

Goodwin University Reopening Plan for Phase 3 - Fall 2020

Goodwin University - East Hartford, Connecticut

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Repopulation

This Goodwin University plan is subject to the prevailing medical information and directives suggested by the State of Connecticut. It will go into effect on August 31, 2020.

- While classes for the Fall semester begin on September 8, Goodwin faculty and staff will continue to phase in throughout August.
- We will continue to bring in staff teams at plus or minus 50% of a full department compliment.
- All classrooms, elevators and group rooms have been designated with 50% capacity restrictions.
- The Fall semester will begin with our usual mix of on ground and online classes.
- Additionally, there have been additions to the curriculum to have split schedule with a hybrid option.
- All buildings will be opened for rostered faculty, staff and employees.

Accessing Buildings

The information below will assist you when entering Goodwin buildings. You **must** have your Goodwin ID to enter all buildings. If your classroom, office, or department is located at any of the locations below, it is recommended that you add at least 15 minutes to your morning commute.

417 Main Street

- All Goodwin employees, students, and visitors **must** enter through the front door, located on the Main Street side.
- Please walk on the sidewalk and not through the drive-thru for safety purposes.
- Security will take your temperature when you arrive
- Signs will also be posted as a reminder
- Please do **not** ring the doorbell at the back door; it is not an entrance for Goodwin's use.

3 Pent Road

- All Goodwin employees, students, and visitors **must** enter through the main door.
- Security will check your temperature when you arrive.
- Students are requested to complete a check-in form.

One Riverside Drive

- All faculty and staff located at One Riverside Drive must enter through the glass doors near the loading dock.
- All students must enter through the main front door of each building.

Temperature Check Locations

If you visit a building on campus and you do not notice a security desk/station, please call (860) 913-2100. We appreciate your understanding with assisting us as we maintain a safe and healthy environment and campus.

2 Pent Road	Pathways	3 Pent Road
2 King Court	Histology	403 Main Street
3 Pent Road	Manufacturing	3 Pent Road
9 Riverside Drive	CTRA	211 Riverside Drive (One)
29 Willowbrook Rd	Riverside Magnet	211 Riverside Drive (One)
95 Willowbrook Rd	Riverside Magnet	211 Riverside Drive (One)
167 Riverside Drive	ESL, GU Classes, OIE	211 Riverside Drive (One)
195 Riverside Drive	CTRA Middle School	211 Riverside Drive (One)
211 Riverside Drive	Goodwin University Main Bldg.	211 Riverside Drive (One)
247 Riverside Drive	Communications/Gen Ed/IT	211 Riverside Drive (One)
345 Main Street	Facilities Garage	211 Riverside Drive (One)
351 Main Street	Facilities Offices	211 Riverside Drive (One)
403 Main Street 403 Main Street	Dental, Vision Care Optical , OTA , Medical Assisting , Medical Billing and Coding	
417 Main Street	Funeral Services, Goodwin	417 Main Street

Returning to Campus

The Reopening Taskforce compiled this list of things to do BEFORE and DURING your visits to campus. These safeguards are designed to protect students, faculty, and staff by reducing the risk of spreading the virus in any campus facilities. Please note that these policies and procedures are subject to change based on the evolving nature of COVID-19. Safety training through Human Resources will be provided through an online tutorial participation and will be mandatory prior to your initial return to campus.

In preparation for coming to campus, everyone should evaluate their health for the following:

- Cough/shortness of breath or difficulty breathing
- Muscle pain, chills, and/or sore throat
- Known close contact with a person who is lab-confirmed to have COVID-19
- Loss of taste or smell
- Feeling feverish or measured temperature at or above 100.4 degrees Fahrenheit
- If you are not feeling well, DO NOT come to campus, especially if you are experiencing any of the symptoms listed above.
- Contact your health care provider for guidance and notify your supervisor or instructor of the necessary absence.

BEFORE:

- Self-screen daily before going to campus for any of the symptoms currently associated with COVID-19.
- COVID-19 symptoms may appear two to 14 days after exposure to the virus.
- All students, faculty, and staff must always have their Goodwin ID to enter the buildings.

DURING:

- All persons entering a building must sign in to confirm their attendance.
- Security will check your temperature daily for each building you enter on campus.
- Wear a protective mask or face covering (over both your nose and your mouth) while on campus in any public location (lobby, restrooms, and open areas that provide contact in office, department, and classrooms).
- Failure to comply will involve our security team and may result in your expulsion, dismissal, or termination.
- Maintain the maximum physical distance.
- It is mandatory that you review the posted building protocol signage for foot traffic and spacing in hallways, lobby, and elevators.
- Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Follow all re-opening guidelines for programs or location specific program plans.
- Continue to utilize Microsoft Teams or Zoom for meetings.

- Meetings in conference rooms or common areas should be kept to a minimum and meetings may only take place with physical distancing.
- You must contact the Facilities department to request use of non-scheduled rooms.
- You must use the restroom on your designated floor where your classroom or office is located

Cleaning and Sanitizing

- Disinfecting of all classrooms and labs will be conducted between sessions.
- Disinfecting of all offices and departments will be conducted at the end of the workday
- Do not bring outside cleaning or disinfecting products for your personal use. They are not allowed in any Goodwin building.

Food and Beverage

- All food deliveries must be curbside pick-up only for all Goodwin buildings.
- It is the employee's and student's responsibility to inform drivers not to exit their vehicle.
- You must be outside in front of the building at least 5 to ten minutes prior to your delivery time.
- If you decide to consume your food inside, it must be done in your office or cubicle.
- If you would like to eat outside, there will be designated social distance areas.
- All student consumption of food must be in designated outside areas only.
- Only closed drink containers are permitted (including a cup with a top and straw).
- We highly recommend that you consider bringing prepared food options.
- There will be limited use/access of microwaves and refrigerators (3 persons maximum).
- You must maintain social distancing in faculty/staff lounge as well as all areas on campus.

Containment

- Members of the Goodwin community will be denied entry:
 - If a fever at/above 100.4 degrees Fahrenheit is registered on an individual being screened to enter a building, or other symptoms of the coronavirus are detected, that individual will be denied entry.
 - The student or staff member will be recommended to consult their physician.
 - If after 72 hours, no symptoms are present and/or a doctor's note is produced, readmission will be considered.
 - As tests become available statewide, symptomatic cases will require testing and a negative result prior will be needed for reconsidering access into the facilities.
 - If entry was declined due to a procedural policy, please contact Goodwin Security.
 - Security will determine if any additional requirements must be met prior to granting building access.
 - Failure to comply with the rules listed above will result in denial of entry into Goodwin buildings.
 - Any student issues will be forwarded to Ashley Sciarretta for Student Affairs standards of conduct.
 - Any employee issues will be forwarded to Terry Antoine for Human Resources.
 - Failure to meet any of the screening procedures will deem it necessary to decline entry to a Goodwin University facility.
 - Faculty and students will continue to have strong communications should there be reasons for absences. Students should follow the protocol which exists under normal circumstances to make up work and be attentive to schedules and curriculum.

Shutdown

In the event that circumstances call for a shutdown of the campus similar to March 2020, online protocol and campus closing would be followed as it was then. This protocol has been documented with policies and procedures which can be reinstated with relative ease.

Goodwin University Reopening Taskforce

Terry Antoine, Director of Human Resources

Ashika Brinkley, Program Director of Health Sciences & Public Health

Paula Dowd, Dean, School of Nursing & Health Professions

Ray Maselek, Assistant Vice President of Facilities

Rich McCarty, Chair, Vice President for University Initiatives & Advancement

Ashley Sciarretta, Student Affairs Specialist/Conduct Officer

Rich Vibberts, Director of Campus Safety & Security