



Sacred Heart UNIVERSITY

**UNDERGRADUATE RESIDENTIAL
PHASE 3 REOPENING CAMPUS PLAN
FALL 2020**

Name of the Institution: Sacred Heart University

COVID-19 Key Contact Person:

Gary MacNamara (COVID-19 Coordinator):
EXECUTIVE DIRECTOR, PUBLIC SAFETY/GOVERNMENT AFFAIRS
macnamarag4@sacredheart.edu,
203-650-6768

Members of the SHU Coronavirus Management Team

- Co-chair Michael Iannazzi, chief of staff
- Co-chair Gary MacNamara, executive director of public safety and governmental affairs
- Micheal Alfano, dean, Isabelle Farrington College of Education
- Jeff Barrett, risk manager
- Jim Barquintero, senior vice president, enrollment, student affairs & athletics
- Shirley Canaan, vice president, information technology
- Robin Cautin, dean, College of Arts & Sciences
- Betsy Clachko, medical director
- David Coppola, senior vice president, administration & planning
- Martha Crawford, dean, Jack Welch College Business & Technology
- Maryanne Davidson, dean, St. Vincent's College
- Mary Alice Donius, dean, College of Nursing
- Rob Hardy, vice president of human resources
- Maura Iversen, dean, College of Health Professions
- Michael Larobina, general counsel
- Phil McCabe, senior vice president for finance
- Deb Noack, executive director of communications
- Julie Nofri, executive director for human resources
- Rupendra Paliwal, provost and vice president for academic affairs
- Bill Watson, director of campus operations & facilities
- Larry Wielk, dean of students
- Voytek Wloch, executive director, global affairs & English language institute
- Henry Yoon, medical director, clinical associate professor, Stamford

Our Goal and Commitment to the SHU Campus Community

Resume on-ground residential and commuter courses and activity while promoting a safe and healthy environment. Sacred Heart University's plan to repopulate campus focuses on taking steps to maintain social distance, use masks and promote personal hygiene. To achieve this, there have been modifications to current infrastructure, operational procedures, policies and new protocols instituted for social distancing. In addition, procedures have been developed for the quick identification and response to a possible outbreak.

Personal accountability:

Sacred Heart University recognizes that every member of our community has a personal responsibility to understand the risks of COVID-19 and the ways to prevent the spread, to exercise

personal monitoring and make a commitment to help keep one another healthy. We have initiated an “Our wellness at SHU is up to you” campaign. As a result, all faculty, staff and students are required to take a COVID-19 online training course and must read, acknowledge and agree to follow the Pioneer Promise. Adherence to COVID-19 policies and procedures will be expected from all. Those students or employees refusing to wear masks will not be allowed on campus, will be removed from class and/or disciplined through human resources or the dean of students. This personal accountability extends beyond the campus to our larger community. It is expected that all members of the SHU community will follow and SHU guidelines to prevent community spread. SHU is limiting group gatherings to no more than 12. Those holding off-campus gatherings in violation of those guidelines, including large parties, will be subject to a 30-day suspension for the first violation and expulsion from the University if a second violation occurs.

The Pioneer Promise

The Pioneer Promise requires all students, faculty and staff to protect themselves, protect their fellow Pioneers and protect the SHU community and our neighboring communities.

Protect Myself

I Promise to regularly monitor myself for COVID-19 symptoms such as coughing, difficulty breathing, muscle pains, sore throat or any loss of smell and/or taste and to regularly record my temperature for any fever over 100.4 F. If I am experiencing any of these symptoms, I promise to report them to a campus medical professional.

I Promise to maintain all necessary personal hygiene including frequent hand washing with soap and water as well as the frequent use of hand sanitizer.

Protect My Fellow Pioneers

I Promise to wear face protection at all times on campus in public/common areas.

I Promise to maintain a minimum of six feet social distancing everywhere on campus including in classrooms and all common gathering spaces and to follow all campus directional signage.

I Promise to report all symptoms of COVID-19 and other illness and on such occasions to remain home or in my residence hall room as determined by campus health professionals.

I Promise to be tested in accordance with campus and state guidelines to protect our campus community.

Protect our Sacred Heart community and surrounding neighborhood communities

I Promise to maintain appropriate logs of where I have been and with whom for purposes of contact tracing to protect our campus community and our surrounding neighbors.

I Promise to practice appropriate social distancing and to wear face coverings as needed when I am off campus and in the community at large.

I Promise to be accountable and to hold friends, colleagues and all Pioneers accountable!

Fall 2020 Semester Calendar

SHU-FLEX

The hallmarks of SHU's programs include opportunities for students to interact with peers, build relationships with faculty and network with leaders from various sectors. While there will need to be operational changes to be compliant with the Governor's mandates in response to COVID-19, we are determined to provide these valuable opportunities to students. To ensure that students have these opportunities, all programs will deliver their instruction through the SHU-Flex model. The fundamental characteristic of the SHU-Flex model is that coursework will be offered through a mix of face-to-face meetings, online synchronous class sessions and/or fully online learning activities that do not require students to physically attend class. How the SHU-Flex model gets operationalized in the context of our various programs will differ, but the key takeaway is that the SHU-Flex model provides students with a degree of choice, leverages technological tools to ensure multiple opportunities for collaboration and generates a sense of community that is essential to the educational experience

- All courses can be delivered online and on-ground simultaneously starting August 31-November 24, 2020.
- SHU is eliminating the Columbus Day weekend break and will also hold classes on Labor Day. The University will conclude in-person classes before Thanksgiving break. The plan ensures that students receive the same number of instructional hours as always, with no changes to their already assigned course schedules, but will mitigate risk by limiting trips back and forth to campus that may require additional testing and possible self-isolation. Since most of our graduate students are nonresidents and would present less risk, the graduate calendars will not change, although graduate programs are encouraged to complete on-ground activities before Thanksgiving when possible.
- In-person instruction will end on November 24, 2020, with very rare exceptions. The rest of the semester will be delivered virtually, concluding December 12, 2020.
- To plan for all contingencies, SHU-Flex ensures that the University's faculty will be prepared to deliver course material both face-to-face and virtually to allow for flexibility for students in various circumstances as well as social distancing requirements. It also enables them to seamlessly switch to alternative modes of teaching at a moment's notice should a spike in the virus require a change in plans.

Residential Hall Modifications

All students living in traditional residence halls rooms, apartments and suites are considered a family unit and will not be required to wear a mask while within the room. Students in each bedroom will be six to eight feet distance from each other. Students will be required to wear masks when they are outside of their rooms, apartments or suites. Multi-shared bathrooms will have reduced numbers of students utilizing them by assigning certain rooms to certain bathrooms. Plexiglass partitions have been placed in areas to ensure social distancing for sinks and urinals. Physical barriers are present for separation of toilets and showers. Cleaning and sanitizing have been increased. To maintain social distancing in dorms, common areas require six-foot separation, and the wearing of masks is required. Group sizes must not exceed five people. Dorms are for residents only – no visiting friends in other dorms.

Study groups must meet virtually or in general use areas with appropriate social distancing procedures followed.

General Sanitization of Residence Halls:

- Hand sanitizers will be in all common spaces (lounges, bathrooms and building entrances).
- Cleaning of all high-touch surfaces such as doors handles, lounges and elevators will take place often.

Additional Infrastructure Modifications

SHU maintains more than 2.4 million square footage of buildings, and as we recommissioned each one, we cleaned, disinfected and flushed out all plumbing and HVAC equipment. In particular, per professional recommendations, we have taken extra measures to provide effective ventilation by increasing the supply of outdoor air and supplementing general ventilation with high-efficiency air filters that are replaced regularly. As a result of adhering to six-foot social distancing, classes will be held in rooms at 50% or less capacity.

All facilities have been recommissioned, cleaned and equipped to address COVID-19 prevention needs.

Social distancing in classrooms will be adhered to with seats placed six feet apart, reducing classroom capacity to 50% or less depending on configuration. Wipes and/or disinfectant spray will be available to all students upon entry; students must wipe down the desk/workspace before and after class.

Office hours will take place virtually where possible. If meeting in person, masks and six-foot separation is required. It is strongly recommended that student study groups be held virtually. If face-to-face group meetings take place, the group size must be no larger than five, and social distancing (six feet of separation, wearing of masks) is required.

Social distancing in dining halls has been accomplished by removing tables and changing pedestrian flow to ensure entrances and exits and directional signage are in place. There is separation of six feet indoors, and we have increased outdoor seating with the elimination of self-serve food stations in dining facilities.

Operations and Protocols: Preparation

- We have enhanced our regular cleaning schedule so that common areas, rest rooms, kitchens, etc., are cleaned and disinfected more often. We are all asked to disinfect our work areas when we arrive and before we leave each day. Southeast Services Corporation (SSC), our contracted cleaning service, will be available for regular and additional cleaning as required. The frequency of cleaning will be reassessed and increased as building occupancy increases.
- Measures to improve pedestrian flow within buildings include wall signage and floor decals to encourage six feet of distancing. In addition, directional signage is being installed in dining locations where queuing and waiting occurs.
- We have reduced capacity in our elevators and all riders are required to wear a face mask.
- Multiple-occupancy office spaces, such as cubicles or shared offices, have been evaluated

for either plexiglass installations, barrier modifications, furniture reconfiguration or reduced occupancy. Employees are encouraged to work from home when possible and in coordination with their direct supervisors.

- Plexiglass barriers have been, and will continue to be, installed in a variety of public-facing counters and offices across campus.
- The University has installed higher MERV value air filters, is conducting more frequent preventive maintenance and adjusting air handling units to allow for increased amount of fresh air into buildings

Personal Protective Equipment

All students, faculty and staff will wear masks whenever they are outside their dorm rooms or offices, including classes, common areas and traveling between buildings. SHU will provide all students, faculty and staff with surgical masks, a branded reusable mask and a personal 4-oz. spray bottle of sanitizer for individual use. These bottles can be refilled at various stations on campus. Sanitizing wipes or spray bottles will be available outside of classrooms. Students and faculty must sanitize their area upon entering and leaving class. Gloves, masks and face shields will be provided to students who need to come in contact with others for their clinical or lab experience. Transparent masks will be supplied for those faculty and other staff members interacting with hearing impaired students to accommodate proper and needed engagement. Any student who refuses to wear a mask in class will be directed to leave and will receive an unexcused absence. All faculty, staff, vendors and visitors will be required to adhere to mask requirements, social distancing and personal hygiene precautions.

Social Distancing/Signage

Social distancing will be essential with everyone keeping six feet apart in all common areas. Some pedestrian areas may be one-way only, and fewer people are permitted in classrooms, offices, elevators, stairways and common areas than previously. Some entrances and exits have been modified to limit pedestrian traffic. All areas are clearly marked and signage detailing COVID-19 prevention actions are visible throughout the campus.

Campus Visitors

No overnight guests are permitted in residence halls until further notice. Guests are not permitted inside any buildings. Nonresidential students will not be permitted in residence halls. Residential students are permitted only in their assigned buildings. Residential students may not visit their friends inside other residences. This includes, but is not limited to, commuter students and graduate students. Study groups must be done in specified areas such as library tables, etc. that can be cleaned or disinfected following group use. Live guests in classes will be eliminated, and courses will have video lectures from outside speakers.

All vendors coming to campus will be required to follow all policies and procedures implemented by Sacred Heart University, the CDC and the State regarding proper physical distancing, face covering and sanitation, if applicable, when present on campus.

Move-in Procedures

The Office of Residential Life will open all residence halls for early dropoff for students. Students will have to sign up online for a one-hour time slot. Only 15 students will be permitted to sign up for each area per one-hour slot. The sign-ups will close 48 hours prior to the date so that Residential Life can produce a list for each area, each day. This is strictly for dropping off belongings. Room setups are not permitted.

For residential move-in, the following procedures will be followed:

- Students will be given a specific time to check in to the residence halls
- Students are allowed to have two guests for move-in. Only one guest will be allowed to enter the residence hall per student. Scattered move-in process will be activated to achieve social distancing, i.e. students will be checked in randomly on different floors each hour.

Quarantine of Students from High-Risk States

Students from high-risk states will be required to quarantine in their assigned dorm room with assigned roommates from states that are not high-risk if they arrive at the same time. Otherwise the student from the high-risk state will quarantine alone for the 14-day period.

These students are required to continue to wearing face coverings, maintaining social distance and practicing regular hand hygiene. They will remain on campus during the 14-day self-quarantine to limit interactions with the local community during the self-quarantine period. Students coming from high-risk states who are living on campus will utilize grab-and-go options for campus dining and/or have food and groceries delivered. If classes start during the self-quarantine period, these students will start classes online only. They will not be allowed to utilize campus fitness centers or other large in-person events and will have limited interactions beyond small groups. Students who display symptoms consistent with COVID-19 during their quarantine period will be immediately isolated and tested for COVID-19.

Travel Protocol

Employees

All nonessential business-related travel is prohibited. Those employees traveling for personal reasons are required to follow the State of Connecticut regional travel advisory issued on Wednesday, June 24, 2020, that indicates the following:

...anyone traveling into Connecticut, New York or New Jersey from a state that has a new daily positive test rate higher than 10 per 100,000 residents or a state with a 10% or higher positivity rate over a 7-day rolling average are directed to self-quarantine for a 14-day period from the time of last contact within the identified state.

In addition, employees who choose to travel are required to complete the domestic travel survey

detailing travel plans to ensure they comply with the directive to self-quarantine for the 14-day period prior to returning to campus.

Students

Those traveling into Connecticut from a high-risk state (a state with a new daily positive test rate higher than 10 per 100,000 residents or a 10% or higher positivity rate over a 7-day rolling average) or country will have to self-quarantine for 14 days upon arrival in Connecticut.

International and domestic students coming to campus from states or countries where the 14-day Connecticut quarantine restriction is in effect will need to arrive in the state no later than August 17 if they wish to complete the quarantine before classes start. Students who need to quarantine on campus should fill out the early arrival request form.

Study abroad programs:

All study abroad programs are canceled for fall 2020.

Dining Halls & Food Services

Chartwells, our food service provider, has developed a detailed plan that ensures the six-foot physical spacing and restaurant capacity requirements are 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 such as 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.

All persons are expected to wear masks in dining areas unless eating/drinking or deemed medically unable.

Campus Shuttle Transportation

As with most universities, we need to have a robust system of shuttles for students, faculty and staff to have easy access to their parking areas and facilities. Our contracted bus vendor, DATTCO, has expanded its services to have the shuttles regularly cleaned several times per day. Additionally, we are completing an enclosed parking garage that will accommodate 470 vehicles that we hope will lessen some of the campus parking congestion and shuttle use. Our SHU-Flex educational option will also reduce some of the on-ground learning, therefore reducing shuttle needs.

As students return to campus, DATTCO is implementing the following policies and procedures to ensure that the health and safety of the Sacred Heart community remains our top priority.

- All shuttle vehicles will be thoroughly cleaned nightly. The final step in the cleaning process will be a complete disinfecting of all interior surfaces using EPA-registered cleaning products and following CDC guidelines
 - Special attention will be given to high-touch areas such as handrails, parcel racks, armrests and seatbelt buckles

- We are introducing electrostatic spray technology to ensure cleaning products are applied effectively
- Drivers have been trained and will be supplied with the necessary products and supplies to clean high-touch areas during shift changes on campus
- Our vehicles have always featured state-of-the-art technology to keep clean air flowing into the vehicle and remove potentially harmful particles
- Heating and air conditioning systems recirculate air to remove respiratory droplets, which may contain bacteria or viruses
- Systems completely exchange cabin air with fresh air every 10 minutes
- Seating arrangements feature all forward facing seats, limiting face-to-face interaction between passengers
- There is a series of new driver procedures for their protection and that of the passengers while remaining committed to the highest levels of customer service possible
- Drivers are required to wear masks while loading or unloading and while operating buses with passengers
- All passengers will wear a face covering while boarding, traveling aboard and disembarking
- Drivers will maintain six feet of distance from the entry door while passengers are entering and exiting, only assisting passengers if requested
- Drivers, technicians, cleaners and staff have been trained in industry-leading best practices to keep passengers safe, including new changes to boarding processes and procedures for maintaining vehicle cleanliness throughout the trip
- DATTCO has made and will continue to make significant investments in cleaning equipment and other protections

Health and Wellness

Testing

Pre-arrival testing

All students: The University will continue to follow the guidelines set forth by the State of Connecticut. For safety reasons and to provide us with a universal database from the beginning of the semester, *we are going to require all students (residential and nonresidential) to have had a negative PCR test within 14 days of arriving on campus for classes.*

Partnership with Quest for Testing

Sacred Heart University has partnered with Quest Diagnostics to offer a testing program to our students that will enable them to be tested and to receive their results within the appropriate time frame needed to come to campus. The kit will be sent to the student's home. This program, called "Back to School," is offered as an option. Families are free to obtain testing on their own if they so choose. The University will need to see negative results from a PCR test before students can gain full access to the campus and begin classes.

Following the State of CT guidelines, Sacred Heart University requires any student coming from the high-risk states to have a negative PCR test taken within 14 days of leaving their state and to self-isolate in CT for two weeks prior to attending on-ground classes. Those students leaving a high-risk state are encouraged to arrive on campus 14 days prior to classes to accomplish isolation.

All Employees: Faculty and staff will be tested before the students begin to arrive on August 25.

Post-arrival testing

Random testing of residential students will take place weekly throughout the semester. This will help us monitor the prevalence of the virus on campus and allow for early detection of asymptomatic or pre-symptomatic cases. The University has partnered with Stamford Hospital to provide these tests, and they will be done at no cost to the randomly chosen students.

Students with symptoms shall call the health center at 203-371-7838 for an appointment and/or guidance and will be tested on site.

Tracking

All students and employees will be responsible for self-monitoring symptoms and some vital signs using an app that the University will provide. Everyone will conduct a daily health self-check to screen for symptoms, enabling early detection of positive cases. Those with symptoms will be advised of appropriate next steps through the app.

Treating/containment

Student Health Services (SHS) facility considerations

Reconfiguration of space for staff

- We will avoid any shared office space, communal eating areas, and meetings will be held either virtually, outdoors or with adequate spacing of six feet between staff members

Reconfiguration of clinical space

- We will segregate “sick” and “well” waiting areas. The “well” waiting area will never accommodate students who report any of the symptoms of COVID-19 as recognized by the CDC
- We will maintain at least six feet between students in the waiting area, reception and throughout the facility
- We will separate our exam rooms by “clean” and “dirty” – certain rooms will only be used for students reporting upper respiratory symptoms or symptoms consistent with COVID-19 (“dirty room”)

Enhanced cleaning and disinfecting of facility

- All exam rooms will be disinfected between patients, and staff will wait the appropriate amount of time before entering a “dirty” exam room according to our building’s air exchange time

SHS staff considerations

- Appropriate PPE will be worn by staff – staff will wear a mask at all times and anyone who comes within six feet of ill patients will wear an N95 mask (if available), face shield, gown and gloves.
- All staff will check their temperature daily. Anyone with a temperature of 100.4 or higher will notify the medical director.
- Staff must report any symptoms consistent with COVID-19 to the medical director at first onset.
- Staff are subject to the COVID-19 testing protocol for University employees and will

undergo periodic random testing due to close contact during clinical visits

Procedure for clinical visits at SHS

- Walk-ins are not accepted. Front doors will remain locked to avoid walk-ins. Signs on doors will be posted to call the office for assistance.
- When students call the office for an appointment, they are screened for COVID-19 symptoms, asked about their travel history and are then given a telehealth visit with a clinician. The clinician then decides if the student needs to be seen in person or can be treated via telehealth.
 - Many illnesses will be fully diagnosed and treated over telehealth
 - Some students may be asked to leave lab specimens for testing to facilitate diagnosis or treatment
- Students given an in-person appointment must call from outside and will be brought either to the waiting area or directly to an exam room; as noted previously, exam rooms will be designated “clean” and “dirty” according to reported symptoms
 - Students who report any symptoms of COVID-19 will be escorted into the building through a designated entrance from the back parking lot; all other students will use the main entrance of the building to enter and exit
- We have instituted a touchless check-in process for all in-person visits
- Other considerations:
 - All students will wear a face covering at all times when inside Student Health Services
 - No accompanying guests to appointments, patient only

Testing

- When students are suspected of having COVID-19, they will either be tested in-house with a point-of-care PCR COVID-19 test or will be sent to a testing site outside the University
 - Other diagnoses are ruled out with testing when possible – strep, flu, etc.
- Students will be instructed to quarantine until COVID-19 results are available
- If a positive case of COVID-19 is identified by Student Health Services:
 - The student will be notified and instructed to self-isolate; he or she will be encouraged to go home to isolate; however any residential student who cannot get home will be isolated on campus
 - The COVID-19 Coordinator will be notified to commence contact tracing. Contact tracers will identify close contacts and will instruct them to quarantine

Monitoring

- Students who are diagnosed with COVID-19 and remain in isolation on campus will be monitored daily by a member of the Student Health Services clinical staff through our telehealth platform. They will also continue to fill out the daily online symptom screener
 - If clinical status worsens, the student will be given an appointment at Student Health Services for evaluation or will be referred out for appropriate care
- Contacts who are in quarantine will continue to fill out the daily symptom screener; anyone who subsequently develops symptoms will be referred to Student Health Services for evaluation and testing
- Student Health Services will work with the contact tracing team to identify when students can come out of quarantine and isolation

Hours of Operation

- Student Health Services is open Monday through Thursday from 8:30 a.m. to 8 p.m. and Friday from 8:30 a.m. to 6 p.m.
- After-hours care will preferentially be obtained at St. Vincent's Urgent Care in Trumbull. Hours of operation are Monday through Friday, 8 a.m.-8 p.m. and Saturday/Sunday, 9 a.m.-5 p.m. We have developed a priority relationship for our students with this site. Students will be asked at registration if they attend Sacred Heart University so that any pertinent information can be shared with SHU Student Health Services

Plan for containment when illness is detected

The employee or student will be asked to isolate at home if possible. If that is not possible, Sacred Heart University has designated isolation suites for residential students on campus. In addition, the University has partnered with a local hotel for additional isolation areas. Students who test positive and remain on campus will have a daily telehealth screening.

While in isolation, students may attend classes virtually (as part of the SHU-Flex model). Those who test positive will remain isolated until they meet the latest CDC criteria to end isolation. Generally, that will mean remaining symptom-free for 10 days or more. Roommates will be instructed to isolate within their rooms, if facilities permit, or they will be transferred to facilities that can accommodate isolation until negative test results are received. Those in isolation who receive a positive test will be transferred to quarantine and follow the previously stated quarantine procedure.

Students shall keep a small "go bag" packed with the necessities to allow for quick relocation if they receive a positive test and need to go home. It might not be possible to spend time in their rooms packing following a positive diagnosis.

Partnering with Chartwells, students will receive meals at the following delivery times:
Breakfast 8:30 a.m.; Lunch noon; Dinner 5 p.m. Snacks will be incorporated with dinner delivery.

Quarantine delivery procedures

- Chartwells will establish and identify a manager to oversee the meal delivery program and daily operation. Contact information will be shared with students in quarantine and with clients
- Delivery times will take into consideration student equipment access (including, but not limited to, microwave or refrigeration) and whether meals served are shelf-stable or perishable
- Chartwells culinary will develop a two-week menu cycle. This menu should be modified to most appropriately provide for student meal requirements and equipment access.
- Chartwells will deliver meals to a designated community space for quarantined students, with food transferred to a University representative for delivery to student dwelling. At no time will Chartwells associates be granted direct access to student living quarters or be given residential building access codes or keys
- Chartwells associates may not deliver meals directly to student rooms in any building, including public buildings, which may include hotels used for overflow dorm capacity
- All delivered meals will be documented as received by a University-appointed contact

- All associates delivering food will wear fresh disposable gloves and a uniform mask. Hands will be washed prior to putting on gloves, and again immediately upon return to the foodservice operation
- All food containers will be single-use only disposables. No delivery bags or product will be returned to campus dining operations
- All QA Guidelines for food delivery will be followed.
 - For mass pandemic feeding situations, associates will utilize the Chartwells Pandemic Crisis Feeding Plan
 - Associates will be provided appropriate transportation and protection equipment for deliveries outside of designated work spaces. This includes access to company catering vehicles for delivery to specified buildings, outerwear such as raincoats or umbrellas as necessary, or other mobile carts or devices such as golf carts to ease transportation. Personal vehicles will not be utilized for food delivery. Company-provided mobile phones will be utilized by food delivery associates

Tracing

Anyone on campus who tests positive for COVID-19 will need to participate in our contact tracing protocol. They will need to report anyone with whom they have had close contact. This will be critical to our effort to mitigate virus spread. For this to work, we need to have accurate contact information and emergency contacts for everyone. Students will be required go to the Student Planning and Advising site and make sure their home and local addresses, phone numbers and emergency contact information are current. Under the umbrella of anonymity, trained tracing individuals within the University will reach out to anyone identified as a close contact of someone who tested positive. If the tracers determine there has been close contact, the identified individuals will need to quarantine for 14 days. Employees will work from home if the job permits, and students will attend classes virtually through SHU-Flex.

Contact Tracing: The University has identified a team of contact tracers who will work in coordination with the Bridgeport and Fairfield Health Departments. Contact tracing will be used to identify and contact members of the community (students, faculty, staff) who meet the CDC guidelines for being at risk. These individuals will be told to self-isolate and get tested. The University will use a contact tracing team trained in Johns Hopkins University protocols to work in concert with the state and local community to ensure faster identification of contacts at risk.

Those deemed by the contact tracing team to be at risk will be informed they have been in contact with a confirmed case and provided with the appropriate self-quarantine protocols. In situations where employees are not sick but are in self-quarantine, they should work remotely.

The names of individuals who test positive for COVID-19 will remain confidential.

Daily Personal Wellness Evaluations

The University has expanded our health services software provided by Point-N-Click to provide the capability to conduct daily health surveys. Every day, students, faculty and staff will be reminded to complete a health survey. This will help remind us all to check our daily wellness and determine whether we should stay away from on-campus classes and other activities. Submissions will be

reviewed to determine what, if any, campus-access limitations will be required, as well as whether or not the user should seek a medical appointment to review symptoms.

Shutdown Plans

Sacred Heart University continues to partner with state and local health partners to communicate and monitor COVID-19 outbreaks in our local community and for individual exposure to occur in campus buildings. In the event of a major outbreak on campus, the University is prepared to transition some or all portions of our campus operations to remote operations and send students home for a short or long period of remote learning to contain the outbreak. These decisions will be made in collaboration with local public health authorities based on the prevalence of COVID-19 on campus, identified through symptomatic reports or asymptomatic surveillance testing. In consultation with local and state public health authorities, the University will respond with a temporary or full campus shutdown, should such an event occur. All students, faculty and staff will be notified and procedures will be implemented.

If Sacred Heart University must shut down campus, we will move to remote work and learning for a temporary period of time and then resume face-to-face classes when appropriate.