Best practices: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#General>

Cleaning/sanitation: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html

EPA registered household disinfectant: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Keep Children Healthy During COVID-19 Outbreak: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children.html>

KSC Fall 2020 Covid-19 Risk Mitigation and Management Plan For Opening, Operating, And A New Normal (DRAFT) 7.27.20

NH Stay at Home 2.0 Child Care rev 6.15.2020

ROADMAP TO OPENING

APPENDIX 22

We are here to help you navigate the store re-opening.

We've put together a comprehensive reentry program to help ensure the safety and wellbeing of staff and customers at all of our campus store locations. This document will provide stores with the guidelines and necessary changes needed to open your doors. A seven-day lead time is needed to successfully take action within our stores to execute reopening with confidence.

While this will prepare us for the summer sessions, we will continue to re-evaluate our strategies to provide more guidance as we approach the Fall term. All stores are instructed to check with local jurisdictions and partner with their campuses and Regional Managers to maintain compliance and support specific requests.



This list is broken out by area, however, here are the top items to complete as soon as you have an opening date:

| | | | | | | |
|---|--|--|--|--|--|--|
| Communicate your store schedule/status to your Regional Manager. Schedule a full review of your re-opening plan with your regional. Continue to update your Regional Manager of any changes to your working schedule. | | | | | | |
| Ensure Store Tracker status is updated for opening dates, employee access and UPS activation. | | | | | | |
| Communicate to Clients and essential campus partners. | | | | | | |
| Communicate to the Public Safety department on campus about the re-opening plan and safety measures | | | | | | |
| Assess PPE and Cleaning Supplies; place order to support BOH & FOH cleaning if needed. | | | | | | |
| If you believe there will be some buyback occurring once you open and there is a need for more funds, place an order through DTS once courier service resumes | | | | | | |
| Order directly for Starbucks Ingredients if needed, avoid placing a US Foods order if possible. | | | | | | |
| Check with your local dairy regarding delivery and service and place order if necessary. | | | | | | |
| Reach out to your Café Vendor Partners as their delivery dates and times may have changed. | | | | | | |

| Communications | M | T | W | R | F | Notes: |
|---|---|---|---|---|---|--------|
| Communicate your store schedule/status to your Regional Manager. Schedule a full review of your re-opening plan with your regional. Continue to update your Regional Manager of any changes to your working schedule. | | | | | | |
| Communicate to Clients and essential campus partners. | | | | | | |
| Communicate to the Public Safety department on campus about the re-opening plan and safety measures | | | | | | |
| Request an alarm schedule change via ThinkLP, this is the same process for any other schedule change. | | | | | | |
| Update the voice mail message to communicate opening and hours of operation. | | | | | | |
| Update hours of operation on your website via Accelerator. The Home Office team will be posting customer facing messages on your site. | | | | | | |
| Update any out of office messages on your email accounts. | | | | | | |
| Store Managers should keep their BNC iPads with them. | | | | | | |
| Print and keep instructions for accessing Amazon Workspace (this will provide access to business systems accessible via the BNC network (Accelerator, SIM, TA2, RAS) | | | | | | |
| Print and keep an emergency contact list for all store employees and essential campus partners | | | | | | |

| BOH | M | T | W | R | F | Notes: |
|--|---|---|---|---|---|--------|
| PPE Available for all employees | | | | | | |
| pickup/dropoff | | | | | | |
| Hang Signs for Safety and Social Distancing | | | | | | |
| Ensure Order fulfillment areas are 6' apart. Use the CDC guidelines for social distancing and continue to the clean all work spaces on a regular basis. | | | | | | |
| Inventory all your back of house and cleaning supplies. Place any orders to support the back of house store activity. Ensure cleaning supplies and towels are available. | | | | | | |
| Signs posted for proper Glove and Mask usage | | | | | | |
| In Breakroom: remove any community food | | | | | | |
| In Breakroom: Signs posted for X amount of people at a time and other safety measures | | | | | | |
| If you will only be open certain days of the week, be sure to set your intrusion alarm for the remaining closed days. | | | | | | |

| FOH | M | T | W | R | F |
|---|---|---|---|---|---|
| Hand sanitizing station setup by Front Doors | | | | | |
| Any secondary exits with signage (Use other door) | | | | | |
| Fixtures adjusted to allow free flowing traffic (clear path on main drive aisle) | | | | | |
| Signs posted for 'Closed' community areas | | | | | |
| Signs posted for 'Closed' in Textbook Area and directions for customers | | | | | |
| Signs posted for Elevator and Stair traffic where applicable | | | | | |
| If you believe there will be some buyback occurring once you open and there is a need for more funds, place an order through DTS once courier service resumes | | | | | |
| If a small team will be working in the store whether with open doors or doing curbside pickup, set up work spaces to ensure the safety and well being of all team members | | | | | |

| POS | M | T | W | R | F |
|--|---|---|---|---|---|
| PPE Available for all employees | | | | | |
| Open your registers at least an hour before opening time to allow time for any updates to download. | | | | | |
| Setup Sneeze Guard(s) at specified register(s); at a minimum, every other register based on expected traffic | | | | | |
| Ensure cleaning supplies and towels are available | | | | | |
| Posted Signs for 'Please wait here until called' | | | | | |
| Posted Signs for Contactless and eReceipt | | | | | |
| For Line Control: Setup Stanchions or fixturing to assist with Line control and spacing if needed | | | | | |
| For Line Control: Tape marking 6' spacing for line queue | | | | | |

| Outside Front Doors: | M | T | W | R | F |
|--|---|---|---|---|---|
| Traffic Counter/Regulator | | | | | |
| Tape or Signage for Line Control and 6' Social Distancing measures | | | | | |
| Sign posted for 'Welcome' and listing of Safety Precautions | | | | | |
| If doing curbside pickup - setup table to manage customers | | | | | |

| Café Areas | M | T | W | R | F |
|---|---|---|---|---|---|
| Follow all steps in the Café & Convenience Guidelines When Reopening After a Long Closure pdf located on Inside. Link is below. https://bnbc.sharepoint.com/sites/INSIDE/BNC/GeneralMerchandise/Documents/Cafe/Managing%20Your%20Business/ | | | | | |
| Remove Self Serve Food | | | | | |
| Setup Sneeze Guard at register | | | | | |
| Ensure cleaning supplies and towels are available | | | | | |
| Individual Serve Packets (sugar, stirrer, etc) are stocked | | | | | |

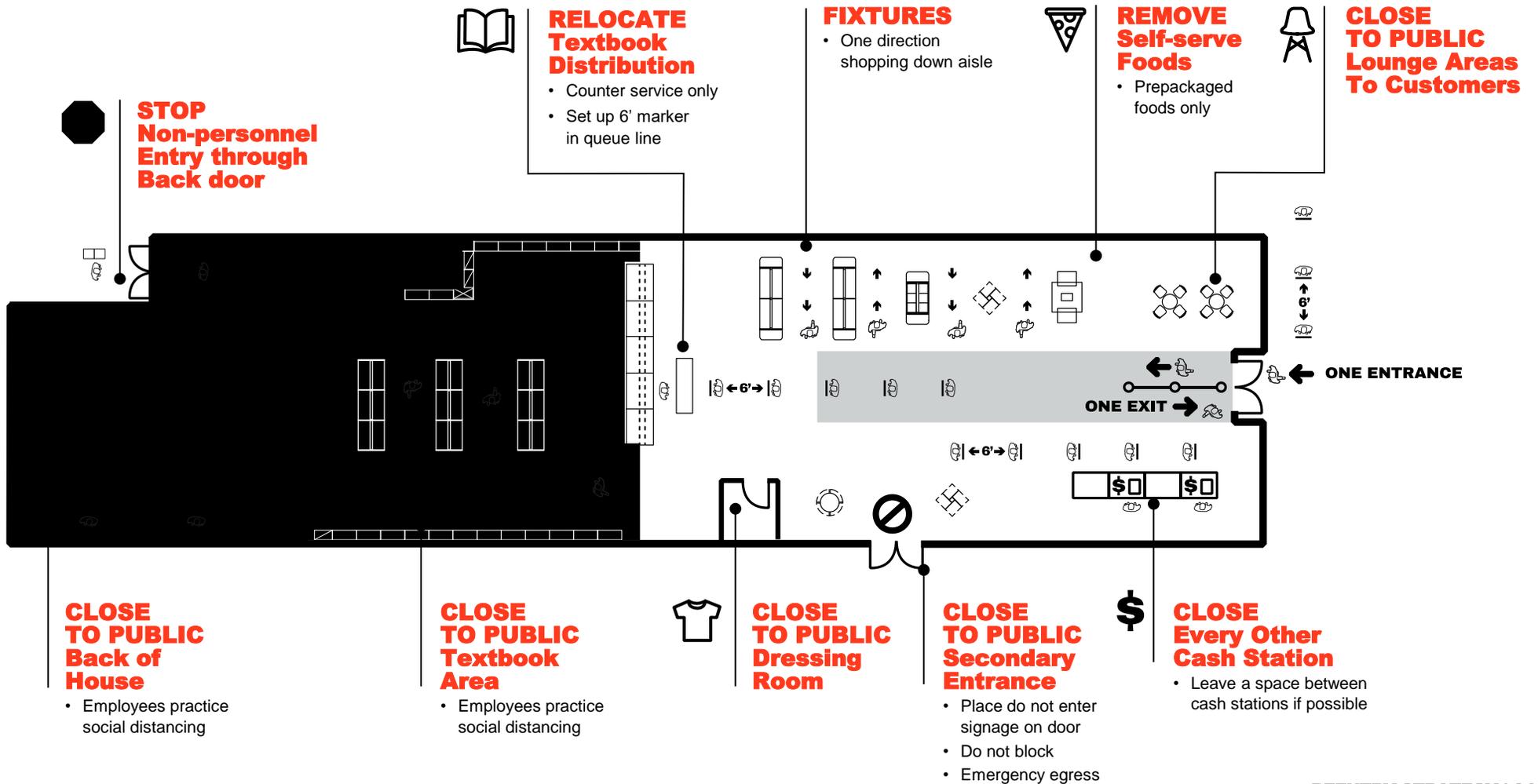
Reopening Store Checklist





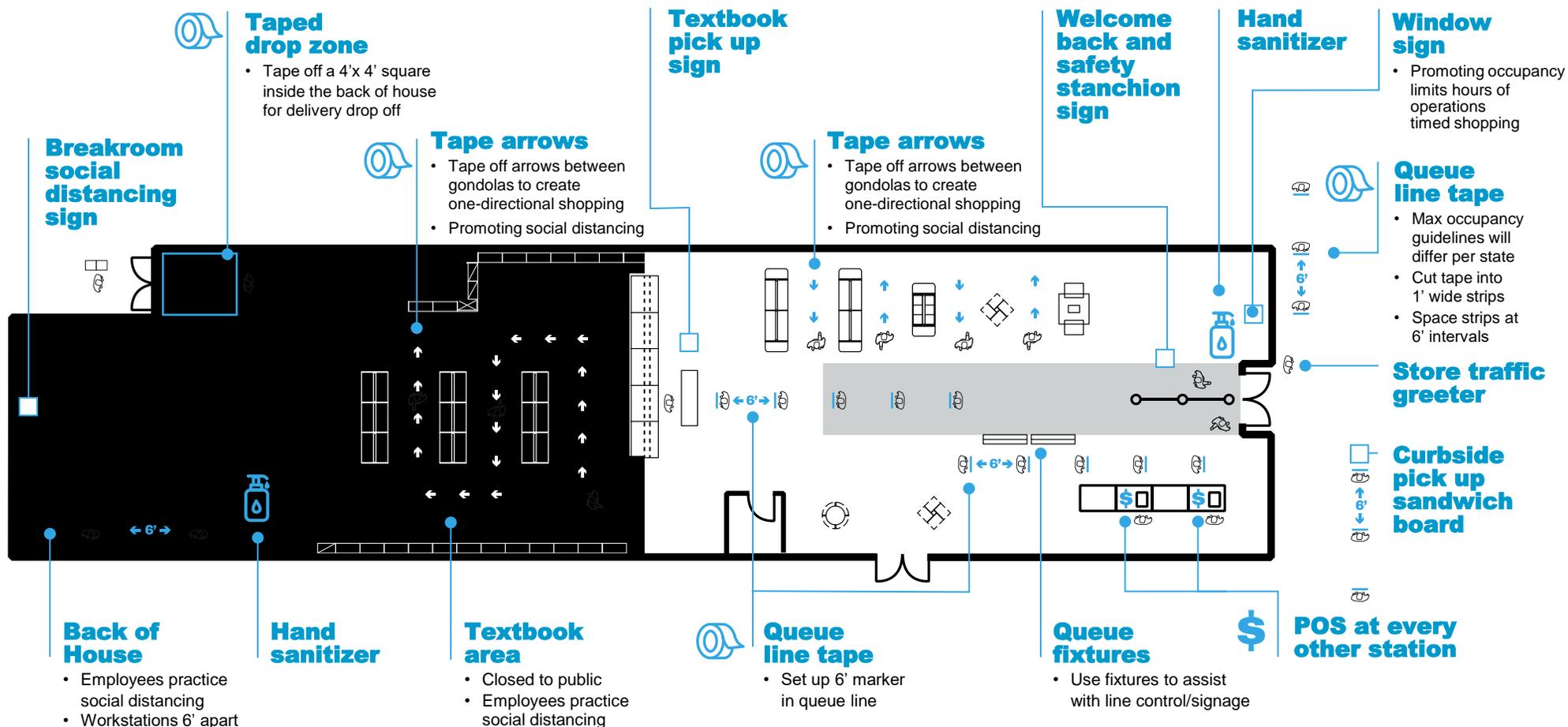
Off Limit Areas

- Info Stations
- Seating / Lounge Areas
- Secondary Entrances
- Dressing Rooms
- Textbook Department
- Unpackaged, Self-serve Foods



Keys to a Successful Reopening

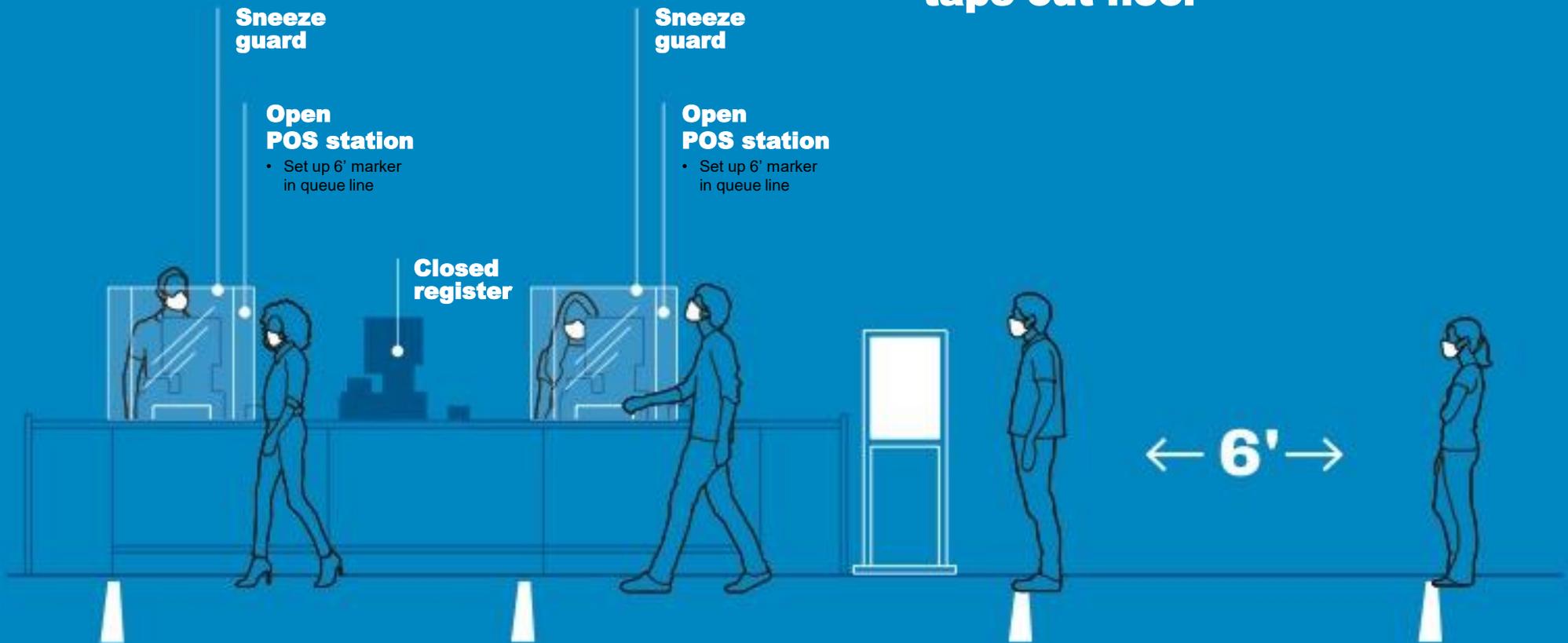
- Promote the health and wellness of your employees and customers
- Ensure your buildings are safe, resilient, and ready
- Create and monitor effective guidelines



Cashwrap Strategy

We understand all stores are not the same. Please review these diagrams on how best to Reorganize your store to promote health and Wellness among customers and employees. Feel free to make revisions based on the unique layout of your particular store. Changes must be in compliance with the general guidelines in this document.

- Add sneeze guards
- Close every other register if possible
- Maintain 6' social distancing for all customers and employees
- Set signage and tape out floor



CO-5 Cashwrap Diagram

Additional Recommendations



ELEVATOR

Limit elevator capacity to 1 person or family group



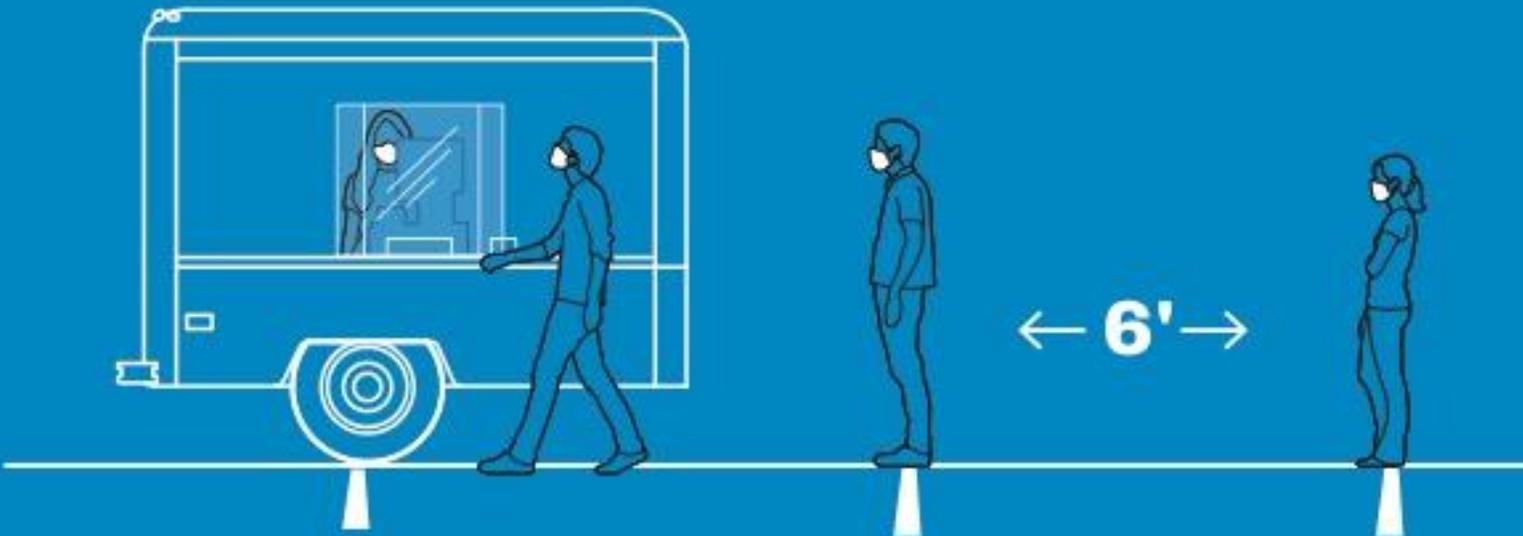
STAIRS

Tape arrows to top and bottom of stair to direct single lane traffic



DELIVERY DROP ZONE

Deliveries to be placed on taped square directly inside BOH doors



OPPORTUNITY FOR POPUP SHOP

Repurposed game day trailer for popup shop

Reopening Signs

Outside of Store

WAIT HERE FOR CURBSIDE PICKUP



A bookseller will be with you shortly.
Please maintain 6 feet apart from other
customers in line.

Have your order confirmation number
ready – you can find it in your email or
when logged into our app.

Curbside Pickup
8½" x 11"

PLEASE NOTE:



Masks must be worn while inside the store & only
___ customers are allowed at a time.

Please maintain 6 feet apart from other customers
in line and wait to be called upon for entry.

We appreciate your understanding & cooperation
in keeping our customers & staff safe.

Line to Enter
8½" x 11"

THIS ENTRANCE IS CURRENTLY CLOSED

PLEASE USE THE MAIN ENTRANCE

Closed Entrance
8½" x 11"

Front Entrance

WELCOME BACK!

While shopping, these guidelines will be in place to
keep our customers & staff safe:

-  Masks must be worn while inside the store
-  Only ___ customers will be allowed at a time
-  Observe social distancing by staying 6 feet from other people
-  At checkout, follow spacing guidelines on the floor
-  Contactless payment & e-Receipts are available
-  Regular cleaning by store staff

We appreciate your understanding & cooperation in keeping our
customers & staff safe. Thank you for shopping with us.

Guidelines
8½" x 11"

Inside of Store



Please wait here for service & follow
spacing guidelines on the floor.

A bookseller will be with you shortly.
Thank you for your patience.

Textbook Counter Service
8½" x 11"



This area is currently closed
to customers. For assistance,
please see a bookseller.

We appreciate your understanding
& cooperation in keeping our
customers & staff safe.

Closed Section
8½" x 11"



In the interest of our community's
health and safety our café
seating is closed.

Prepackaged food & beverage
items are still available for
purchase in our marketplace.

Café Closed
8½" x 11"

Reopening Signs

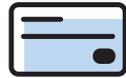
POS/Queue Line



Please follow spacing guidelines denoted on the floor or by signs while waiting to check out.

Thank you for your patience.

Line Spacing
8½" x 11"



For your convenience we offer contactless payment & e-Receipts.

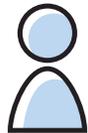
Contactless Payment & e-Receipts
8½" x 11"



For your convenience we offer contactless payment & e-Receipts.

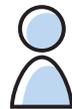
Contactless Payment & e-Receipts
8½" x 11"

Elevators and Escalators



Limit elevator capacity to 1 person or family group.

Elevator
8½" x 11"



Please maintain 6 feet distance in single file when using the escalator.

Escalator
8½" x 11"

Social Distancing



Thank you for observing social distancing by staying 6 feet from other customers while shopping in our store.

Social Distancing
8½" x 11"



For the safety of our customers, please keep this table empty as we continue to practice social distancing.

We ask that customers maintain 6 feet between them by only occupying every other table.

Café Social Distancing
8½" x 11"

Reopening Signs

Back of House



World Health Organization

Employees are encouraged to follow the WHO which recommends the following practices to reduce exposure and transmission of a range of illnesses:

- Wash hands regularly with soap or alcohol-based hand sanitizer
- When coughing and sneezing, cover mouth and nose with a tissue or your elbow
- Avoid touching eyes, nose, or mouth with unwashed hands
- Avoid close contact with infected individuals

Find more information on their website: who.int

World Health Organization
8½" x 11"



COVID-19 OPERATIONAL GUIDELINES



Masks must be worn by all employees.

- Please limit to one per day unless it becomes dirty or otherwise unusable.
- Employees are welcome to bring their own mask from home.



Gloves may be worn but are not mandatory. If wearing gloves:

- Change them often, especially if you sneeze or cough,
- Do not reuse, discard after use.
- Wash hands before putting gloves on & after removing them.
- Remove gloves after touching your face.



Hand sanitizer will be available for customers & employees.



Cleaning supplies are available on SAM under catalog "Cleaning Supplies & PPE"

The health & safety of our staff & customers is of the utmost importance. Please see a manager with any additional questions regarding these guidelines.

COVID-19 Operational Guidelines
8½" x 11"



CORONAVIRUS (COVID-19)

We are vigorously monitoring the ongoing situation regarding the spread of the Coronavirus. The health of our guests and team members is our paramount concern. In accordance with CDC guidance, we ask that you diligently adhere to the following precautions to mitigate further transmission of the virus:

- If you are sick, please return to or remain at home
- Wash hands frequently with soap and warm water for a minimum of .20 seconds
- Use alcohol-based (60–95%) hand sanitizer frequently
- Cover your mouth and nose with your sleeve, elbow, shoulder or tissue when you cough or sneeze
- Dispose of used tissues in a lined trash receptacle immediately
- Routinely wipe down your work area with alcohol-based cleaners and be diligent about cleaning hands after contacting high-touch surfaces including door handles, bathroom fixtures, keyboards, remote controls, etc.
- Avoid touching your eyes, nose and mouth with unwashed hands
- Contact health officials immediately if you show symptoms or believe you have been exposed to the virus

COVID-19 Backroom
8½" x 11"

COVID-19 Share Facts About COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT 1 Diseases can make anyone sick regardless of their race or ethnicity. People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other Americans. Help stop lies by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19.

FACT 2 Some people are at increased risk of getting COVID-19. People who have been in close contact with a person known to have COVID-19 or people who live in or have recently been in an area with ongoing spread are at an increased risk of exposure.

FACT 3 Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people. For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT 4 You can help stop COVID-19 by knowing the signs and symptoms: Fever, Cough, Shortness of breath. Seek medical advice if you develop symptoms AND Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

FACT 5 There are simple things you can do to help keep yourself and others healthy. Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, going to the bathroom, and before eating or preparing food. Avoid touching your eyes, nose, and mouth with unwashed hands. Stay home when you are sick. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

For more information: www.cdc.gov/COVID19

COVID-19 Info Sheet
8½" x 11"



COVID-19 CLEANING GUIDELINES

Every 3 hours, sanitize:

- Doorknobs, light switches, tables, door handles, desks, phones

Every hour, clean:

- Cash Wrap, counters, keyboards & Verifone PinPads

• For Verifone PinPads, please note the following:

- The devices may be sanitized using an alcohol-based wipe or appropriate alcohol-based cleaner (approx. 70-90% strength isopropyl alcohol) applied to a microfiber cloth

- Apply gently; do not scrub. Isopropyl alcohol applied to a clean microfiber cloth may be used on touch panel displays but never press hard on displays

- Never spray any disinfectant directly on pin pads

Daily, clean: Bathrooms and Breakrooms

At the beginning & end of each shift clean:

- BOH/FOH Work areas

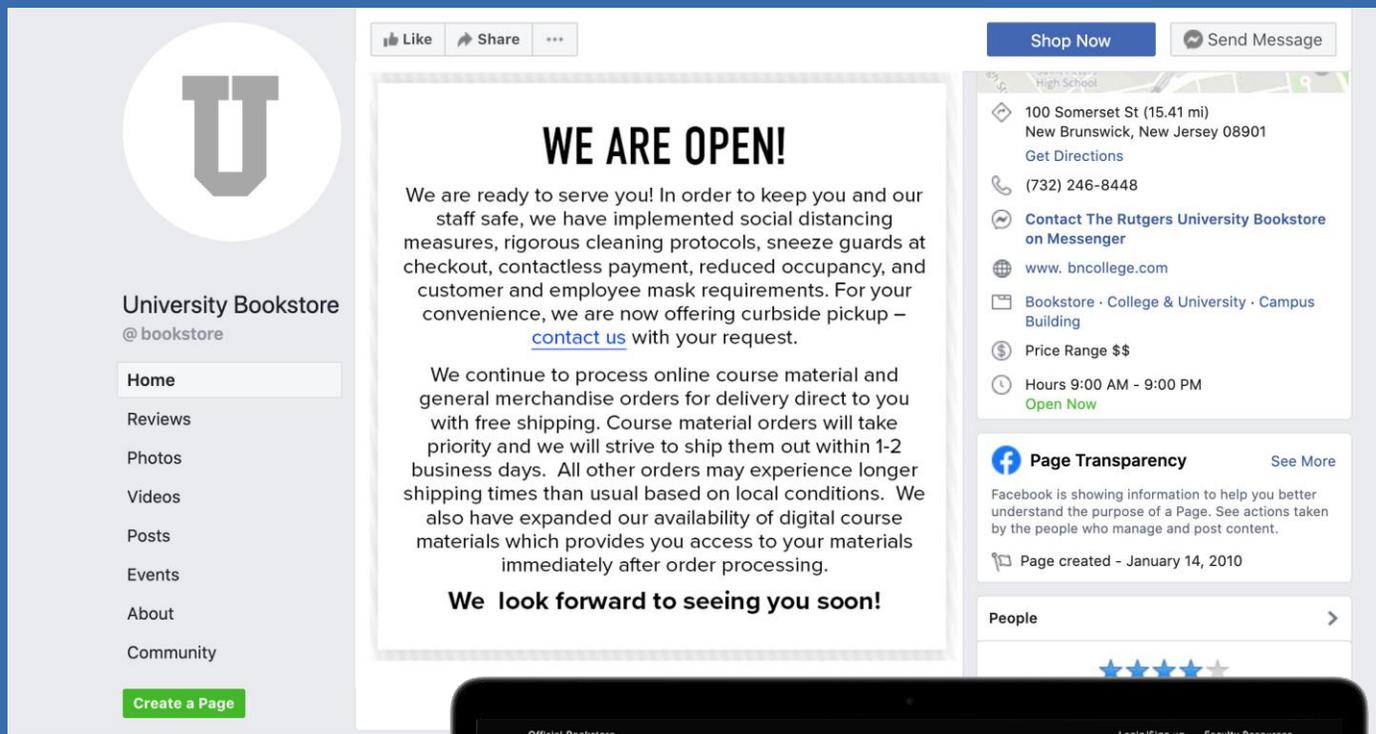
• Keyboards should be wiped down by applying a cleaner to towel and gently wiped down.

- Never spray any cleaner directly on a keyboard

Cleaning Guidelines
8½" x 11"

Reopening Strategy

Digital Messaging



The image shows a Facebook page for the University Bookstore. The profile picture is a large letter 'U'. The page name is 'University Bookstore' with the handle '@bookstore'. A navigation menu on the left includes Home, Reviews, Photos, Videos, Posts, Events, About, and Community, with a 'Create a Page' button at the bottom. The main post features a 'WE ARE OPEN!' announcement with details about safety protocols and curbside pickup. To the right, there is a 'Shop Now' button, a 'Send Message' button, and location information for 100 Somerset St in New Brunswick, NJ, including a phone number and hours of operation.

WE ARE OPEN!

We are ready to serve you! In order to keep you and our staff safe, we have implemented social distancing measures, rigorous cleaning protocols, sneeze guards at checkout, contactless payment, reduced occupancy, and customer and employee mask requirements. For your convenience, we are now offering curbside pickup – [contact us](#) with your request.

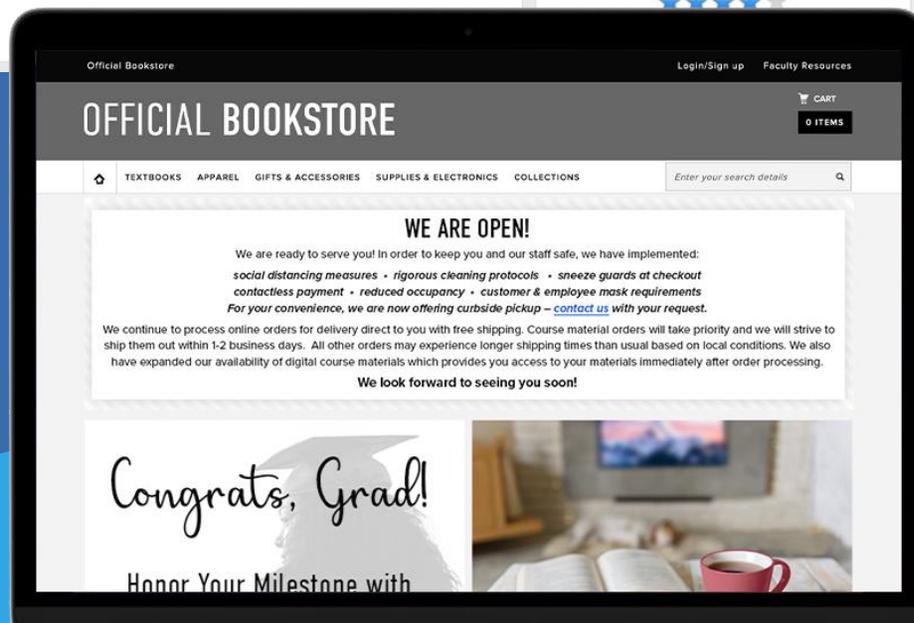
We continue to process online course material and general merchandise orders for delivery direct to you with free shipping. Course material orders will take priority and we will strive to ship them out within 1-2 business days. All other orders may experience longer shipping times than usual based on local conditions. We also have expanded our availability of digital course materials which provides you access to your materials immediately after order processing.

We look forward to seeing you soon!

Shop Now Send Message

100 Somerset St (15.41 mi)
New Brunswick, New Jersey 08901
Get Directions
(732) 246-8448
Contact The Rutgers University Bookstore on Messenger
www.bncollege.com
Bookstore · College & University · Campus Building
Price Range \$\$
Hours 9:00 AM - 9:00 PM
Open Now

Page Transparency See More
Facebook is showing information to help you better understand the purpose of a Page. See actions taken by the people who manage and post content.
Page created - January 14, 2010



The image is a screenshot of the University Bookstore website. The header includes 'Official Bookstore', 'Login/Sign up', and 'Faculty Resources'. The main navigation bar lists categories: TEXTBOOKS, APPAREL, GIFTS & ACCESSORIES, SUPPLIES & ELECTRONICS, and COLLECTIONS. A search bar is present with the placeholder text 'Enter your search details'. The central content area features a 'WE ARE OPEN!' announcement, identical to the one on the Facebook page. Below this, there is a promotional banner for graduates with the text 'Congrats, Grad!' and 'Honor Your Milestone with', accompanied by an image of a bed with a red mug.

OFFICIAL BOOKSTORE

TEXTBOOKS APPAREL GIFTS & ACCESSORIES SUPPLIES & ELECTRONICS COLLECTIONS

WE ARE OPEN!

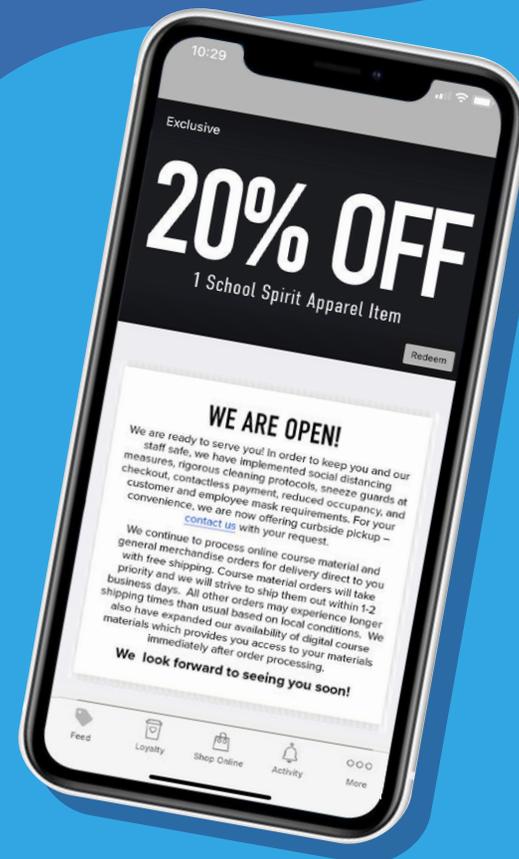
We are ready to serve you! In order to keep you and our staff safe, we have implemented: *social distancing measures · rigorous cleaning protocols · sneeze guards at checkout contactless payment · reduced occupancy · customer & employee mask requirements*. For your convenience, we are now offering curbside pickup – [contact us](#) with your request.

We continue to process online orders for delivery direct to you with free shipping. Course material orders will take priority and we will strive to ship them out within 1-2 business days. All other orders may experience longer shipping times than usual based on local conditions. We also have expanded our availability of digital course materials which provides you access to your materials immediately after order processing.

We look forward to seeing you soon!

Congrats, Grad!

Honor Your Milestone with



PPE Guidelines

Disposable Masks

- Recommend a disposable mask per day per employee unless it becomes soiled or its properties have become compromised
- Employees can wear their own and are encouraged to do so. Offensive masks should not be used

Cloth Masks

- We're going to provide 2 cloth masks per person. Each employee will be responsible for cleaning their mask and bringing one of the masks to work for their shift.
- Employees can wear their own and are encouraged to do so. Offensive masks should not be used

Gloves

- Supplies will be available if an employee chooses to wear gloves, however, it is not mandatory
- All booksellers should still be following regular cleanliness guidelines throughout the day regardless of the task
 - Change gloves often, especially if you sneeze or cough on gloves
 - Do not reuse gloves. Discard all gloves once they have been removed
 - Wash hands before putting gloves on and after removing gloves
 - Remove gloves after touching your face

Hand Sanitizer

- Will be available throughout the store for both customers and employees

Cleaning Supplies

- On SAM, there is a catalog labeled "Cleaning Supplies & PPE." In this catalog, you will find various items related to COVID-19

All employees are encouraged to follow the World Health organization which recommends the following practices to reduce exposure and transmission of a range of illnesses

1. Wash hands regularly with soap or alcohol-based hand sanitizer
2. When coughing and sneezing, cover mouth and nose with a tissue
3. Avoid touching eyes, nose, or mouth with unwashed hands
4. Avoid close contact with infected individuals

Cleaning Schedule

Clean and disinfect frequently touched surfaces routinely through the day

- These areas include but are not limited to counters, cash wrap, doorknobs, light switches, tables, door handles, desks, phones, keyboards and PinPads.
- Doorknobs, light switches, tables, door handles, desks, phones, etc. should be sanitized every 3 hours.
- Cash wrap and counters, including Verifone PinPads, should be cleaned hourly

Cleaning Verifone PinPads

- The devices may be sanitized using an alcohol-based wipe or appropriate alcohol-based cleaner (approx. 70-90% strength isopropyl alcohol) applied to a microfiber cloth.
- Apply gently; do not scrub. Isopropyl alcohol applied to a clean microfiber cloth may be used on touch panel displays but never press hard on displays.
- **Never spray disinfectant directly on PinPads.**

Bathrooms and Breakrooms

- Bathrooms and Breakrooms should be cleaned daily.

Back of House/Front of House

- BOH/FOH areas should be cleaned at the beginning and end of each shift.
- Keyboard should be wiped down by applying a cleaner to towel and gently wiping down.
- Never spray any cleaner directly on a keyboard.

All Employees Must Wear Face Coverings

We mandate that our employees wear face coverings in our stores and outside the stores for curbside pickup. Any employee who refuses to wear a face covering will be sent home. Employee's may use their own face coverings (if they are appropriate) or those we supply.

Customer Face Coverings

Our policy regarding whether a customer must wear a mask will be dictated by state/local guidance and school policy.

Where not required, signage will read "We request that customers wear masks to help keep our employees safe."

If legally required, any customer who is not wearing a mask should be stopped from entering the store. Once in the store, if the mask is removed, a member of management should politely approach the customer, reiterate the signed policy and offer them the opportunity to put the mask back on or to leave the store. If a customer is combative or refuses to comply, contact campus security/police for assistance.



Symptomatic Employee Isolation Protocol

To ensure the safety of our employees and customers, we ask all employees to follow the recommendations for quarantine or isolation in the event they are symptomatic of COVID-19.

We are asking employees to stay home if sick, monitoring themselves for symptoms and where appropriate, quarantine.



Quarantine/Isolation Scenarios

1. Employee is Symptomatic

- Employee should stay at home until symptoms resolve
- No fever present for a period of 72 hours without use of fever reducing medication.

2. Someone in the employee's house is Symptomatic

- Employee should Immediately engage the Benefits department at benefits@bned.com for assessment.
- Review the [CDC Resource page for Caregivers](#).

3. Employee was exposed to someone (outside of their household) who is Symptomatic

- Employee should engage with the Benefits department and monitor symptoms.

4. Someone in the employee's house was exposed to a third party who is now Symptomatic

- Employee can continue to work but is expected to self-monitor for any symptoms of illness (fever, fatigue, cough, difficulty breathing).
- Employee should report those symptoms immediately if they occur.
- Employee with symptoms falls into scenario 1 above.

5. Customer or Employee at work is visibly ill

- Two members of management should observe the individual and document their observations.
- Most senior member of management should approach the employee or customer, detail what they have observed, ask that the customer or employee leave the store until their symptoms are gone.
- If a customer refuses, store may contact the campus security/police for assistance.
- If employee, they must punch out and leave the store.
- Immediately disinfect all surrounding surfaces and keep others out of the areas in which the customer or employee had been until all surfaces have been disinfected.

At Risk Employees

Reasonable Accommodations

Upon request by an employee directly to the Benefits Department, the company will engage in the interactive process to explore whether a viable accommodation is available for any employee who has a disability. The CDC has identified those at higher risk from COVID-19 to include:

- Employees aged 65 or older;
- Employees with chronic lung disease or moderate to severe asthma;
- Employees who have serious heart conditions;
- Employees who are immunocompromised;
- Employees with severe obesity (body mass index [BMI] of 40 or higher);
- Employees with diabetes;
- Employees with chronic kidney disease undergoing dialysis;
- Employees with liver disease; and
- Employees who are pregnant.

This protocol will remain in effect until the HR Team has determined, based on guidance from the US health authorities or federal and local authorities, that it is safe to terminate. The HR Team will advise our stores once this determination has been made.

Employees outside of the scenarios listed above who are unable to return to work should contact the Benefits Department directly to determine if an accommodation is a viable solution or if other options are necessary.

Conversations regarding Accommodations should be made with the Benefits Department only.



Screening Employees

To ensure the safety of our employees and customers and follow state, local rule or school policy it is determined that employee health screening must occur before an employee is permitted to work.

Check Your Temperature

- Before leaving home for work, you must check your temperature using a thermometer to verify your temperature is under 100 degrees.
- If your temperature is 100 degrees or more, you should remain at home and contact your Store Manager.

Evaluate for Symptoms of COVID-19

- Before leaving home for work, you must evaluate your health for symptoms of COVID-19.
- If you are experiencing coughing, difficult breathing, fatigue, or fever you should remain at home and contact your Store Manager.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and customers; temperature and health self-screening is in place at all stores until the Global Prevention Team has determined, based on guidance from the global and local health authorities and the applicable governmental requirements that it is safe to discontinue.

Your participation is important to help us take precautionary measures to protect you and everyone in the store! Thank you!

Screening Employees

To ensure the safety of our employees and customers and follow state, local rule or school policy it is determined that employee health screening must occur before an employee is permitted to work.

On Campus Health Screening

- No more than 1 hour before your scheduled start time, you must visit the on-campus Health Center.
- The on-duty nurse will take your temperature and conduct a visual health screening for symptoms of COVID-19.
- If no symptoms are present, the nurse will provide a note that you are healthy to work. Provide the letter to your Store Manager at the start of your shift.
- If symptoms are present, you should return home and contact your Store Manager.

You will be paid for time spent at the On-Campus Health Center for screening.

- Employee must notify the Store Manager if their screening time goes beyond 30 minutes.

Symptoms of COVID-19

- Before leaving home for work, you must evaluate your health for symptoms of COVID-19.
- If you are experiencing coughing, difficult breathing, fatigue, or fever you should remain at home and contact your Store Manager.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and customers; temperature and self-health screening is in place at all stores until the Global Prevention Team has determined, based on guidance from the global and local health authorities and the applicable governmental requirements that it is safe to discontinue.

Your participation is important to help us take precautionary measures to protect you and everyone in the store! Thank you!

Suspected Symptoms or Positive COVID-19 Testing

To ensure the safety of our employees and customers, we ask all employees to follow the recommendations for quarantine or isolation in the event they are symptomatic of COVID-19.



If an employee suspects they have symptoms of COVID-19:

- Symptomatic employee will remain anonymous.
- All surfaces touched by the employee will be thoroughly cleaned and disinfected.

If an employee tests positive for COVID-19...

- Employee is to contact the Benefits Department at benefits@bned.com to discuss steps and return to work clearance that is required prior to return to the company premises.
- All store employees will be notified by Store Management under the direction of the Benefits Department.
- Name of ill employee will remain anonymous.
- Employees coming into direct exposure (less than 3 feet) will be directed to follow self-quarantine protocols and must coordinate with the Benefits Department at benefits@bned.com to return to work.

Conversations regarding Positive COVID-19 results should be made with the Benefits Department only.

APPENDIX 24

| <u>ACADEMIC & ADMINISTRATIVE</u> | <u>Type of HVAC System</u> | <u>System can be adjusted to eliminate recirculating air</u> | <u>Notes</u> |
|---|--|--|--|
| 115 Winchester St. | Windows/bathroom exhaust fan | NO | |
| Alumni Center | Air handling unit(s) | YES | |
| Blake House | Windows/bathroom exhaust fan | NO | |
| Carroll House | Windows/bathroom exhaust fan | NO | |
| Cheshire House | Windows/bathroom exhaust fan | NO | |
| Elliot Hall | Limited air handling in certain areas | NO | |
| Fiske Annex | Air handling unit(s) | YES | Only 1 of 2 units can |
| Hale Building | Windows/bathroom exhaust fan | NO | |
| Heat Plant | Combustion exhaust | NO | |
| Huntress Basement | Air handling unit(s) | YES | |
| Joslin | Windows/bathroom exhaust fan | NO | |
| Keddy House | Windows/bathroom exhaust fan | NO | |
| Mason Library | Air handling unit(s) | YES | |
| Math Building | Limited air handling in certain areas | YES | Classroom spaces only |
| Media Arts Center | Air handling unit(s) | YES | |
| Morrison Hall | Air handling unit(s) | YES | Offices are recirculating only |
| Parker Hall | Air handling unit(s) | YES | |
| Presidents House | Windows/bathroom exhaust fan | NO | |
| Proctor House | Windows/bathroom exhaust fan | NO | |
| Putnam Science Center | Air handling unit(s) | YES | |
| Redfern Arts Center | Air handling unit(s) | YES | |
| Residential Life Building | Windows/bathroom exhaust fan | NO | |
| Rhodes Hall | Air handling unit(s) | YES | |
| Sculpture Studio | Air handling unit(s) | NO | |
| Spaulding Gym | Air handling unit(s) | YES | Only Rec Sports lobby, weight room, cardio space, and Rec courts |
| TDS Center | Air handling unit(s) | NO | Energy efficient design of equipment for LEED makes it so fresh air is constantly recirculated |
| Thorne Art Gallery | Air handling unit(s) | YES | |
| Whitcomb Building | Windows/bathroom exhaust fan | NO | |
| Writing Center | Windows/bathroom exhaust fan | NO | |
| Young Student Center | Air handling unit(s) | YES | |
| Zorn Dining Commons | Air handling unit(s) | YES | |
| <u>RESIDENTIAL LIFE</u> | | | |
| Carle Hall | Windows/bathroom exhaust fan | NO | |
| Holloway Hall | Bathroom exhaust fan & mechanically introduced fresh air | NO | |
| Huntress Hall RLO | Bathroom exhaust fan & mechanically introduced fresh air | NO | |
| Fiske Hall RLO | Bathroom exhaust fan & mechanically introduced fresh air | NO | |
| Laundry House | Windows/bathroom exhaust fan | NO | |
| Living and Learning Commons | Air handling unit(s) | NO | Return air from bedrooms goes into bathrooms before being exhausted |
| Monadnock | Windows/bathroom exhaust fan | NO | |
| One Butler Ct. | Air handling unit(s) | YES | |
| Owl's Nest | Windows/bathroom exhaust fan | NO | |
| Pondside Hall | Bathroom exhaust fan & mechanically introduced fresh air | YES | |
| Pondside 2 Apartments | Bathroom exhaust fan & mechanically introduced fresh air | NO | |
| Pondside 3 | Air handling unit(s) | YES | |
| *Buildings w/window/bathroom exhaust fan HVAC system type do not mechanically recirculate air | | | |



Stay apart — together.

Safe physical distancing =
six feet apart.



Wear a mask.

Protect. Respect. Always!
Do it for KSC.



Owls care.

Practice self-care.
Reach out for support.



#OwlsUnited

Do your part for Keene State College.

This year, Owl spirit is about acting like our team relies
on each and every one of us. Because it does.



**Health is in your hands.
Wash them — often.**

Soap. Water. Scrub for at
least 20 seconds.



**Spread health,
not germs.**

Cover your coughs.
Stay home when sick.



**When in doubt, get
checked out.**

Call the Wellness Center for
guidance 603-358-2200.

Quarantine & Isolation Meals – Fall 2020 – Dining & Residential Life Plan

updated 7.21.20

Number of students in quarantine/isolation dictates details for meal pick-up/delivery. All meals are pre-packaged, bagged separately (per student), and labeled with the student’s name based upon the student’s submission via Boost Mobile app.

| | | |
|---|---|--|
| <p>When # of students is less than 5:</p> <ul style="list-style-type: none"> • The Primary on Duty will be responsible for picking up and delivering meals. • The Primary on Duty will package their meals based on student request. | <p>When # of students is between 6-10:</p> <ul style="list-style-type: none"> • The Primary on Duty will be responsible for picking up and delivering meals. • The meals will be pre-packaged based on the student’s submission. | <p>When # of students exceeds 10:</p> <ul style="list-style-type: none"> • Dining will be responsible for delivering meals. • They will utilize a golf cart to transport the food. • The meals will be pre-packaged based on the student’s submission. |
|---|---|--|

For Students in Q & I (regardless of total #):

- Students place their order with dining via the Boost Mobile App.
 - If they have not placed their order, Residential Life staff can just order them something based on their understanding of any allergies/restrictions they might have.
 - Cases of water will be provided to the Residential Life Office to provide to students even when they may not want a meal. Residential Life staff will leave a water bottle outside of their door so that we know they're hydrating
- There will be predetermined pick-up/drop-off times for three meals per day. These times will remain for any number of students in Q & I, whether picked up by Residential Life staff or delivered by Dining staff.

For Number of Students in Q & I at 10 or under:

- Residential Life staff will inform the Dining staff at the DC Boost Mobile Order Pick-Up spot that they are picking up food for the quarantined/isolated students and will get them whatever main meal they've indicated, a water bottle, chips, and a cookie that is already bagged, labeled by name, and ready to go.
- Residential Life staff will then take the order to the students and deliver it to the appropriate area
- Once Residential Life staff have left the food in the appropriate place, they will email or text the student to inform them it has been dropped it off
 - Staff must be contacting each of the students at least once during the day by text or phone call (via WhatsApp) to make sure they’re alright. Report immediately if they express their symptoms are worsening.

DC Boost Pick-Up Hours:

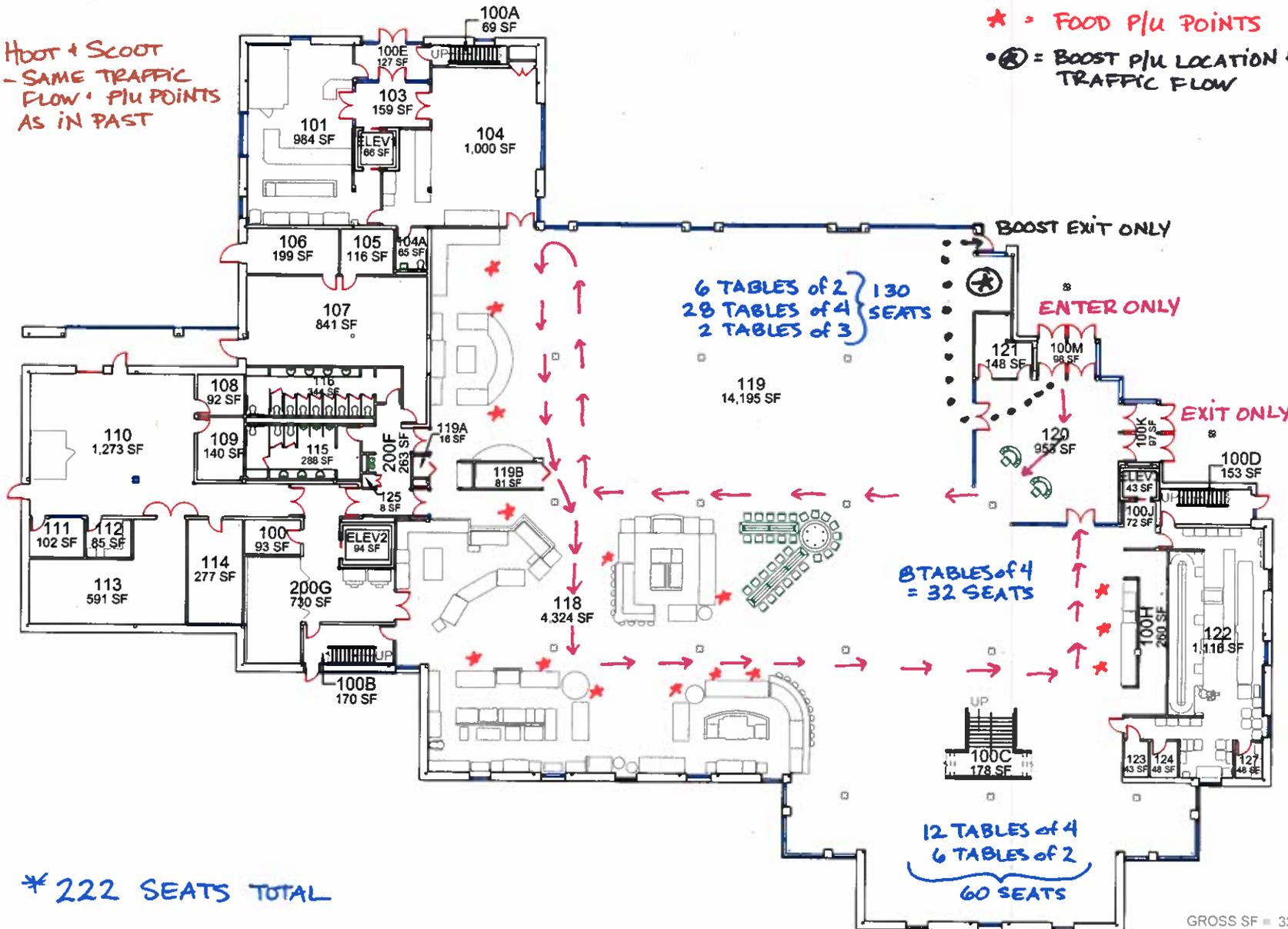
- Monday – Thursday 7am – 8pm
- Friday 7am – 7:30pm
- Saturday and Sunday 10am – 7:30pm
- Your DC Contacts:
 - Penny LaPalme plapalme@keene.edu
 - Shannon McKenzie shannon.mckenzie@keene.edu
 - *When emailing, please email both Penny and Shannon

For Number of Students in Q & I above 10:

- Dining staff will receive requests for quarantined/isolated student meals via the Boost Mobile app and will put together the meal they've indicated, a water bottle, chips, and a cookie that will be bagged and labeled by name & location of student.
- Dining staff will drop off packaged and labeled meals at the entry to the appropriate residence hall, meeting the Residential Life staff person on duty to pass along the bagged meals.
 - Dining staff will NOT enter any residence halls.
 - Dining staff will utilize golf carts on loan from Alumni Office when number of meals/drop off locations necessitate it.
- Residential Life staff will then take the orders to the students and deliver it to the appropriate rooms/areas.
- Once Residential Life staff have left the food in the appropriate place, they will email or text the student to inform them it has been dropped it off

Hoot + Scoot
- SAME TRAFFIC FLOW + P/U POINTS AS IN PAST

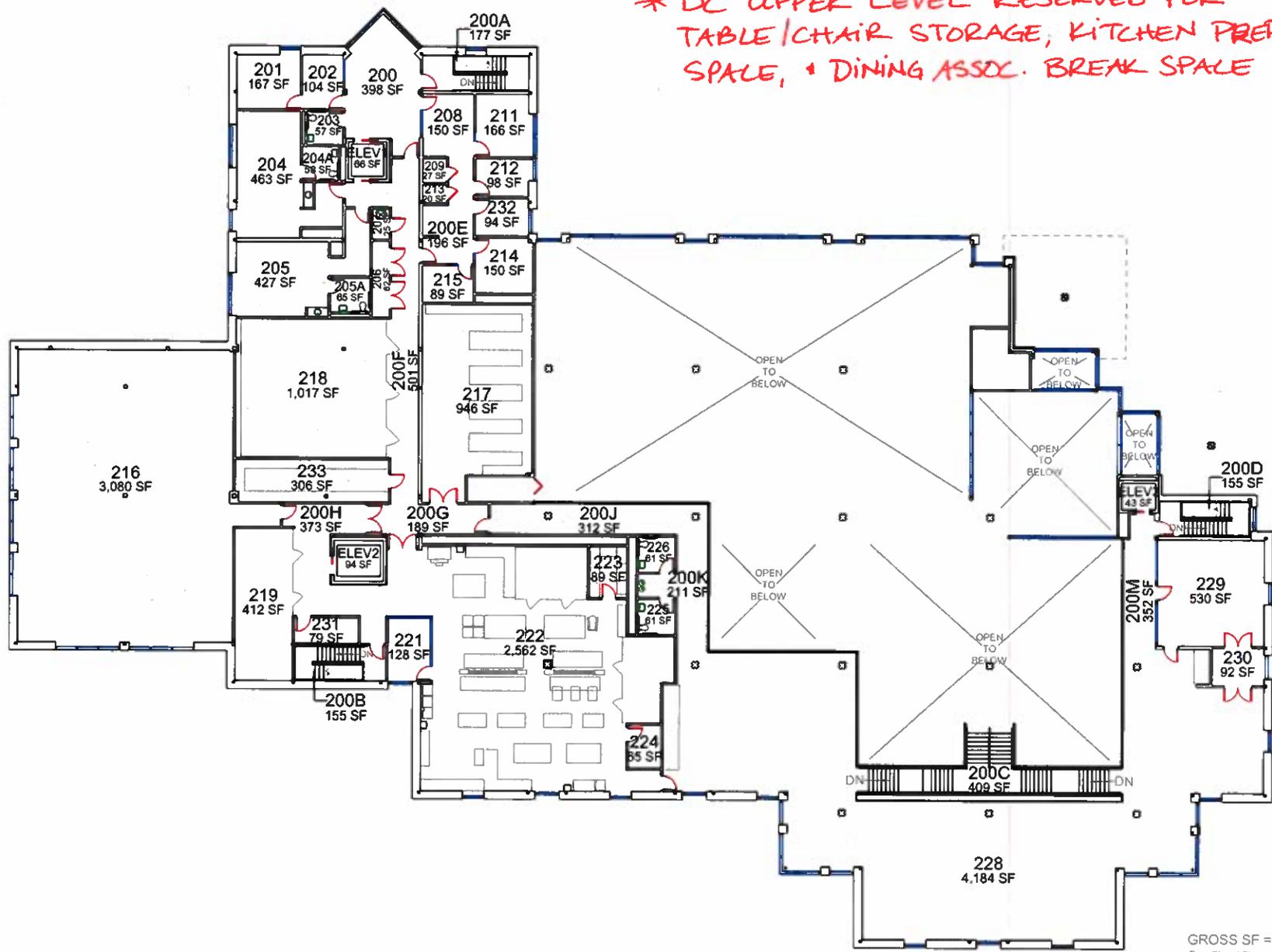
→ = DC TRAFFIC FLOW
 * = FOOD P/U POINTS
 ⊙ = BOOST P/U LOCATION + TRAFFIC FLOW



* 222 SEATS TOTAL

GROSS SF = 32,349 SF
 0 5' 10' 20'

*DC UPPER LEVEL RESERVED FOR
 TABLE/CHAIR STORAGE, KITCHEN PREP
 SPACE, + DINING ASSOC. BREAK SPACE



GROSS SF = 32,859 SF
 0 5' 10' 20'

KSC COVID-19 MANAGEMENT PLAN: MEETING & EVENT GUIDELINES (FINAL) This document is subject to change by any updates effecting Keene State College from the Governor's [Safer at Home Plan](#) to KSC's *Fall 2020 Covid-19 Risk Mitigation and Management Plan: For Opening, Operating, and a New Normal*.

KSC INTERNAL EVENTS - Effective immediately, KSC in-person campus meetings and events, indoors or outdoors, can proceed using current scheduling procedures and following KSC base expectations:

1. Wear CDC approved face masks covering nose and mouth
2. Maintain personal distance of 6 feet
3. Practice frequent handwashing/hand hygiene
4. Not exceeding room capacity or rearranging seating

Capacities of rooms across campus have been analyzed and reduced to reflect the current situation and the layout is labeled COVID CAP in 25Live. Updated capacities for all rooms can also be found in the 25Live events scheduling system under "Covid Cap."

Finally, we encourage all KSC community members to consider a "VIRTUAL FIRST" approach when making meetings and planning events, whenever possible.

KSC VIRTUAL EVENTS – Planning and scheduling a VIRTUAL meeting or event is very similar to scheduling and in-person meeting or event. First steps to creating an in-person or virtual event:

1. Make event request in 25Live Pro (Virtual event location is VIRT LOC1)
2. Wait for confirmation from location scheduler
3. [Submit event to KSC Calendar](#)

For Virtual Events, the Office of Ceremonies & Events (OCE) offers the following support services: Consulting & Production, Event Planning, Event Moderating, Live Event Support, and Content Sharing. Additional support can be found...

[OCE Virtual Tool Kit](#)

[OCE Virtual Event Planning Workbook](#)

NON-KSC EXTERNAL CONFERENCES & EVENTS –

All external events occurring in KSC Campus Facilities are cancelled through November 30, 2020, except for the College Camp on Wilson Pond, Norma Walker Hall in the Alumni Center, and outdoor spaces such as the Quad, Oya Hill and parking lots. Currently scheduled events and requests for these facilities will be evaluated case-by-case based on the scope and activity of the event.

Tentative requests for classrooms, the Young Student Center, the Redfern Arts Center, Zorn Dining Commons, Spaulding Gym & Rec Center, and any other facilities will resume for events

occurring December 1, 2020 or later. Keene State will closely monitor the impact of the coronavirus (COVID-19) and how ongoing updates will impact internal and external events on campus. The Office of Ceremonies & Events (OCE) in conjunction with the President's Office and the Covid Management Team will make a final decision about tentative events on or before Wednesday, November 25, 2020.

The following are the conditions for the use of the College Camp, Norma Walker Hall and outdoor spaces:

NORMA WALKER HALL & COLLEGE CAMP ON WILSON POND

- All visitors must complete the "Visitor Screening Form." A link to the form will be provided for you to have visitors complete prior to or when they arrive at the College Camp.
- Practice physical distancing maintaining six feet between guests whenever possible
- **Wear a mask covering mouth and nose at all times except when eating/drinking while seated**
- 6' distancing while sitting at tables. Household groups can sit at same table.
- Maximum number at one table is 6
- Practice frequent handwashing/hand hygiene
- KSC Dining Services is the exclusive provider of catering for the College. You can contact them at 603-358-2677. They are only offering pick-up/drop-off service and no bar service at this time.

COLLEGE CAMP ON WILSON POND ONLY –

- Limit the size of outdoor events to existing capacity limits given that distancing can be maintained. The Camp Pavilion limit is 125. Picnic tables will be marked and placed 6' apart.
- Indoor Camp capacity limit is now 28 people.
- Use of Camp's folding tables and chairs is no longer provided. If you require, you can bring your own or rent.
- Cleaning kits provided for bathrooms for wipe down after each use.
- Key pick-up at the Alumni Center, Mon-Fri, 24-48 hours before/after your event. Please make appointment to arrange for key pick-up.
- Key return box located on the porch next to the kitchen door.
- Please return all furniture to layout that it was in when you arrived.
- Table clothes are required for use of picnic tables. They can be plastic or cloth.

OUTDOOR SPACES AND EVENTS –

- Indoor & Outdoor events hosting 50+ persons are required to submit an assembly permit through the City of Keene (Town of Swanzey for College Camp). The following outdoor spaces can hold 50+ persons and will require KSC COVID Management Team approval along with an approved assembly permit:
 - Oya Hill
 - Student Center Lawn
 - Fiske Quad

- Joyce/A-Fields
- College Camp (outside of Pavilion)
- Parking Lots

Should conditions change, events on-campus or at the College Camp may be affected or cancelled with limited notice. We will certainly contact you as far in advance as possible before your event, should a cancellation or postponement become necessary. We understand and apologize for any inconvenience this may pose to your event or group. Please feel free to **contact the Office of Ceremonies & Events (scheidling@keene.edu) if you have any questions.**

(Version 8/24/20)



July 23, 2020

To: Aaron Costa, Operation Manager of Drinking Water and Wastes Water facilities, City of Keene

Fr: Wayne Hartz, Keene State College COVID Team

Re: Project Proposal for the City of Keene and Keene State College to implement Waste Water Sampling to Assess COVID-19 Presence in the Keene Community

Proposal Preparation:

This proposal was prepared in a collaborative process involving the following individuals:

| | | |
|---------------------------------------|---|--|
| Mary Ley | Laboratory Manager, City of Keene | mley@ci.keene.nh.us |
| Eric Swope | Industrial Pretreatment Coordinator, City of Keene | ESWOPE@ci.keene.nh.us |
| Aaron Costa | Operation Manager of Drinking Water and Waste Water facilities, City of Keene | ACOSTA@ci.keene.nh.us |
| Jeanelle Boyer, PhD | Professor, Public Health, KSC | jboyer@keene.edu |
| Colin Burdick | COVID-19 Project Manager, KSC | cburdick@keene.edu |
| Kristin Eineberg, MS, APRN, AGPCNP-BC | Chief Medical Director, KSC | Kristin.Eineberg@keene.edu |
| Wayne Hartz, PhD, CSP | KSC COVID Team, Professor, Safety and Occupational Applied Health Sciences, KSC | whartz@keene.edu |
| Loren Launen, PhD | Professor, Biology, KSC | llaunen@keene.edu |
| Frank Mazzola | Facilities Director, KSC | fmazzola@keene.edu |
| Chris Rennix, ScD, CIH | Professor, Safety and Occupational Applied Health Sciences, KSC | Christopher.Rennix@keene.edu ; |

Purpose:

This proposal seeks to gain agreement between the City of Keene and Keene State College to proceed with Waste Water Sampling to identify COVID-19 particles, present in the waste water stream (sanitary sewer) from the College and Community. The proposal is presented in three sections

1. Rationale
2. Method
3. Define roles and responsibilities
4. Results
5. Limitations
6. Appendix

1. Rationale:

While this Proposal describes the reliance of science to assist in the assessment of COVID-19 RNA in waste water, this is not a research experiment. The City of Keene, Cheshire Medical Center and KSC are interdependent for the health and sustainability of the region. Therefore, this project has the potential to provide the community with early warning and opportunity for action in hopes of holding COVID-19 infection levels to a manageable level. Countries such as Israel, and Universities such as Clemson and University of PA, are presently using this method.

Appreciate KSC, with comprehensive risk mitigation and control measures (pending July approval by the USNH Board of Trustees), is planning to return 3,200 students beginning the last week of August, roughly half from NH and half from New England States. Additionally, K-12 will be reopening since “staying at home”, and in the process reintroduce children, administrators and staff to each other across our county. With the best controls in place, COVID-19 will almost certainly be introduced into our community.

From a public health perspective, there are a number of people at elevated health risk to COVID-19 in Cheshire County. The Center for Population Health, Cheshire Medical Center reported in April 2020, that the number of COVID-19 High Risk (as defined by the CDC April 2020) People in the community, was 38% or 24,371.

Reliance on actual human testing for the virus is not 100% effective, unless a person has health symptoms associated with COVID-19 at the time of the sample collection. However, the genetic material of the virus that causes COVID-19 has been detected in feces from patients diagnosed with the disease, even when they do not have health symptoms.

COVID-19 (SARS-CoV-2) has been detected in wastewater, but not as infectious particles. Other coronaviruses have been shown to remain viable and infectious in water and sewage for days to weeks under particular environmental conditions. The viability of SARS-CoV-2 to facilitate fecal-oral transmission through wastewater prior to treatment is not yet clear, but there is evidence that existing treatment plant disinfection processes successfully disinfect wastewater containing the COVID-19 virus.

Wastewater epidemiology in this situation is dependent upon collecting samples of waste water on a routine basis to track levels of the COVID-19 RNA, over time. The concentrations of COVID-19, expressed every sampling time, will produce a trend line. In this situation, by sampling before the influx of College students, a trend line is established, representing an existing level of COVID-19 in the water. If the trend line begins to increase sharply, it is because there are more infected people in the community. Trend analysis can provide one to two week notice of increasing infection rates, allowing the community and college to increase their efforts to stop the virus spread.

COVID-19 in Sewage directly correlates to community actions taken to stop the spread of the Virus, While research based studies are underway, anecdotal examples include St. Augustine, FL and Clemson University. St. Augustine, FL began sampling sewage for COVID-19 in March 2020 and established a via composite sampling, there was very little COVID-19 RNA in the sewage. St. Augustine, FL opened bars Memorial Day Weekend, and experienced a spike in COVID-19 in the waste water. The City closed bars, shortly thereafter, and the COVID-19 level in the sewage dropped off. Clemson University is also

engaged with the same type of monitoring and discovered the surrounding City is seeing exponential levels of COVID-19 in the water, while the College is revealing very little. However, when football practice resumed, there was an uptick in COVID-19 in the sewage. Clemson has integrated COVID-19 levels into a dash board, which corresponds to action steps such as quarantining residence halls and advising the community.

2. Method

City of Keene Waste Water Treatment Operations has identified two wastewater sample collection points, 1) Manhole number 3135, that would encompass sanitary sewers serving a majority of the college and surrounding neighborhoods (high density of KSC Students) and 2) Martell Court Pump Station (or a manhole upstream of station), that would reflect the Keene Community

Recommended composite sampling frequency is two times a week, for 40 weeks, August 3rd – May 10th. Ideally, 24 hour composite collection would begin Aug 3rd, two weeks before students begin to arrive on campus.

| COVID-19 Waste Water Sampling | | Cost/2 sampling rounds/week | At 40 weeks |
|---|-------|-----------------------------------|-------------|
| Cost per sample (\$450) | \$450 | | |
| Cost to ship two samples in ice overnight FedEx | \$100 | | |
| Two samples per round (2 manholes) | \$900 | \$1,800 | \$72,000 |
| Results Trend Analysis and Decision Matrix Development unique to KSC and Keene | | | \$10,000 |
| Total | | | \$82,000 |

Proposed Water Analysis Firm

Geosyntec Consultants, Inc. (Geosyntec). Geosyntec has offices throughout the northeast (including offices in NH, MA and ME) and owns two environmental laboratories for DNA testing and the capability to test environmental samples for the virus that causes COVID19 (i.e., SAR-CoV-2) on surfaces or in waste water <https://geosyntec.com/COVID-19>. Biobot Inc., a comparator firm also offering waste water sampling charges \$1,200 per sample.

3) Roles and Responsibilities

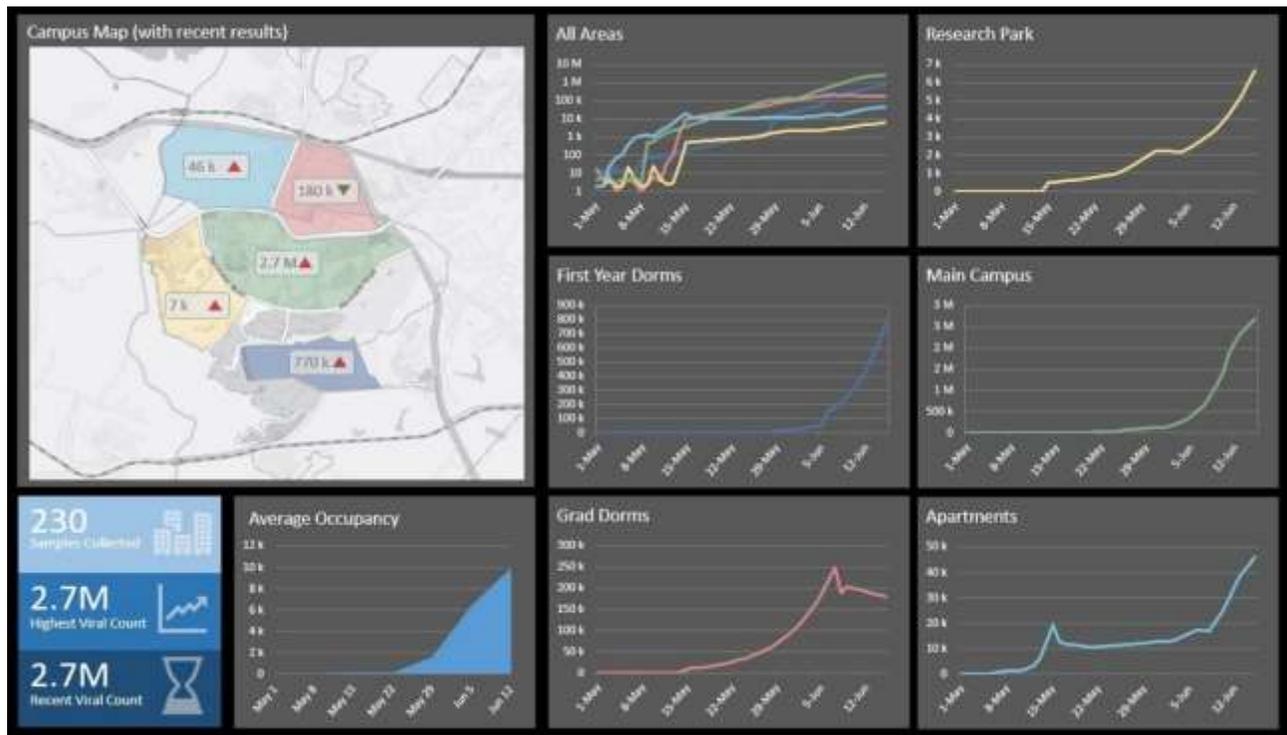
- a. Waste Water Treatment Operations, would provide
 - i. Labor associated with
 1. Sample Collection and Handling
 2. Shipping

- b. Keene State College would pay expenses
 - i. Expenses
 - 1. Shipping
 - 2. Sample Analysis
- c. Geosyntec would provide lab analysis
 - i. Weekly results reporting
 - ii. Trend analysis
 - iii. Data interpretation

4) Results

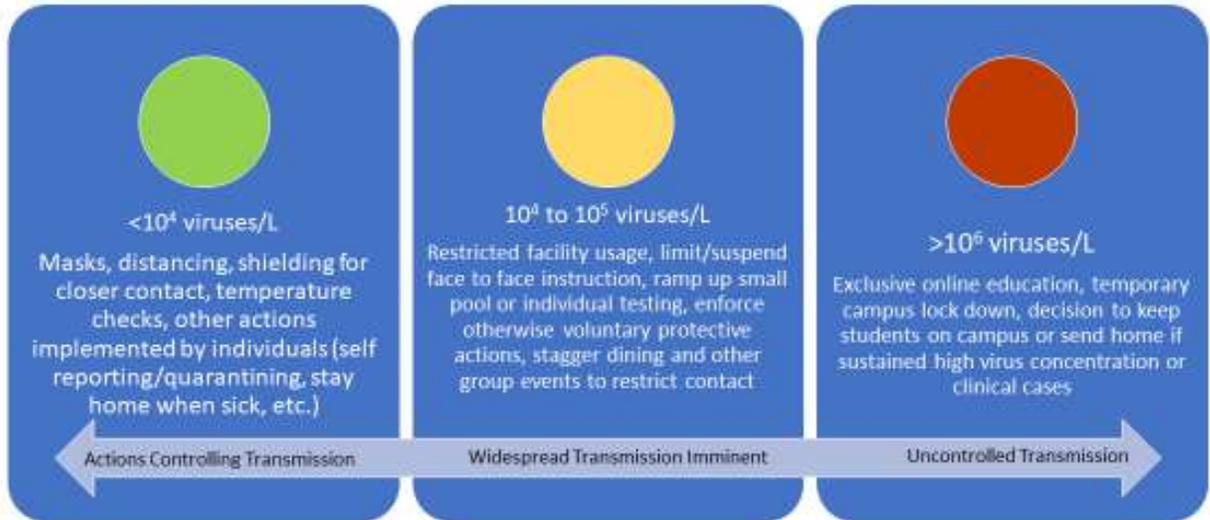
Trend analysis would be shared in weekly meetings with City, Cheshire Medical Center and KSC COVID Response teams. Trigger points would be based on establishing trend line and in consultation with Geosyntec, City, KSC and Cheshire Medical Center.

Results, expressed viruses per liter, would be developed into a dashboard to illustrate concentrations of the virus over time. The diagram below illustrates a sample dashboard for Clemson University, and surrounding community.



Clemson is developing a corresponding Decision Matrix, illustrated below, to translate the trend analysis into action to curtail the spread.

Draft Decision Matrix for COVID-19 Campus Response



- Green, yellow, red actions should be adapted for Keene State. This is not a one size fits all solution rather it is a starter matrix with some responses we hear from other universities and, in some cases, have written into COVID action plans we have developed for colleges and universities. Most campuses are still in the process of refining their COVID action plans and, even when finalized, some fluidity will exist.
- The log concentration break points are probably a reasonable starting point; however, local correlation of virus/L with clinical cases may suggest some adjustment as wastewater data become available.
- The green light is largely individual actions, though recommended by the college.
- The yellow light is college implemented and even enforced actions.
- The red light represents extreme actions by the college to stem an epidemic—these actions should generally not be based on wastewater data alone but rather a combination of wastewater, clinical, epidemiology, and hospitalization data.

5) Limitations

“So what?”, the first question received following a brief power point presentation, addressing how COVID-19 in wastewater or sewage might be useful or applicable. On the one hand, a search for peer review articles demonstrating a correlation between levels of COVID-19 in sewage and public health behaviors was fruitless. On the other hand, there are several grants and cases of real-time monitoring underway to establish a correlation, or, as in the case of St. Augustine, FL and Clemson a pragmatic approach, watching for increasing COVID-19 in sewage, trigger an increased effort to stop the virus spread.

Wastewater Based Epidemiology (WBE) a relatively new field of science, gaining traction since 2000. Sims, N., & Kasprzyk-Hordern, 2020, note WBE as one of 10 methods to monitor communicable disease in a populations (such as hospitalizations, surveys or questionnaires, clinical or health care provider records, clinical surveillance or testing, mortality/morbidity, drug prescriptions),

appreciably, WBE in the case of COVID-19 is able to detect asymptomatic cases before testing of symptomatic cases.

WBE for COVID-19 is of course new and there are not meta-analysis studies to leverage. In the case of Keene (and Plymouth) NH, where communities are small, we only stand to gain in data that in the end could be equal to or of greater value than testing of people.

6) Appendix:

Location of Manhole #3135, KSC Spaulding Parking Lot, North of the Redfern Performing Arts Center. Roughly eight (perhaps 4) vehicle parking spaces would be surrendered for the sampling project.





References:

Special thanks to contributing Geosyntec Consultants:

| | |
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| Mary F. deFlaun, Ph.D., BCES Senior Principal Microbiologist ----- 1750 American Blvd Suite 200 Pennington, NJ 08534 Direct Dial: 609-493-9005 Main Phone: 609.895.1400 Mobile: 609.937.6796 www.geosyntec.com | Duane Graves, PhD, BCES Senior Principal and US Operations Manager SiREM Laboratory 180B Market Place Blvd. Knoxville, Tennessee 37933 Phone: 865.330.0037 Mobile: 865.567.0060 |
|--|--|

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Geosyntec Inc., SARs-CoV-2 Virus Monitoring Services for Universities,
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Sims, N., & Kasprzyk-Hordern, B. (2020). Future perspectives of wastewater-based epidemiology: Monitoring infectious disease spread and resistance to the community level. *Environment international*, 139, 105689. <https://doi.org/10.1016/j.envint.2020.105689>

Revised Tentative Draft Policy and Procedure for SARS CoV-2 testing: Fall 2020

Kristin Eineberg, APRN, CMO

Revised 8.04.2020

1. SARS CoV-2 testing
 - a. For purposes of screening, surveillance, and diagnostics
 - b. Definition:

“Generally, viral testing for SARS-CoV-2 is considered to be diagnostic when conducted among individuals with symptoms consistent with COVID-19 or among asymptomatic individuals with known or suspected recent exposure to SARS-CoV-2 to control transmission, or to determine resolution of infection. Viral testing is screening when conducted among asymptomatic individuals without known or suspected exposure to SARS-CoV-2 for early identification, and surveillance when conducted among asymptomatic individuals to detect transmission hot spots or characterize disease trends” (CDC, 2020b).
 - c. Conducted by
 - i. QUEST Diagnostics and their subcontractors per USNH contract
 1. Fallon Ambulance
 2. Stewarts Ambulance
 - ii. By Keene State College Wellness Center Health Staff
2. STAFF and FACULTY
 - a. All
 - i. Upon return to campus
 - ii. Beginning week of 9/2/2020, repeat screening and surveillance testing
 1. 10 % random every two weeks
 - iii. Immediately if known exposure
 1. Must then Quarantine
 - iv. Immediately if symptomatic or + daily screen/fever >100 deg F
 1. Must then isolate
 2. Clearance to return to be given by The Wellness Center RN Case Manager
 - v. Management and coordinating of testing
 1. By TWC staff, preferably the RN case manager
 - vi. Management of test results
 1. KSC Human Resources
 - a. HR designee(s) to have access to Quantum and/or Medicat
 2. KSC Rapid Response contact tracers
 - vii. Testing Method:

1. PCR-Nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
- b. Healthcare staff
- i. Upon return to campus
 - ii. Beginning week of 9/2/2020, weekly
 - iii. Immediately if known exposure
 - iv. Immediately if symptomatic or positive daily screen/fever >100 deg F
 - v. Testing Method:
 1. initial screen-PCR
 - a. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 2. weekly screen-PCR
 - a. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 3. if symptomatic
 - a. may have bilateral mid-nasal turbinate POC antigen test in-house if testing available (15 min result enables quick isolation of staff and management of contact tracing).
 - b. If antigen test not available or done and negative, immediate PCR as back up and isolate
 - i. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - c. If 1st PCR test negative, continue to isolate, wait 24 hours and retest. If 2nd test negative, and symptoms have improved (no fever for 24 hours without antipyretic and symptoms >75% improved) then cleared to work.
- c. Child Development Center staff (including students & student workers)
- i. Upon return to campus
 - ii. Beginning week of 9/2/2020, weekly
 - iii. Immediately if known exposure
 - iv. Immediately if symptomatic or positive daily screen/fever >100 deg F
 - v. Testing Method:
 1. initial screen-PCR
 - a. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 2. weekly screen-PCR
 - a. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs

3. if symptomatic

- a. may have bilateral mid-nasal turbinate POC antigen test in-house if testing available (15 min result enables quick isolation of staff and management of contact tracing).
- b. If antigen test not available or done and negative, immediate PCR as back up and isolate
 - i. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
- c. If 1st PCR test negative, continue to isolate, wait 24 hours and retest. If 2nd test negative, and symptoms have improved (no fever for 24 hours without antipyretic and symptoms >75% improved) then cleared to work.

d. Campus Safety

- i. Upon return to campus
- ii. Beginning week of 9/2/2020, weekly
- iii. Immediately if known exposure
- iv. Immediately if symptomatic or positive daily screen/fever>100 deg F
- v. Testing Method:
 - 1. initial screen-PCR
 - a. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - 2. weekly screen-PCR
 - a. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - 3. if symptomatic
 - a. may have bilateral mid-nasal turbinate POC antigen test in-house if testing available (15 min result enables quick isolation of staff and management of contact tracing).
 - b. If antigen test not available or done and negative, immediate PCR as back up and isolate
 - i. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swab
 - c. If 1st PCR test negative, continue to isolate, wait 24 hours and retest. If 2nd test negative, and symptoms have improved (no fever for 24 hours without antipyretic and symptoms >75% improved) then cleared to work.

e. Residential Life Staff

- i. Upon return to campus

- ii. Beginning week of 9/2/2020, weekly
 - iii. Immediately if known exposure
 - iv. Immediately if symptomatic or positive daily screen/fever>100 deg F
 - v. Method:
 - 1. initial screen-PCR
 - a. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - 2. weekly screen-PCR
 - a. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - 3. if symptomatic
 - a. may have bilateral mid-nasal turbinate POC antigen test in-house if testing available (15 min result enables quick isolation of staff and management of contact tracing).
 - b. If antigen test not available or done and negative, immediate PCR as back up and isolate
 - i. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - c. If 1st PCR test negative, continue to isolate, wait 24 hours and retest. If 2nd test negative, and symptoms have improved (no fever for 24 hours without antipyretic and symptoms >75% improved) then cleared to work.
- f. Domestic Partners of Residential Life Staff:
- i. Definition: spouse or live-in partner of a KSC Residential Life Senior Staff person living on campus
 - ii. Upon return to campus
 - iii. If symptomatic
 - 1. will need to seek private healthcare and/or NH DHHS for testing
 - 2. notify partner (Residential Life Staff)
 - iv. will need to sign daily attestation of wellness
 - v. Method:
 - 1. initial screen-PCR
 - a. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - 2. Daily attestation-through CEMS
- g. Maintenance Staff
- i. Upon return to campus
 - ii. weekly
 - iii. Immediately if known exposure

- iv. Immediately if symptomatic or positive daily screen/fever>100 deg F
 - v. Method:
 - 1. initial screen-PCR
 - a. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - 2. weekly screen-PCR
 - a. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - 3. if symptomatic
 - a. may have bilateral mid-nasal turbinate POC antigen test in-house if testing available (15 min result enables quick isolation of staff and management of contact tracing).
 - b. If antigen test not available or done and negative, immediate PCR as back up and isolate
 - i. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - c. If 1st PCR test negative, continue to isolate, wait 24 hours and retest. If 2nd test negative, and symptoms have improved (no fever for 24 hours without antipyretic and symptoms >75% improved) then cleared to work.
-
- h. Athletic Trainers, coaches, assistant coaches
 - i. Upon return to campus
 - ii. Beginning week of 9/2/2020, weekly
 - iii. If POC testing available, then additionally, within 24 hours prior to any games
 - iv. Immediately if known exposure
 - v. Immediately if symptomatic or positive daily screen/fever>100 deg F
 - vi. Method:
 - 1. initial screen-PCR
 - a. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - 2. weekly screen-PCR
 - a. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - 3. Prior to games
 - a. may have bilateral mid-nasal turbinate POC antigen test in-house if testing available (15 min result enables quick isolation of staff and management of contact tracing).
 - 4. If symptomatic

- a. may have bilateral mid-nasal turbinate POC antigen test in-house if testing available (15 min result enables quick isolation of staff and management of contact tracing).
- b. If antigen test not available or done and negative, immediate PCR as back up and isolate
 - i. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
- c. If 1st PCR test negative, continue to isolate, wait 24 hours and retest. If 2nd test negative, and symptoms have improved (no fever for 24 hours without antipyretic and symptoms >75% improved) then cleared to work.

3. Contractors

- a. Definition: workers who work on Keene State College campus in a contractual fashion
- b. Chartwells, Antioch, River Valley, C+W
 - i. Upon return to campus
 - ii. Beginning week of 9/2/2020, 10% biweekly random
 - iii. Immediately if known exposure
 - iv. Immediately if symptomatic or positive daily screen/fever>100 deg F
 - v. Method:
 - 1. initial screen-PCR
 - a. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - 2. 10% biweekly random screen-
 - a. PCR-nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - 3. If symptomatic
 - a. PCR and isolate
 - i. nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs

4. STUDENTS

- a. ALL (Residential, commuters, off-campus, continuing education)
 - i. Pre-Arrival
 - 1. 5-7 days prior to arrival
 - a. At designated testing sites
 - b. Via mail in kits
 - c. Expected to quarantine at home from time of negative result until arrival to KSC

- ii. Upon return to campus
 1. Retest all students within 7-10 days of their pre-arrival test
 2. Retest all students within 7-10 days of their first retest for total of 3 tests
 3. Method-
 - a. PCR nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - b. Done on campus by Quest
- iii. Beginning week of 9/2/2020:
 1. 10% random of all students (residential and commuter) every two weeks
 2. Method-
 - a. PCR nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
- iv. As soon as possible if known exposure to person with suspected or known SARS CoV2 infection AND no prior diagnosis of confirmed SARS CoV-2 infection within previous 90 days (CDC, 2020a)
 1. Method-
 - a. PCR nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
- v. Immediately if symptomatic or + daily screen/fever >100 deg F
 1. Method-
 - a. be evaluated in TWC satellite clinic
 - b. Rapid POC testing, if available, (15 min to result) to include any applicable testing types, based on symptoms:
 - i. Rapid strep
 1. If positive but no better after 48 hours treatment, consider SARS CoV2 PCR
 - ii. Rapid flu
 1. If positive but no better after 5 days, consider SARS CoV2 PCR
 - iii. Rapid mono
 1. If positive but no better after 1 week, consider SARS CoV2 PCR
 - iv. Rapid SARS CoV 2
 1. Coinfection possible, so conduct Rapid SARS CoV2 antigen test in house, if available, despite other test results
 2. If all rapid POC testing negative, or POC testing unavailable and symptoms suspicious for COVID-19 then student

- a. to have PCR nasopharyngeal, bilateral mid-nasal turbinate, or bilateral anterior nasal swabs
 - b. To isolate until test resulted
 - vi. Management and coordinating of testing
 - 1. By TWC staff, preferably the RN case manager
 - vii. Management of test results
 - 1. TWC staff, preferably the RN case manager
 - 2. KSC Rapid Response Team contact tracers
- b. Special Populations (all testing strategies recommended in **4.a.** apply with additional or modified as specified under each special population group)
 - i. RAs
 - 1. Upon return to campus (PCR)
 - 2. Beginning week of 9/2/2020, weekly screen (PCR) instead of 10% random every two weeks
 - 3. If exposure, quarantine and PCR within 24 hours
 - ii. Athletes
 - 1. Upon return to campus (PCR)
 - 2. Beginning week of 9/2/2020, weekly screen (PCR) instead of 10% random every two weeks
 - 3. Within 24 hours prior to games via POC rapid antigen, if test available
 - 4. After overnight travel away (PCR)
 - 5. If exposure, quarantine and PCR within 24 hours
 - iii. Clubs
 - 1. Upon return to campus (PCR)
 - 2. Beginning week of 9/2/2020, every one-two weeks screen (PCR) instead of 10% random every two weeks
 - a. Clubs that have interactions with community (such as club sports) will test weekly
 - b. Clubs that have no interaction with community will test biweekly
 - 3. After overnight travel away (PCR)
 - 4. If exposure, quarantine and PCR within 24 hours
 - iv. Nursing, Clinical Field-Based students
 - 1. Upon return (PCR)

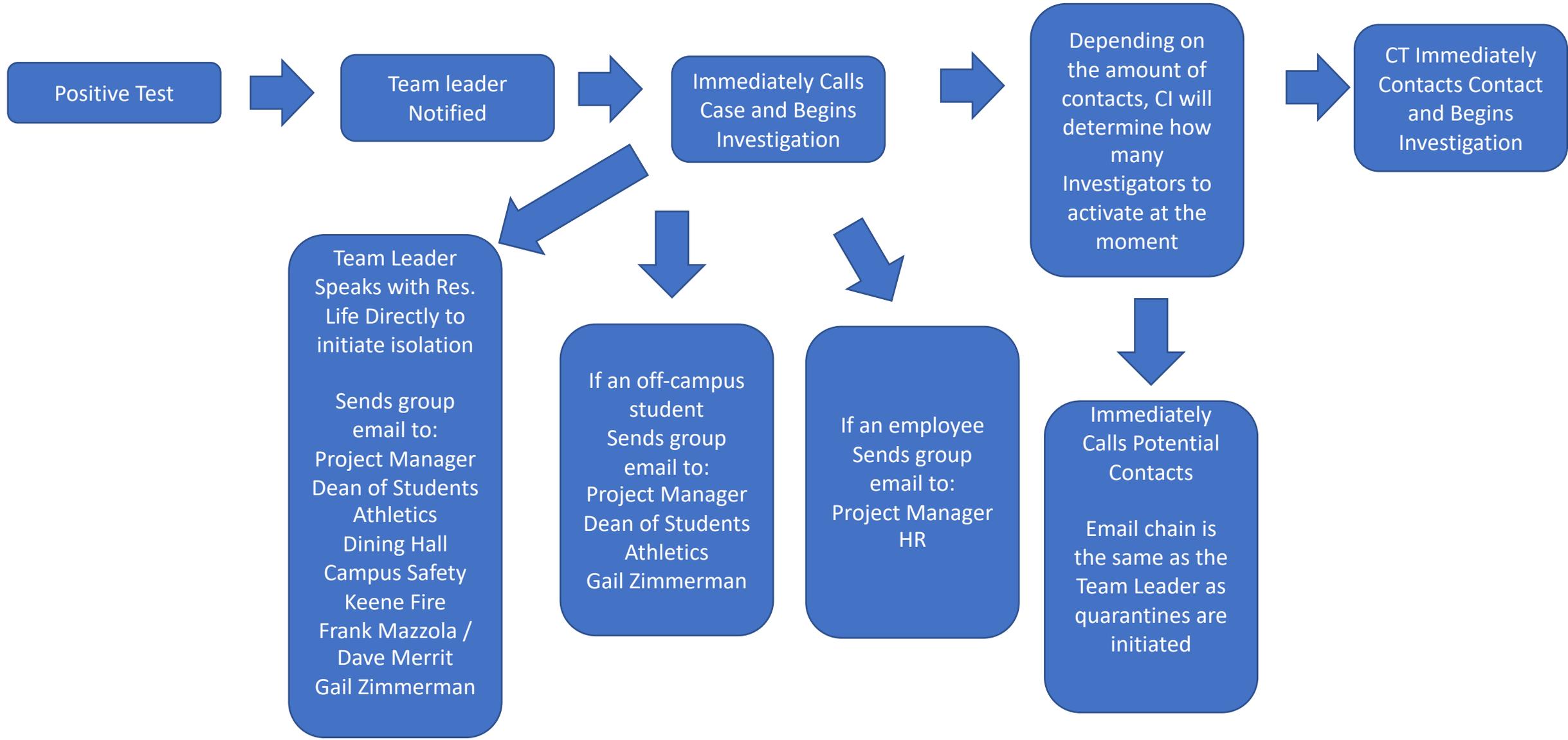
2. Beginning week of 9/2/2020, if attending clinical within community, weekly screen (PCR) instead of 10% random every two weeks
 3. If exposure, quarantine and test (PCR)
- v. Student teachers, Educator Prep Field-Based students, and applicable faculty
1. Upon return (PCR)
 2. Beginning week of 9/2/2020, if teaching involves in-person contact with children, weekly screen (PCR) instead of 10% random every two weeks
 3. If exposure, quarantine and PCR
- vi. Antioch, River Valley
1. Upon return (PCR)
 2. Beginning week of 9/2/2020, 10% random biweekly (PCR)
 3. If exposure, quarantine and PCR

References

- ACHA. (2020). *ACHA Guidelines Considerations for Reopening Institutions of Higher Education in the COVID-19 Era*. Retrieved from [https://www.acha.org/documents/resources/guidelines/ACHA Considerations for Reopening IHEs in the COVID-19 Era May2020.pdf](https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf)
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- Department of Defense. *Memorandum: Force Health Protection Guidance-Department of Defense Guidance for Coronavirus Disease 2019 Surveillance and Screening and Testing*. (2020).
- NH DHHS. (2020b). *COVID-19 Testing Request*. Nh.Gov. https://business.nh.gov/DOS_COVID19Testing/

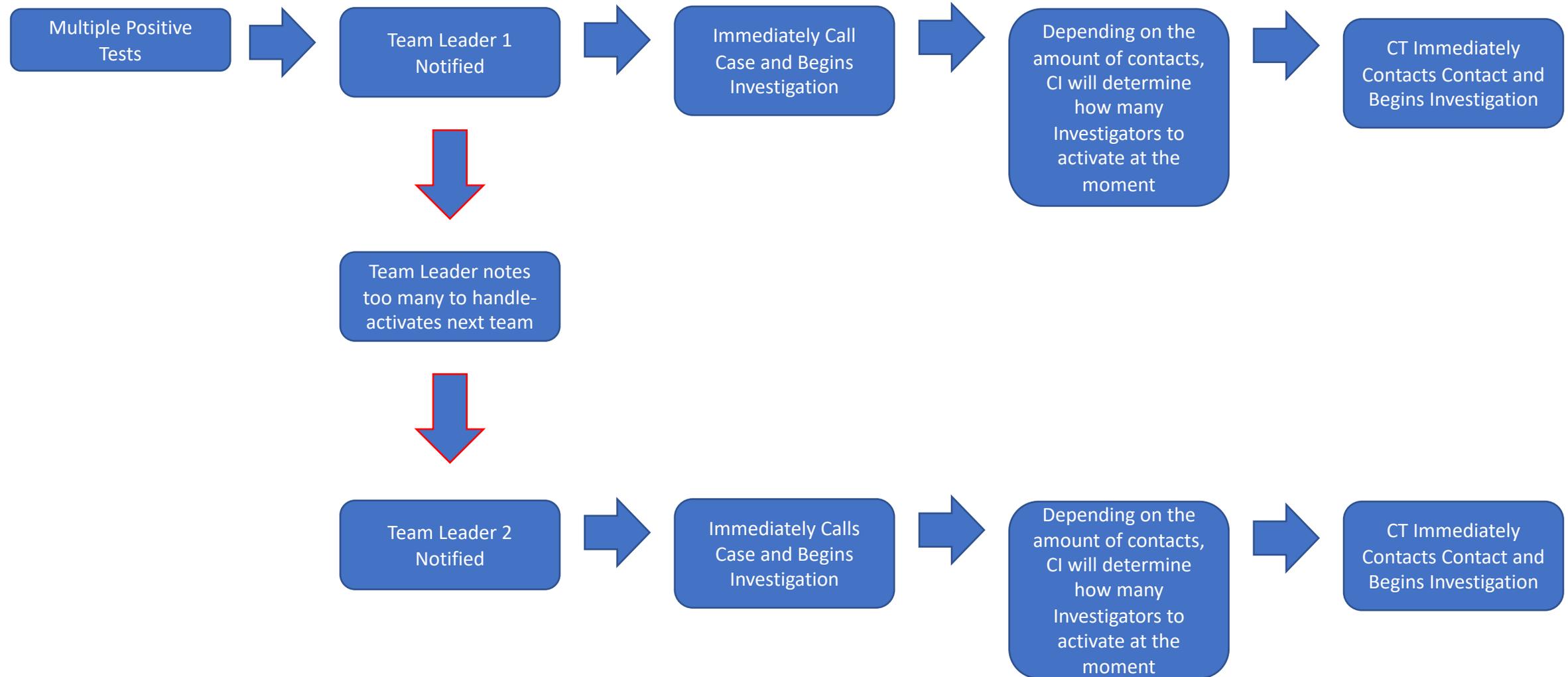
Rapid Response Tracing – Initial call
In the event of one positive case

APPENDIX 31

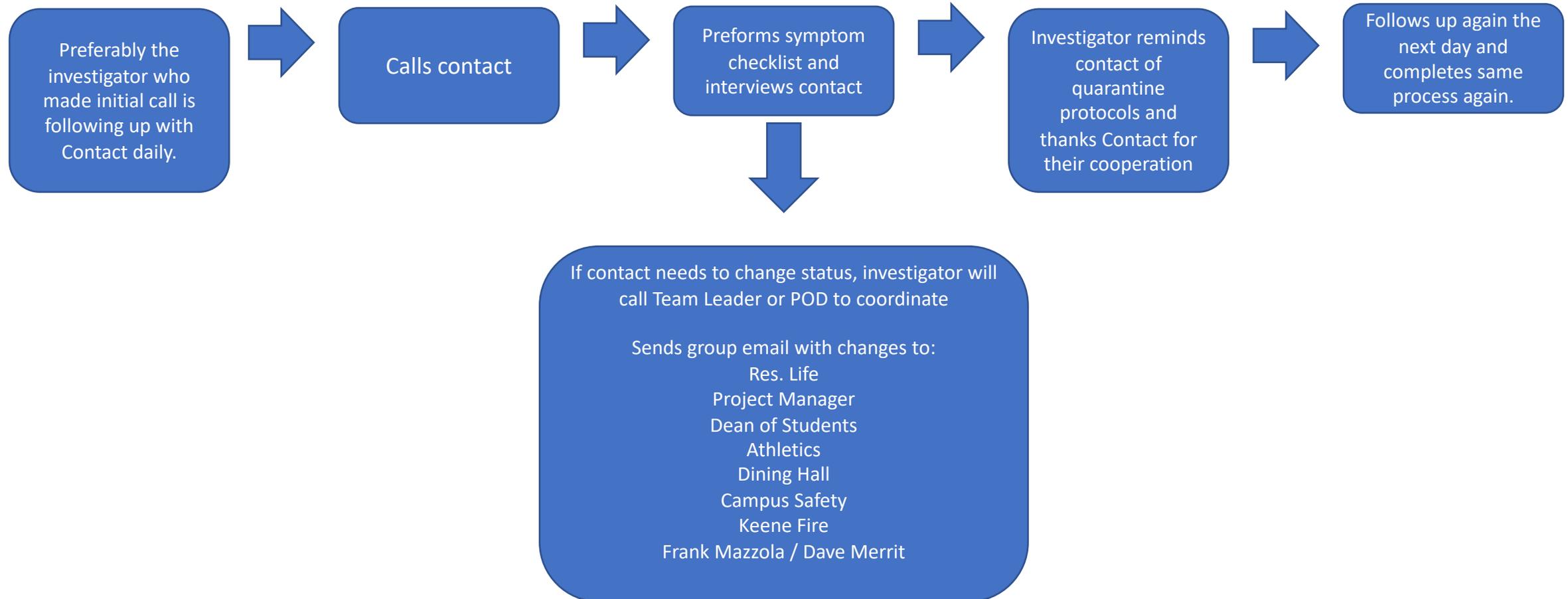


Rapid Response Tracing – Initial Call

In the event of multiple positive cases

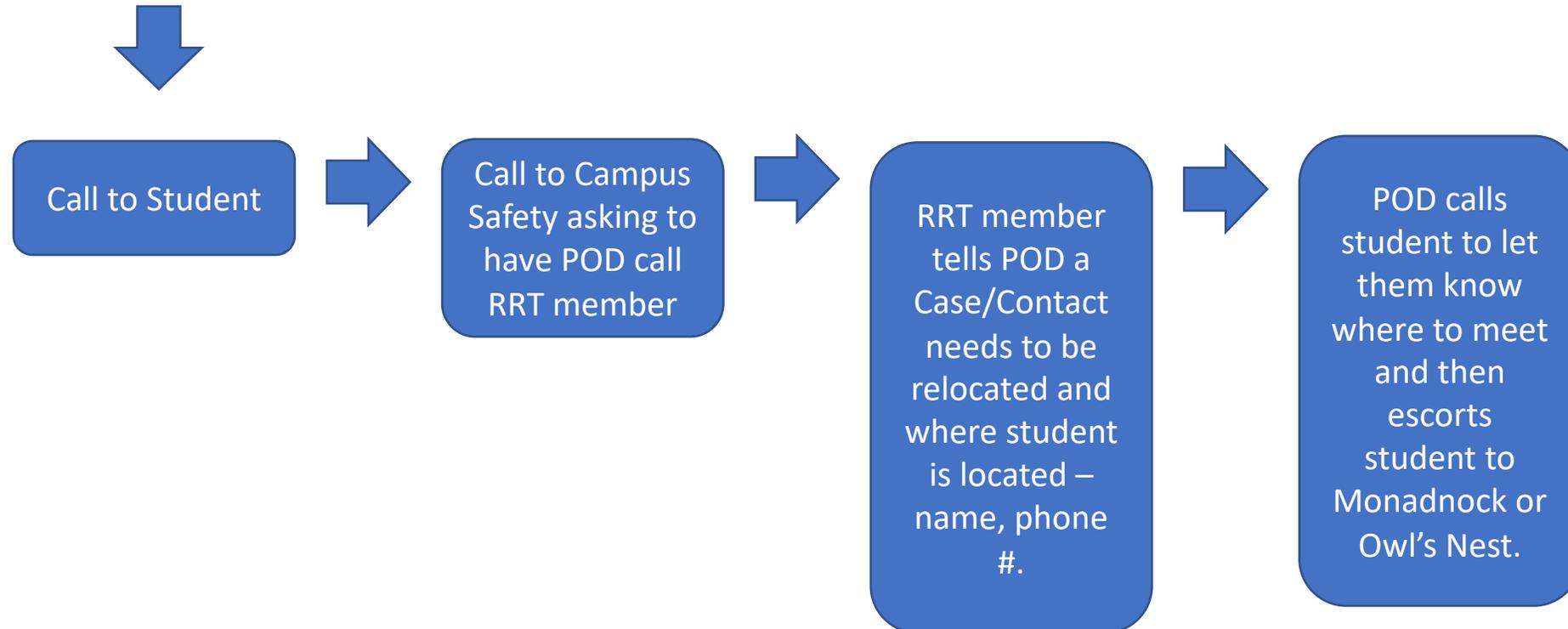


Follow-up Calls to Contacts



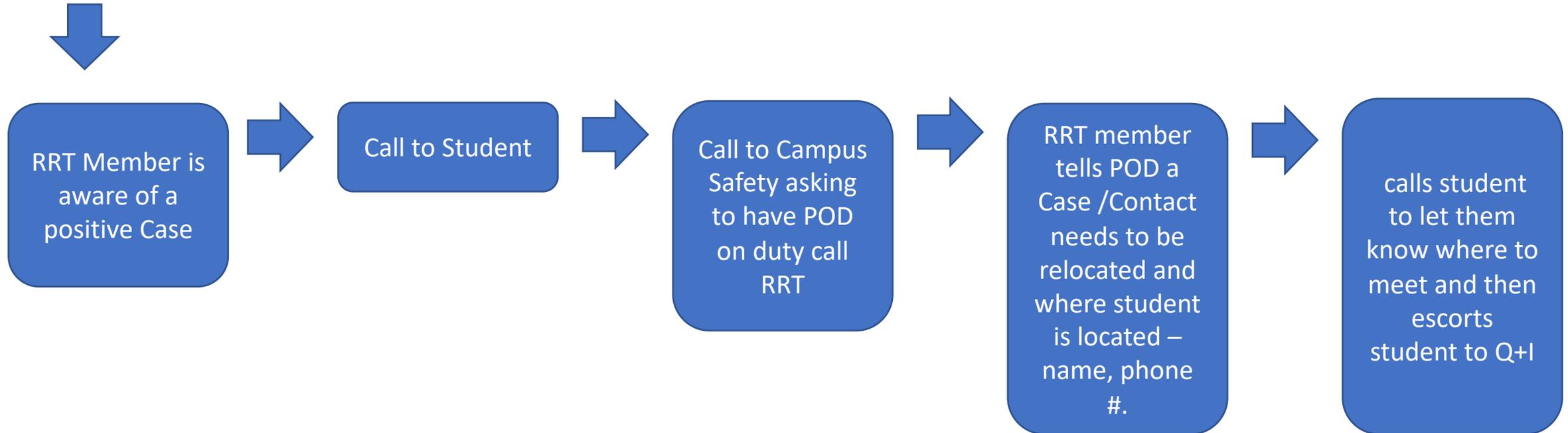
Immediate Response Flow – RRT to Campus Safety

RRT may become aware of a case through review of Mediat or Quest Portal. If the case is an on-campus student, the following flow is followed.



Immediate Response Flow – Campus Safety to RRT

CS may become aware of a case through call from POD, RA/RD/AC, or individual. If the case is an on-campus student, the following flow is followed.



I. WAIVER

- a. Students sign the “Community Commitment Agreement” prior to start of school giving their informed consent that should their SARS CoV-2 (or COVID-19) status be confirmed as needing quarantine or isolation, their status would be shared with select parties on campus on a need-to-know basis for public health safety.

II. **Quarantine:**

- A. Definition: “Quarantine means the separation of a person reasonably believed to have been exposed or potentially exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease... People in New Hampshire who are under quarantine are also under some form of self-monitoring” (DHHS, 2020).

B. Population in question: Students

a. Off-campus and commuters:

- i. If needing to quarantine, they will need to quarantine at their own residence or be responsible for finding alternative place to quarantine. On-campus option will be made available for extenuating circumstances.

b. On-campus, Residential (**On-campus capacity for Quarantine = 30**)

- i. Residential (on-campus) students will be expected to quarantine for 14 days at their permanent home residence. Exceptions will be made case-by-case to allow an on-campus quarantine for students with extenuating circumstances including any of the following circumstances:
1. Student who live outside of a 200-mile radius of KSC
 2. Students with family members at home that are within higher risk populations
 3. Students with homes that wouldn't be safe for quarantine (e.g., not adequate space for quarantine)
 4. Students with permanent residence that doesn't have needed technologies for remote learning
 5. Students who are undomiciled
 6. International students

- ii. Current capacity for Quarantine beds = 30

C. How Need for Quarantine is Determined:

- a. KSC Rapid Response contact tracing team has identified student as exposure to person with known or suspected COVID-19 or SARS CoV-2 infection and should quarantine
- b. Student was notified outside of KSC that they had exposure to person with known or suspected COVID-19 or SARS CoV-2 infection and should quarantine

D. KSC Responsible staff lead for case management:

- a. KSC Rapid Response Contact Tracing team
 - i. Available 24/7

E. Procedure:

- a. Once quarantine need is identified, and student to remain on campus, chain of communication is activated:
 - i. 24/7, first alert Campus Safety
 1. Person's name, DOB, address, phone, current location
 - ii. Campus Safety will then alert:
 1. KSC Rapid Response Contact Tracing Team who will then alert
 - a. TWC- Health Services (Maribeth Fries)
 - i. Responsible staff person to notify DHHS
 1. Fax form to them
 2. DHHS will be responsible to determine if need to notify state public health where student lives if student quarantining at home in another state
- b. Rapid Response Coordinator -Kirk Sanger
- c. Res life- Deb Barrett
- d. Dean of Students- Gail Zimmerman
- e. Athletics- Phil Racicot
- f. Dining- Jen Farrell
- g. DHHS – **NEED CONTACT**
- h. Physical plant: Frank Mazzola and C+W (Dave Merritt)
- i. Project Manager (or incident commander)- Colin Burdick
- j. Campus Safety- Chris Buckley, Stuart Mitchell, Jess Trombley

- i. If student quarantining on campus or anywhere in Keene, then campus safety to alert Keene Fire (because of the need to know where students are and why)
- b. Student escorted to quarantine room: CRRT member will ask Campus Safety to call POD and let them know of student's location and need to relocate immediately. RD will contact student to make arrangements to travel to quarantine location in the next 15-30 minutes. POD will lead student to quarantine building/room and will then provide student with code to enter their room.
 - i. Owls Nest 1,6,7, or 9 (total available rooms for quarantine or suspected, but not confirmed SARS CoV2 infection= 30 beds)
 - ii. Student escorted by: RD/AC on duty (POD)
 - 1. Escort wears PPE
 - a. Surgical face mask
 - b. Eye protection
 - c. Gown
 - d. gloves
- c. Student given quarantine instructions for quarantining and temperature/symptom monitoring including daily temp log
 - i. CRRT to email to student OR
 - ii. POD will supply; link to form is also below:
 - 1. See Appendix A
 - iii. **student was already given thermometer with welcome package**
- d. Meals:
 - i. Facilitated by Dining Services/Jen Ferrell (see attached Appendix B)
- e. Daily communication (M-F) with students quarantining on campus and at home:
 - i. KSC Contact Rapid Response Team will communicate with student daily, Sun-Sat via phone of record, secure message through EHR or email for check in
 - ii. review symptom checklist and temps with student once daily
 - iii. students can contact POD if they need something during weekends, after hours, and holidays

- f. If student quarantines on campus, or in Keene, TWC to arrange for SARS CoV-2 PCR testing by day 5 post- exposure of known or suspected positive contact (per NH DHHS and CDC)
 - i. CRRT to notify TWC when test due and TWC to schedule at URI trailer (tent)
 - ii. If student becomes symptomatic prior to day 4 or 5 post-exposure, they will be PCR tested and moved to isolation in single room/private bath awaiting test result
 - iii. If they are asymptomatic but test is positive, student will be moved to isolation
 - iv. If test is (-), continue to monitor in quarantine for the entire full 14 days post-exposure
 - g. If student quarantines off campus outside of Keene, they will be encouraged to discuss SARS CoV-2 testing with their PCP, local urgent care, or local public health department
 - h. Quarantine ended
 - i. Determined by TWC and DHHS or local state public health
 - 1. 14 days after last date of contact with exposed person unless quarantined student becomes ill, then student converts to isolation status
 - 2. Quarantine to end sooner if contact was presumed positive and learns their status was negative
 - 3. CRRT to notify student quarantine has ended
- F. Special Scenario-Student with no known exposure and no symptoms, but on campus without valid test on file (outside window or test is not PCR)
- a. Escort student to Quarantine room OR ask them to leave and remain off campus until can furnish valid (-) test result

III. **Isolation:**

- A. Definition: "Isolation means the separation of a person known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by public health order. People in New Hampshire who are under isolation are also under active monitoring" (DHHS, 2020).
- B. Population in question: Students

- a. Off-campus and commuters:
 - i. If needing to isolate, will do so at their own off-campus residences or be responsible for finding alternative place to safely isolate. On-campus option will be made available for extenuating circumstances.
 - ii. Symptomatic Commuters and off-campus students:
 - a. If needing to be evaluated
 - i. student will contact TWC for evaluation and testing M-F 8-430
 - ii. Consider seeking care at local urgent care off hours, weekends, holidays
 - iii. If suspected COVID-19 and illness severe, will need to be evaluated at ED
 - b. If COVID-19 illness suspected and evaluated at TWC
 - i. TWC to assess, determine need for testing, arrange for testing
 - ii. TWC to instruct student to isolate
 - c. If suspected COVID-19, TWC to notify DHHS
 - d. If suspected COVID-19, TWC to notify campus safety
 - iii. Asymptomatic Commuters and off-campus students
 - a. If positive test was conducted by KSC screen
 - i. TWC or CRRT notifies student of need to isolate at residence/home
 - ii. TWC notifies DHHS on next business day
 - i. Fax form (appendix C)
 - iii. TWC notifies campus safety
- b. On campus: Residential (**On-campus capacity for Isolation = 30 in Monadnock**)
 - i. Will be housed in designated on-campus space for isolation students (133 beds meet criteria; **but capped at lower number established by trigger point TBD**) or, if preferred by student and can be arranged safely, will be supported to return to permanent residence.
 - a. If testing done and positive, can have a shared room/shared bathroom
 - b. If COVID-19 like-illness and testing not yet done or done and pending, must have private room/private bath (Owl's nest currently 30 beds)
 - ii. If symptomatic:
 - a. During TWC business hours:

- i. Evaluate at TWC and tested
 - b. If after TWC business hours:
 - i. and student prefers testing before next business day, testing can be scheduled off-campus including Convenient MD, Cheshire Medical Center, or at https://business.nh.gov/DOS_COVID19Testing/
 - i. Transportation: Campus safety vehicle outfitted for transportation to and from urgent care/CMC
 - ii. If student illness requires emergency medical response, student transported using Emergency Services to CMC for evaluation/treatment
 - ii. and evaluation/testing can wait until TWC business hours, presume COVID-19 illness and student placed in temporary isolation (in OWLS NEST) until evaluation at TWC
 - iii. Asymptomatic:
 - a. Screened at KSC and tested positive
 - b. Screened elsewhere and tested positive
- C. How determined
 - a. PCR and or point of care (POC) antigen testing, if available. Nasopharyngeal, bilateral nasal mid-turbinate, or bilateral anterior nasal swab
 - b. Confirmed positive test or result is pending
- D. KSC Responsible staff lead for case management:
 - a. M-F 8-430, TWC RN COVID Case Mgr
 - b. Weekends, Holidays, after hours, KSC Contact Rapid Response Team for non-medical assessment/check-in
 - c. TWC to notify DHHS
 - i. DHHS will be responsible to determine if need to notify state public health where student lives if student quarantining at home in another state
- E. Procedure:
 - a. Once isolation need is identified, and student to remain on campus, chain of communication is activated:
 - i. 24/7, first alert Campus Safety
 - a. Person's name, DOB, address, phone, current location

- ii. Campus Safety will then alert:
 - a. Keene Fire (because of the need to know where students are and why)
 - b. KSC Rapid Response Contact Tracing Team who will then alert
 - i. TWC- Kristin Eineberg
 - ii. Rapid Response Coordinator- Kirk Sanger
 - iii. Res life- Deb Barrett
 - iv. Dean of Students- Gail Zimmerman
 - v. Athletics- Phil Racicot
 - vi. Dining- Jen Farrell
 - vii. DHHS- **NEED CONTACT**
 - viii. Physical plant: Frank Mazzola and C+W (Dave Merritt)
 - ix. Project manager (or incident commander): Colin Burdick
 - x. Campus Safety- Chris Buckley, Stuart Mitchell, and Jess Trombley

Student escorted to isolation room: CRRT member will ask Campus Safety to call POD and let them know of student's location and need to relocate immediately. RD will contact student to make arrangements to travel to isolation location in the next 15-30 minutes. POD will lead student to isolation building/room and will then provide student with code to enter their room.

- iii. Responsible Person(s):
 - a. After hours, weekends, holidays, by RD/AC on duty (POD)
 - b. M-F 8-430 TWC staff designee during business hours
 - c. Escort wears PPE and maintains 6 feet social distancing
 - i. Surgical face mask
 - ii. Eye protection
 - iii. Gown
 - iv. gloves
- iv. Isolation location:
 - a. If test done and confirmed positive SARS CoV 2 test, no need for single bed/private bath → Monadnock (total capacity capped at 30 beds)

- b. If ill and needs testing or awaiting testing results, will need single bed/private bath; →Owls nest (total capacity of these private isolation and Q beds combined= 30) until test resulted
- b. KSC Contact Rapid Response Team, POD or TWC staff designee to give instructions for isolation, healthcare kit containing fever-reducing medication, throat lozenges, cough drops and temp log
 - i. See Appendix A
- c. Daily Monitoring
 - i. TWC RN COVID Case Mgr will be in communication with student following business day
 - a. monitor/house call daily M-F 8-430
 - ii. KSC Contact Rapid Response Team to daily check in after hours, weekends, holidays
 - iii. Student can contact POD if need anything at other times
 - iv. ensure PCR testing done if not already
 - v. Notify DHHS if not already done
 - a. See Appendix C for form to be faxed
- d. Meals: Facilitated by Dining Services/Jen Ferrell (see Appendix B)
- e. Isolation ended:
 - i. TWC to determine and communicate to email chain:

bquigley1@keene.edu; stuart.mitchell@keene.edu;
Christopher.Buckley@keene.edu; jtrombley1@keene.edu;
cburdick@keene.edu; Zimmerman, Gail
<gzimmerman@keene.edu>; dbarrett@keene.edu;
Kirk.Sanger@keene.edu; wchs@keene.edu;
jferrell1@keene.edu
 - ii. In collaboration with DHHS, or based on CDC/DHHS policies
 - a. If symptomatic, can be based on symptom duration alone
 - i. Minimum 10 days since symptom onset
 - ii. There have been at least 24 hours without fever without use of fever-reducing medication and significant symptom improvement
 - b. If asymptomatic with positive test, can be based on time duration since positive test
 - i. Minimum 10 days since positive test

Appendix A

Handouts for students in Quarantine and Isolation



KSC_Student
Iso_Quarantine Guide



CDC 10 Things in
Isolation .pdf

Appendix B

Quarantine & Isolation Meals – Fall 2020 – Dining & Residential Life Plan*updated 7.21.20*

Number of students in quarantine/isolation dictates details for meal pick-up/delivery. All meals are pre-packaged, bagged separately (per student), and labeled with the student's name based upon the student's submission via Boost Mobile app.

| | | |
|---|---|--|
| <p>When # of students is less than 5:</p> <ul style="list-style-type: none"> • The Primary on Duty will be responsible for picking up and delivering meals. • The Primary on Duty will package their meals based on student request. | <p>When # of students is between 6-10:</p> <ul style="list-style-type: none"> • The Primary on Duty will be responsible for picking up and delivering meals. • The meals will be pre-packaged based on the student's submission. | <p>When # of students exceeds 10:</p> <ul style="list-style-type: none"> • Dining will be responsible for delivering meals. • They will utilize a golf cart to transport the food. • The meals will be pre-packaged based on the student's submission. |
|---|---|--|

For Students in Q & I (regardless of total #):

- Students place their order with dining via the Boost Mobile App.
 - If they have not placed their order, Residential Life staff can just order them something based on their understanding of any allergies/restrictions they might have.
 - Cases of water will be provided to the Residential Life Office to provide to students even when they may not want a meal. Residential Life staff will leave a water bottle outside of their door so that we know they're hydrating
- There will be predetermined pick-up/drop-off times for three meals per day. These times will remain for any number of students in Q & I, whether picked up by Residential Life staff or delivered by Dining staff.

For Number of Students in Q & I at 10 or under:

- Residential Life staff will inform the Dining staff at the DC Boost Mobile Order Pick-Up spot that they are picking up food for the quarantined/isolated students and will get them whatever main meal they've indicated, a water bottle, chips, and a cookie that is already bagged, labeled by name, and ready to go.
- Residential Life staff will then take the order to the students and deliver it to the appropriate area
- Once Residential Life staff have left the food in the appropriate place, they will email or text the student to inform them it has been dropped it off
 - Staff must be contacting each of the students at least once during the day by text or phone call (via WhatsApp) to make sure they're alright. Report immediately if they express their symptoms are worsening.

DC Boost Pick-Up Hours:

- Monday – Thursday 7am – 8pm
- Friday 7am – 7:30pm
- Saturday and Sunday 10am – 7:30pm
- Your DC Contacts:
 - Penny LaPalme plapalme@keene.edu
 - Shannon McKenzie shannon.mckenzie@keene.edu
 - *When emailing, please email both Penny and Shannon

For Number of Students in Q & I above 10:

- Dining staff will receive requests for quarantined/isolated student meals via the Boost Mobile app and will put together the meal they've indicated, a water bottle, chips, and a cookie that will be bagged and labeled by name & location of student.
- Dining staff will drop off packaged and labeled meals at the entry to the appropriate residence hall, meeting the Residential Life staff person on duty to pass along the bagged meals.
 - Dining staff will NOT enter any residence halls.
 - Dining staff will utilize golf carts on loan from Alumni Office when number of meals/drop off locations necessitate it.
- Residential Life staff will then take the orders to the students and deliver it to the appropriate rooms/areas.
- Once Residential Life staff have left the food in the appropriate place, they will email or text the student to inform them it has been dropped it off

Appendix C

Covid Reporting form for any positive test

- a. <https://www.dhhs.nh.gov/dphs/cdcs/covid19/covid19-reporting-form.pdf>

References

- ACHA. (2020a). *ACHA Guidelines Considerations for Reopening Institutions of Higher Education in the COVID-19 Era*. Retrieved from https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf
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