

## **Montclair State University**

### **CORONAVIRUS PREVENTION AND RESPONSE PLAN**

A new respiratory illness called COVID-19, caused by a novel coronavirus, is a public health risk worldwide. Montclair State University has established this plan to guide its prevention, preparedness and response strategies.

#### **Montclair State's Goals**

1. To minimize the health risks to faculty, staff, students, and visitors to campus
2. To sustain, to the greatest extent possible, the core educational and research programs of the University
3. To keep the University community well-informed

#### **Guiding Principles**

- Montclair State will put the interests of its people first: protecting their health, and preserving the ability of students to complete their studies in a timely manner
- Montclair State will act in a manner that is aligned with the best information and guidance provided by governmental agencies and health experts
- Montclair State will continuously monitor the situation and adjust its responses as necessary

#### **Authority and Responsibilities**

The University's senior leaders and well-trained professional staff are actively engaged in leading the response to this public health emergency.

- The President and Executive Council provides ongoing policy-level guidance and assures a coordinated university-wide effort.
  - Senior leaders are monitoring the situation daily, making decisions, giving direction, managing liaisons with external authorities, and proactively communicating with the campus community.
  - The President makes all substantive decisions with comprehensive input from subject matter experts and the Executive Council. All decisions and action policies are being and will continue to be, communicated proactively and quickly to the campus community.
- The Emergency Response Team implements the strategies established by the President and Executive Council.
  - These highly-trained professionals are reviewing and updating the University's [Emergency Operations Plan](#) and Operational Annexes and assuring that all functional areas are prepared to respond as needed.
- Specific offices are supporting the effort, including the University Health Center, University Communications & Marketing, Student Communications, University Facilities, the University Police Department, and the Office of International Engagement. The Office of the Provost and the Academic Deans are engaged in

the critical task of assuring a coordinated and consistent effort to maintain instructional and research programs.

- All academic and administrative unit heads have been instructed to expeditiously report to the Executive Council any emerging coronavirus-related issues and questions that require attention or decisions.

### **The University is Following Official Guidance**

The University is staying abreast of, and continuously aligning its response to, the guidance of the World Health Organization, the Centers for Disease Control and Prevention (CDC), New Jersey Governor Phil Murphy, the New Jersey Department of Health, and the New Jersey Office of the Secretary of Higher Education.

- Announcements are monitored continuously, and actions taken immediately in response to new directives.
- Substantive decisions related to public health, personnel matters, travel restrictions, facilities maintenance, etc. are being made in accordance with the instructions and recommendations of these authorities.
- The University is complying with New Jersey Governor Phil Murphy's Executive Orders and subsequent clarification and guidance from the Office of the Secretary for Higher Education.

### **Reducing the risk of exposure for members of the University community.**

The University has implemented several risk-reduction strategies, including:

- Extending Spring Break by one week.
- Shifting all instruction to online delivery, effective March 23.
- Banning all University-sponsored travel outside the U.S. and permitting only essential travel within New Jersey.
- Requiring all students living in residence halls to move out, unless they have no other place to stay, consistent with Governor Phil Murphy's Executive Order 107,
- Allowing all faculty members and the vast majority of staff members to work remotely. The small number of employees whose physical presence is essential are working on campus only when and as needed for specific tasks that cannot be performed remotely.
- Cleaning the entire campus thoroughly on a regular basis, and when cases of COVID-19 become known, deep cleaning and disinfecting workspaces and other locations recently occupied by infected persons.
- Mandating a safe six-foot distance between people in meetings or in workspaces, and holding meetings via phone or video conferences, staggering shifts and separating work groups into different locations.
- Not accepting new visitors or students from overseas.
- Prohibiting persons who have been abroad, diagnosed with or been exposed to COVID-19 or been on a cruise ship from entering the campus until they have completed a 14-day quarantine in order to monitor their health and verify they are free from symptoms for 24 hours.

- Creating isolation space in the residence halls for students who need to comply with the quarantine policy and have nowhere else to go.
- Prohibiting from campus anyone living in a region in the United States where a mandatory quarantine or period of self-isolation has been imposed by a governmental authority until after the self-isolation period has expired.
- Prohibiting employees from traveling on University business outside the State of New Jersey unless such travel is deemed essential by the President.
- Discouraging communal dining and increasing “grab and go” options for dining.
- Prohibiting gatherings, and closing Sprague Library and all computer labs, as well as performance spaces, athletics facilities and the recreation center.
- Canceling all performances, athletics contests, events, and student activities.
- Ensuring compliance with infection control and exposure prevention measures established by OSHA and the CDC.
- Regularly informing the campus community about health precautions and reported cases.

### **Providing essential services**

The University will continue to provide essential support services. Here are specifics:

- Police and EMS services will continue. Call 911 in an emergency.
- Residence halls will remain open for students who have nowhere else to live, consistent with the Governor’s Executive Orders.
- Dining options have been reduced and converted to “fix your plate and go” or “grab and go” service. Details are available on the [What’s Open web page](#).
- Information Technology support will continue via email, phone and chat. Users can contact their college or school’s tech team, or the main [Service Desk](#).
- [Sprague Library](#) is closed but library services and resources continue to be available online.
- Almost all public spaces in buildings are closed. Check the [What’s Open web page](#) for the most current information.

### **Responding promptly to reports of COVID-19 cases in the University community**

All faculty, staff and students are asked to notify Patricia Ruiz, Director of the University Health Center when they become aware of infections and exposures within the campus community.

The following situations should be reported:

- Anyone with a positive (confirmed) test for COVID-19
- Anyone who has been in close contact with a person who has tested positive.
- Anyone who has been placed in isolation or quarantine due to suspected COVID-19

Members of the campus community can submit information using this [secure form](#). A link to this form can also be found on the [Reported Cases](#) section of the Coronavirus website.

The Director of the University Health Center will:

- Establish contact with the infected or exposed person and notify him/her of the University's mandatory quarantine policy.
- Provide information to individuals whom it believes may be at risk (such as coworkers or roommates) and notify them of the University's mandatory quarantine policy.
- Notify the VP of Facilities regarding deep cleaning and disinfecting physical spaces, as necessary.
- Coordinate efforts with the public health department.
- Keep records in a safe, secure manner.
- Issue public communications with as much detail as can be provided, consistent with health privacy rules.

### **Preparing for contingencies**

The University is assuring that critical functions and essential support services can continue during the public health emergency. Actions include:

- Putting in place systems and procedures to provide students and faculty with support services remotely.
- Assuring continuity of services and functions that cannot be provided remotely.

The University is playing an active role in the State of New Jersey's contingency planning, including cooperating with the government to prepare space that may be needed for quarantining or providing medical care to the public.

The University has extensive plans and a well-trained staff prepared to manage emergencies.

- The [Emergency Operations Plan](#) provides comprehensive guidance for dealing with a wide range of hazards.
- Detailed operational plans (non-public) that address critical functions and significant risks, including:
  - Public Health Emergencies
  - Alert Warning And Communication
  - Early Notification System
  - Evacuation
  - Emergency Operations Center
  - Active Shooter/ Active Violence
  - Earthquake Response
  - Fire Response
  - Hazardous Materials Incident
  - Gas Pipeline Compromise
  - Train Derailment Response
  - Bomb Threat/Improvised Explosive Device Response
  - Business Continuity
  - Academic Continuity
  - Public Works And Facilities

- o Fire And Rescue
- o Severe Weather And Flooding
- o Power Failure
- o Emergency Medical Services
- o Emergency Shelter
- o Law Enforcement

### **Communicating proactively**

- A [coronavirus web site](#) has been established, and frequent proactive communications are being sent via email and social media to the entire campus. That site has extensive information relating to:
  - o Health and Wellbeing
  - o Reported Cases
  - o Information and FAQs for Faculty, Staff, and Students
  - o Communications from University Leaders
  - o Links to Public Health Resources and Government Agencies
- Communication objectives are:
  - o To convey the best available information about the actual level of risk to the campus community;
  - o To provide a clear guidance about actions and decisions;
  - o To continue to inform the campus community and the public what the University is doing to reduce risks
  - o To provide information about what people can do to reduce risks;
  - o To respond promptly to questions raised by members of the University Community.
- The President maintains direct communication with the Board of Trustees, the Office of the Governor, the Secretary of Higher Education, and other related agencies.
- The Health Center Director maintains direct communication with the public health departments at the local and state levels.
- The Chief of Police maintains direct contact with police chiefs in the surrounding communities and at other universities.

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