

Connecticut College

PLAN FOR RETURNING TO CAMPUS

FALL 2020

Name of Institution: Connecticut College

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Intended date of arrival of the first students (not before August 14): August 24, 2020

Intended date of classes starting: September 1, 2020 (undergraduate students only)

Intended duration of the fall semester or quarter: The fall semester for the undergraduate population will include a combination of in-person and online classes beginning September 1 and continuing through November 24, 2020 with no fall break session. The semester will continue online with students and faculty collaborating remotely on coursework and final projects from November 30, 2020 through December 15, 2020.

Date submitted: July 29, 2020

Part 1 – Plan for Repopulating the Campus

Classroom Usage Plans

Connecticut College has rearranged all classrooms and meeting spaces to meet the 6-foot physical distance requirements between all students and the instructors. This includes spaces on campus that have been converted into classrooms.

Directional signage in the hallways will similarly manage the foot traffic in buildings to ensure social distancing guidelines are maintained. Portable plexiglass dividers will be available in each classroom for instructors to stand behind while interacting with students. To accommodate students' potential increased need for computer access, computer stations will be set up in various locations across campus, configured to allow appropriate six-foot distancing between workstations. Technology with video conferencing capabilities will be added to most classrooms to allow students who are attending remotely to join their classmates. This will also assist faculty who will need to teach certain classes remotely. Sanitizing products, along with instructions, will be available in every classroom.

To accomplish social distancing in classrooms we have developed 3 solutions, classes in person separated by 6' capped at 25, classes where students will alternate attending class sessions on campus and online to reduce the number of students in classrooms by fifty percent and fully online classes. Options will be available:

1. The fully synchronous option (fully in person): Students meet synchronously twice per week. On the first day, half of the class (Group A) comes physically to class and the other half (Group B) joins synchronously through teleconferencing. On the second day, the two groups exchange places: Group B comes physically to class and Group A joins synchronously.
2. The hybrid option: Students meet in person one day per week—half of the class meets on the first scheduled day and half of the class meets on the second scheduled day. The other meeting session is asynchronous, using the eLearning platform.

Dining Halls and Food Service Plans

Connecticut College, has developed a detailed plan that ensures the 6-foot physical spacing and restaurant capacity requirements, aligned with the state's protocols for restaurants. The dining room has been arranged to meet these requirements. Requirements, including physical distancing in line, sanitizing and single use products (condiments and plasticware) will be in place.

Dining Services will extend food service times, use additional food service locations and promote grab-and-go options. Pick up locations will include Harris Dining, Crozier Williams Student Center, Jane Adams Dining Hall, and Humphreys student dining. A reservation software system will be used to allow students to schedule times.

Every member of the campus community is expected to wear face masks in dining areas unless eating, drinking or deemed medically unable.

Facilities Usage Plans (Spaces where other groups congregate)

Connecticut College, in conjunction with our facilities and cleaning staff, will ensure that all events (large gatherings, small group meetings, events and student activities) will maintain social distancing guidelines of 6 feet apart and ensure that appropriate cleaning and disinfection takes place between functions. All students, faculty, staff and guests will be required to wear face masks while on campus unless eating, drinking or deemed medically unable.

Student Activity Facilities

Connecticut College, in conjunction with our facilities and cleaning staff, will ensure that all events (large gatherings, and small group meetings/events and student activities) will maintain social distancing guidelines of 6 feet apart and have proper cleaning and disinfection between functions. We will ask for an RSVP for events to identify attendees, have participants sign a waiver upon participation in order to do contact tracing (should anyone report a positive result of a COVID-19 test). Event planners will be provided with guidelines to help them plan events according to the established state and College regulations.

All students, faculty, staff and guests will be required to wear face masks while on campus unless eating/drinking or deemed medically unable.

Study Facilities (Library, Computer Labs and other study facilities)

Library study spaces in the Shain and Greer Libraries will be reduced to provide at least six feet of distance between seats, reducing capacity by at least 50 percent. Service points (Circulation, ILL, IT Service Desk, Media Services) have been combined into one area to avoid unnecessary travel through the building, but without congestion at the service points. Processes have been redesigned to reduce the physical transfer of items between persons, including touchless checkout and returns using book drops. Circulating materials and equipment will be quarantined three days after their return before reshelving or reuse. Students and staff service providers will be cross-trained to reduce staffing levels at service points and social distancing will be enforced. Queues are designed to ensure safe-distancing while waiting and site specific social distancing markers will be installed, e.g., lines to restrooms. In addition, plexiglass barriers have been designed for service points, study carrels and open-access workstation tables. Clear signage is planned throughout the libraries reminding patrons of social distancing protocols, cleaning and disinfecting protocols, personal protection protocols, and reminders to stay home should they be experiencing symptoms consistent with COVID-19. Patrons will be encouraged to use the provided sanitizing wipes to clean workstations and study surfaces before and after use. Hand sanitizing stations will be provided at key locations throughout the building.

Staff schedules will be staggered to minimize contact across employees, but most job responsibilities will be completed remotely. Only staff who add critical benefit to the student experience and must be present to do the work will be working on campus.

Computer workstations in the library have been arranged throughout the building to provide at least a six feet distance between each workstation. The number of computers in other computer labs on campus has been similarly reduced to provide at least six feet of distance between each workstation. Study rooms and meeting rooms will have reduced seating or will be closed to ensure safe-distancing.

Entrances and exits will be one-way with clearly marked traffic pattern signage installed. The Shain Library is fortunate to have a large entry/exit area allowing distance between exits and entrances. The Greer Library likewise has sufficient space for safe entrance and exit traffic.

The Blue Camel Cafe service point and traffic pattern will provide safe social distancing for customers and employees. Operations will follow the Ledge Light Health District guidelines and College operational routines for other cafes on campus.

Athletics Facilities

Fall athletic competitions have been canceled by the New England Small College Athletic Conference (NESCAC).

Public/external use of the College's Athletic Center are suspended until further notice.

Public rentals of athletic facilities will be managed on a case-by-case basis. All rentals will require strict adherence to the College's safety protocols for athletic play.

Residence Halls (Dormitories)

Connecticut College plans to treat roommates within a room as a family unit, and will primarily assign students to single and double rooms. Triples will only be used when the space allows for proper social distancing.

Each residence hall will have designated entrance and exit points to limit two-way traffic. Any common spaces will have signage and clear expectations for safety, including social distancing and wearing face masks when in these areas. For buildings with communal kitchens, the communal refrigerators will not be accessible to students, but students will have access to stoves and microwaves. Additionally, students will be encouraged to rent microfridges for the private storage of their own food.

Students who are at greater risk for complications of COVID-19 may submit a request for accommodation, such as asking for a single room.

Any student events in residence halls will have six-foot spacing between all participants, and all will be required to wear face masks.

Spaces have been allocated to accommodate students who must be isolated, and students will be encouraged to return home to isolate if they are local.

10% of capacity has been reserved and over 170 students will be allowed to live off campus to free up space.

Residence Hall Bathrooms

Students will be assigned to use specific bathrooms by family units to limit the number of students using each one. Toilets and showers with physical barriers in between each stall will continue to be used, and those without barriers will either have a barrier added or ensure that 6 feet in between them is maintained. Toilet seat covers will be installed in all residential restrooms.

Multi-stall bathrooms will be cleaned/disinfected at least once per day, and cleaning materials will also be available to students in each bathroom. Students residing in suites and apartments with private bathrooms will be provided CDC recommended cleaning materials and instructions for cleaning those spaces.

Orientation and Arrival Protocols for New and Returning Students

Connecticut College will ensure that students living on campus will be assigned staggered times for their arrival and move-in to campus, with stations set up for check-in that maintain social distancing guidelines provide hand sanitizer and include signage about the requirement to wear a face mask.

New Student Orientation will be designed to ensure health and safety protocols are followed, proper signage for social distancing, and the requirement to wear face masks in public spaces except when consuming food and beverages. There are two full days for new students to move onto campus, spread over various assigned times. The Orientation program will be spread out over three days prior to the beginning of classes. All activities will be designed to accommodate six-foot social distancing at all times.

The College's plan for COVID-19 testing is outlined below in Part 2.

Returning residents will also have assigned move-in times spaced out over two days, allowing for six-foot social distancing and following the same protocols and requirements listed above for new students.

Students will arrive on campus at the Athletic Center and immediately be tested before going to the main campus for move in.

Personal Protective Equipment (PPE)

Face Masks

All students, faculty, staff and guests will be required to wear face masks while on campus unless eating/drinking or deemed medically unable.

Connecticut College will offer three reusable and washable face masks to all members of the Connecticut College community. In addition to COVID-19 training, all staff, faculty and students will be notified of the requirement to wear a face mask while on campus.

All members of the College community will be required to sign an acknowledgement of the safety precautions in place. Disposable face masks will be available as needed. Students who arrive to class without a mask will not be allowed to enter the room and will be directed to the appropriate office for a disposable mask.

Other PPE Requirements

Connecticut College and its vendors will provide all necessary PPE, such as face shields, face masks, gloves and gowns, for those individuals such as health care workers, kitchen and custodial staff as required. These staff members will not be allowed to work without the appropriate PPE. Reusable face masks will be provided to every member of the campus community.

Cleaning Protocol (Disinfection)

Connecticut College will follow state and CDC guidelines for cleaning and disinfecting all areas including offices, bathrooms, corridors and public areas. Sanitizing products will be available in every classroom, bathroom, computer labs and shared space, along with instructions.

Hand sanitizers will be placed at every building entrance, in every classroom and in all dining locations. Signs will be posted reminding people to wear face masks, frequently wash their hands and maintain social distancing.

Travel Protocol

The College will follow CDC, federal and state guidelines regarding travel. Members of the college community have been informed of policies regarding domestic and international travel and will be updated on any policy changes to which they must adhere.

Travel protocol, including the rules for isolation and quarantine, will be updated continually to reflect the most current state and CDC guidelines.

Policies and Procedures for College Employees (Staffing)

Connecticut College requires all faculty and staff to read and acknowledge the College's policies. Upon return to campus, all employees will acknowledge and sign a safe practices document that includes the use of a self-reporting app. The app advises the necessary preventative/care steps that must be taken based on a person's symptoms.

Those members who fall into the high risk category will be advised of remote or other work options.

Offices that directly serve students will have plexiglass shields between the employee and student. Signage regarding social distancing, requirements upon entering a building, hand washing and traffic flow will be clearly displayed in all buildings, as will the requirement that all students, faculty, staff and guests will be required to wear face masks while on campus unless eating, drinking or deemed medically unable.

All faculty, staff and students will be required to display their ID while on campus.

Visitor Access Protocol

Connecticut College will remain an "open campus," and all visitors to campus are expected to strictly adhere to our social distancing and safety protocols, including wearing appropriate face masks, and PPE at all times, adhering to state guidelines regarding the number of persons allowed to congregate at any time, and registering with the appropriate office(s) to gain access to the interior of buildings.

All students, faculty, staff and guests will be required to wear face masks while on campus unless eating, drinking or deemed medically unable.

The College will ask for an RSVP for events to be able to know who is coming to events, and ask participants to sign a waiver upon participation in order to do contact tracing (should anyone report a positive result of a COVID-19 test). Event planners will be provided with guidelines to help them plan events according to the established state and College restrictions.

Connecticut College will require all visitors to campus to comply with current CDC, State of Connecticut and College guidelines. Visitors attending events and social activities will be required to follow campus procedures regarding pre-registration, waivers, physical distancing, face masks, and safe dining and sanitation if applicable. Waivers for each event will remain on file in the Office of College Events and provided to Student Health Services to assist with contact tracing if necessary.

Connecticut College will require all vendors and contractors servicing the institution to comply with current CDC and state guidelines for proper physical distancing, face masks, and sanitation processes if applicable when present on campus. Information regarding visitor guidelines will be posted on the College's COVID-19 webpage (Path Forward), included on event materials and posted on the College's intranet. Visitor policies and regulations will continue to be evaluated and updated based on current CDC and State of Connecticut guidelines and adjusted as needed.

Students residing in the residence halls will be highly discouraged from having guests.

Part 2–Plan for Monitoring the Health of Students, Faculty and Staff

Testing Protocol: Arrival of Residential Students

Connecticut College will require all residential students to obtain a SARS-Cov-2 PCR test no more than 14 days before their arrival to campus and submit those results electronically for review by the Student Health Clinic. Any student who does not provide this documentation will be tested within their first day on campus and will quarantine until results are received and reviewed by their designated administrator.

Connecticut College will collaborate with the Broad Institute (MA) on testing. The College will follow the current Connecticut Department of Public Health protocols for quarantine and isolation of students who test positive and will collaborate with local health officials as needed.

Students will be tested twice a week. Over 900 students, faculty and staff will be tested on Monday/Tuesday/Thursday/Friday. Tests will be transported to the BROAD Institute daily. In addition, an app will be used to track results and alert us to any outbreaks.

Testing Protocol: Follow-up Testing 10-14 Days Following Initial Test

This requirement was removed in the June 23, 2020 update.

Testing Protocol: Faculty and Staff

This requirement was removed in the June 23, 2020 update.

Testing Protocol: On-Going Beyond Re-entry Period

All Connecticut College students, faculty and staff who meet the current Connecticut Department of Public Health guidelines for testing of symptomatic patients, will immediately be tested. Close contacts will be tested as indicated by Connecticut state guidelines.

Designated administrators will follow the current Connecticut Department of Public Health protocols for quarantine and isolation with regard to symptomatic individuals, individuals who have tested positive and close contacts of possible/diagnosed COVID-19 cases. Designated administrators will collaborate with local health officials as needed.

Connecticut College will test 100 percent of residential and commuter students and residence hall directors twice a week, in each residence hall using the RT-PCR COVID-19 test.

Appointment of a COVID-19 Coordinator

Victor Arcelus, Dean of Students, will serve as the Connecticut College COVID-19 Coordinator. As such, he will serve as the liaison to other college and university COVID-19 coordinators and will convene with them as directed. He will oversee reporting for the common higher education dashboard.

The COVID-19 Coordinator will collaborate with the College's Student Health Services, Human Resources, and the co-chairs of the Academic Continuity, Campus Life and Business Continuity working groups.

Information About Cases Collection Protocol

Connecticut College's protocol for individuals experiencing symptoms consistent with COVID-19 follows the Connecticut Department of Public Health guidelines for testing, quarantine, isolation and contact tracing. In accordance with this protocol, all students, staff and faculty will immediately inform their designated administrator if they are experiencing possible COVID-19 symptoms. Designated administrators will:

- Advise the individual on next steps.
- Inform the individual that if they are tested for SARS-CoV-2 they should alert their designated senior administrator and have results sent to that individual as soon as possible.

- Follow the current Connecticut Department of Public Health protocols for quarantine and isolation.
- Collaborate with local health officials as needed.

Designated administrators will maintain an open and timely dialogue that protects confidentiality so as to understand the scope of COVID-19 on campus. Contact tracing is a critical component of our protocol. Contact tracing will be evaluated critically to identify potential “hot spots” and appropriate follow-up. Connecticut College’s designated administrators will collaborate with the local department of public health, as needed.

The College is investigating available apps that facilitate daily reporting of symptoms by students, staff, faculty and visitors; provide surveillance and contact tracing; and include a dashboard for data analysis.

Part 3 – Plan for Containment

Symptomatic Testing

Any student living on or off campus who is not feeling well is expected to contact Student Health Services. The staff in Student Health Services will be communicating with students in August about the specific protocols they will have in place for in-person and virtual visits.

The Student Health Services staff will be able to test symptomatic students for COVID-19. This testing will be done in their office and will be billed to insurance if students are on the College’s plan or to families to submit to their own insurance plans. Test results will be sent to a laboratory for analysis. Depending on the symptoms and circumstances, students may be placed in isolation housing on campus, and contact tracing may be initiated while test results are being analyzed.

Isolation/Quarantine Housing

Our twice a week testing plan will enable us to identify people with COVID-19, separate them from engaging with the broader community and initiate contact tracing immediately so that we can lessen the spread of the virus on campus. We will use isolation and quarantine housing to separate people with COVID-19 and lessen the contact with people potentially exposed to COVID-19.

Isolation Housing

Students will be placed in medical isolation if they test positive for COVID-19. Students who show symptoms consistent with COVID-19 but who have not yet received test results will be

placed in transition isolation housing. Medical and transition isolation housing is in River Ridge apartments, Winchester houses and Abbey House.

While in medical and transition isolation housing, students will have full access to wireless internet in their rooms and can continue classes online. Dining Services will provide regular delivery of prepared meals, and Student Health Services staff will also monitor the health and wellbeing of all students through telemedicine.

Quarantine Housing

Quarantine housing is used when a person has been exposed to COVID-19 and needs to separate from other people as a safeguard in case symptoms develop following the exposure. Students will be placed in contact quarantine if they have had “high risk” contact with a person who is positive for COVID-19 or with a person who shows symptoms consistent with COVID-19. “High risk” contact means a healthy student has been closer than six feet to a person with COVID-19 for 10 minutes or more within two days of that person showing symptoms or having a positive test for COVID-19. Students will remain in contact quarantine until their COVID-19 status is known, either 14 days or until they test positive for COVID-19.

Students in contact quarantine will remain in their room if they are in a single and will have specific guidance on how to use the community bathroom. If a student is in a double, they will be moved to a single. While in contact quarantine, students will be able to leave their room to use the bathroom facilities, to pick up meals, to report to Student Health Services and to go to the testing center to continue with their twice a week testing. Students will also be able to continue their coursework online and participate in campus programs and activities virtually. Student Life staff will periodically be checking in on students who are in contact quarantine.

A second type of quarantine is called cautionary quarantine. Individuals, groups, or entire communities may be placed in cautionary quarantine. Cautionary quarantine is a state of limited activity or movement. Cautionary quarantine will be instituted upon arrival to campus and when the prevalence of illness on campus mandates the severe limitation of in-person interactions on campus. We will be instituting cautionary quarantine as we bring everyone back onto campus because it will help the College transition into the semester as we bring people from all over the country and world together on our campus.

During this cautionary quarantine at the start of the semester, students will be expected to stay in their rooms and be able to leave to use the bathroom facilities, to pick up meals, to report to Student Health Services and to go to the testing center for their twice a week testing. Students will be able to participate in campus programs and activities virtually. Most students will be out of cautionary quarantine by the time classes start but if this is not the case for a group of students they will be able to proceed with their classes virtually.

Pre-Arrival and Campus Move In

To keep our community healthy at the start of the school year, we are asking all students to self-quarantine for 14 days two weeks prior to arriving on campus (the weeks of Aug. 10 and 17). During this time, students should follow the same protocols that will be in place on campus when they arrive—wear a facemask at all times, maintain social distancing, wash your hands—and avoid opportunities for contagion.

This self-quarantine means that students should not attend parties/gatherings or go into spaces with a lot of people. By self-quarantining, they are increasing the chances that they can return to campus and not be relocated to isolation housing to start the semester. In addition, if many students come to campus carrying COVID-19 because they didn't self-quarantine prior to arrival, it could impact the entire community and our ability to have an in-person experience on campus.

As noted earlier, we are expecting everyone to be tested during the week of August 17, with a few exceptions that were noted. The duration of your cautionary quarantine will vary depending on your pre-arrival testing:

- Students with a pre-arrival test conducted the week of August 17 with results before arrival will be in cautionary quarantine until the College receives a negative result from their first on-campus test. (1-2 days)
- Students without a pre-arrival test conducted the week of August 17 (exceptions noted earlier) will be in cautionary quarantine until the College receives two negative results from their first and second on-campus tests (5-6 days).
- The duration of cautionary quarantine will vary for students coming from states with high COVID-19 activity (the specific scenarios described below are based on current state requirements that may change):
- If a student arrives with a negative test result taken within 72 hours of arrival in Connecticut then the student only needs to be in cautionary quarantine until the College receives a negative result from their first on-campus test. (1-2 days)
- If a student took a test within 72 hours of arrival in Connecticut but did not receive the result before arrival, the student must remain in cautionary quarantine until their result is received and they must participate in College testing while in quarantine. (1-14 days)
- If a student did not get tested within 72 hours of arrival in Connecticut then the student must remain in cautionary quarantine for 14 days while still participating in the College testing regimen.

Contact Tracing

Designated administrators will serve as contact tracers for the College and will complete a contact tracing training program such as the ones offered by the CDC or Johns Hopkins

University. The Connecticut College Health Clinic will serve as the primary contact tracer for all students, and Human Resources will conduct the contract tracing for all staff and faculty.

The Ledge Light Department of Public Health will be consulted in these processes. Additionally, if any apps are available to assist with this process, they will be implemented.

Health Services Liaison

Connecticut College has established contacts at Hartford Health Care, Yale-New Haven Health System and the Ledge Light Department of Health to assist in the case of a surge on campus or in the region. These relationships will be critical in the event that we need to increase access to testing, medical assessment and medical treatment. The College will continue to develop these relationships as well as specific options in the event of a surge.

Shutdown Plans: Initiated by Connecticut College

The College will work with the local and state departments of public health to determine if a serious outbreak has occurred on campus. If it is determined that the College needs to move to a remote format, as it did in March 2020, similar processes will be followed. The identification of students in need of isolation and quarantine will be of the highest priority. In this situation, the current, dedicated isolation spaces will be insufficient for continued housing of those in isolation and quarantine.

Residential life will carefully evaluate spaces on campus to support isolation and quarantine with minimal relocation to avoid moving individuals who may be contagious. Residential students who do not need quarantine or isolation will return home, as directed by Residential Life. The campus will close and only employees whose jobs provide essential on-ground functions will continue to work on campus under strict safety guidelines. All other employees will assume remote work.

All classes will shift to an online format. The College will follow any guidelines for those returning home or to remote work/learning with regard to self-monitoring or other health precautions. Employees and students will continue reporting to their designated administrators.

Timely, transparent communications to all stakeholders will be critical during the shutdown and thereafter.

Shutdown Plans: Initiated by the State of Connecticut

In the event of a statewide shutdown, Connecticut College will follow the instructions set out by the Governor of the State of Connecticut.

Plan for Continuation in Case of Shutdown

In the event of a shutdown, instruction will continue fully online, as it did in spring 2020. To accommodate social distancing, the College is designing all courses for the fall term so that they can be delivered either synchronously or asynchronously. This will make the transition to fully online instruction relatively seamless. A series of faculty workshops are being held this summer to support faculty in implementing best practices in synchronous online instruction, and the College is investing in additional technological infrastructure to support students and faculty.