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## **About This Plan**

The Montclair State University Restart Plan guides our process as we reopen the University and provides general safeguards for all on campus — students, faculty, staff and visitors — to follow that align with New Jersey Governor Phil Murphy’s phased approach to recovery and his executive orders specifically related to higher education.

The safeguards and protocols outlined in this plan comply with the Governor’s Executive Orders, reflect the guidance of public health authorities and are based on the best currently-available scientific information about how to reduce the risk of spreading the virus that causes COVID-19.

The plan is subject to change at any time in response to new State and Federal regulations, updated guidance from public health authorities and changing circumstances. The University will communicate changes to the campus community by email and by posting them on the official [Red Hawk Restart](#) website.

Comments and questions about the plan may be sent to: [reopen@montclair.edu](mailto:reopen@montclair.edu)

## **Keeping the Community Safe is Everyone’s Responsibility**

The University is committed to being a safe place to live, learn and work. It expects every member of the campus community to comply with this plan. By doing so, you are helping to keep yourself, your loved ones and everyone around you safe.

At Montclair State, we take care of each other. That means practicing the safeguards specified in this plan, educating each other and our visitors about these practices, and being a role model for our colleagues and classmates. We are all in this together and each of us needs to help our entire community stay as healthy as possible.

It is the official policy of Montclair State University that all members of the campus community must follow the directions outlined in this plan. Employees and students who fail to comply may be subject to disciplinary action, and visitors who fail to comply may be subject to being removed from campus. Violations should be reported to Human Resources (for employees) or the Dean of Students Office (for students). These offices will follow up on complaints and if necessary, implement disciplinary procedures. The University Police will provide assistance if someone is being disorderly or uncooperative with requests to comply.

## Revision History

This plan was first published on July 13, 2020. It will be updated from time to time.

Revisions published on August 3, 2020:

- II. Screening, Testing, and Contact Tracing Protocols: contact tracing section expanded
- V. Library and Computer Labs: revised to include information about Library operations during Stage 2
- XI. Intercollegiate Athletics: revised to reflect suspension of fall competitions
- XII. University Restart Health and Safety Committee: names of committee members added
- Additional information about operations during Stage 2 throughout.
- Minor edits for clarity throughout.

Revisions published on August 13, 2020:

- II. Screening, Testing, and Contact Tracing Protocols: Testing section updated to clarify the “who will be tested” information (pp. 23-24).
- III. Instruction: revised to indicate that in-person instruction will resume in the fall semester, in accordance with Executive Order 175 (p. 31).
- IV. On-Campus Housing: added that shared kitchens in residence halls will be open for the purpose of cooking, with limited occupancy, frequent cleaning and no furniture for congregating (p. 38).
- V. Library & Computer Labs: Computer Labs section updated to reflect that computer labs are allowed to open during Stage 2, with the additional safeguard of dedicated hours for high-risk individuals added to the list of precautions (p.42).
- VII. Student Services: added that during Stage 2, recreational activities and programs will be offered both virtually and in person, as allowed by the specific NJ guidelines and regulations pertaining to each type of activity (p. 50).
- IX. Dining: revised to indicate that indoor dining will be permitted, in accordance with Executive Order 175 (p. 53).

Revisions published on Sept. 18, 2020:

- I.2. Face Coverings: updated to reflect new public health guidance on materials for masks, and to clarify when masks are to be used.

Revisions published on October 2, 2020:

- I.2. Face Coverings: updated to eliminate exception that allowed employees to remove face coverings when seated at workstations in open-plan offices

# President's Introduction

This document constitutes Montclair State University's overall Restart Plan and related policies for the Fall 2020 semester. Given the many unknowns and continuing uncertainties attendant upon life in the COVID-19 era, any plan for the fall can only be based on our best assessment of what the next six months will present. However, the principles and goals underlying the Plan are clear and immutable. Our responsibility, as New Jersey's second largest university and as an important public asset of the people of New Jersey, is to do our absolute best under the circumstances to provide our students with a rigorous and meaningful higher education and to enable them to continue to make good progress toward the acquisition of their degrees. Our responsibility is to enable the continuance of the important research and scholarly activities of the University. And our further responsibility to all our students and our fellow employees, is to provide that education and research in a manner that is sensitive to the health and safety of the University community during the changing conditions of the coronavirus pandemic.

These responsibilities are critical because universities are much more like hospitals than like entertainment venues. Lives actually depend on the services we provide. Hospitals save their patients from the diseases, physical disabilities, and deaths that come from lack of adequate health care. Universities, and particularly public universities, save their students from the economic and social disabilities, disparities, and injustices that come from lack of adequate education. The research done in university settings is applied in hospitals and in many other places in society to contribute to the saving of lives and natural and urban environments in many ways.

The work of this University is very important, and this Plan will help guide that work, but this Plan is not, and cannot be, written in stone. We will continue to learn as we go; circumstances will evolve, and we will amend and improve the Plan as necessary. I am very grateful to the many, many people who have been working diligently, putting in long hours over long days, to provide the information and ideas and to take the actions necessary to the production of this Plan. Every single unit of the University was engaged in some aspect of Plan development, from faculty work on instructional plans to University Facilities work on physical plant modifications, cleaning, and PPE procurement, to IT work on technology for faculty and students, to Student Development and Campus Life work on the housing and feeding of students, and many more contributions too numerous to mention.

In addition to all the critical content guidance from the various University units, the President's Advisory Committee on COVID-19 Related Planning provided scientific and professional advice to inform the development of this plan. Members included: Co-Chairs, Dean of the School of Nursing Dr. Janice Smolowitz and Dean of the College of Science and Mathematics Dr. Lora Billings, Associate University Counsel Maria Anderson, Assistant Director of Environmental Health and Safety Gena Coffey, Lt. Tim Fox of University Police, Vice Provost for Research and Dean of the Graduate School Dr. Scott Herness, Director of the University Health Center Dr. Patricia Ruiz, Associate Vice President for Enterprise Application Services Donna Sadlon, and Professor of Nursing and Director of the Graduate Nursing Program Dr. Joan Valas. That group

put in many hours and days in service to the University, reviewing the scientific literature, tracking the actions and planning at other universities around the country, analyzing governmental regulations and guidance and focusing on the application and relevancy of all that information to this particular University environment, and reviewing all the specific plans that form the body of the overall Restart Plan.

I am also very grateful to the teams of people from each of the colleges, schools, and administrative units, as well as the University Senate and the Student Government Association, in all well over 100 people, who read the various elements of the Plan under the pressure of a short timeline and offered their suggestions to help assure that it would be clear and useful to members of the University community.

When all is said and done, our success in achieving our goals for the fall 2020 semester will depend not just on this Plan, but, to a much greater degree, will depend on the constructive will of all of the members of the University community to work together to meet our responsibility for the education of our students, our responsibility to do all the things (the wearing of masks and all the tasks outlined in the Plan) that will help keep each other safe, and our responsibility to be effective short-term stewards of the long-term asset of this important University whose future now rests in our hands.

President Susan A. Cole  
July 13, 2020

## **Background: SARS-CoV-2, The Virus That Causes COVID-19**

At the end of 2019, a novel coronavirus was identified as the cause of a cluster of pneumonia cases in Wuhan, China. The virus was named Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2). It causes COVID-19, and it spread rapidly, causing an epidemic throughout China and an increasing number of cases throughout the world. On January 30, 2020, the World Health Organization declared the COVID-19 outbreak an international public health emergency. In March 2020, the WHO designated the outbreak a pandemic.

The Montclair State University Restart Plan employs several strategies to mitigate transmission of the virus. To understand why these strategies were chosen, it is necessary to understand viral transmission. Scientific experts believe that the virus is most commonly transmitted by direct person-to-person respiratory spread, which occurs when a person with infection coughs, sneezes, or talks to another person and droplets make direct contact with the mucus membranes of the other person. Droplets typically do not travel more than 6 feet. Infection can also occur if a person touches an infected surface and then touches his or her eyes, nose, or mouth. The virus has also been detected in non-respiratory specimens, including stool, blood, ocular secretions, and semen. The role of these body fluids in transmission is uncertain.

According to the World Health Organization, the incubation period for COVID-19, which is the time between exposure to the virus and symptom onset, is on average 5 to 6 days; however, it can be up to 14 days. During this period, which is also known as the “pre-symptomatic” period, some infected persons can be contagious. However, the exact time interval during which an individual can transmit infection to others is uncertain. The virus can be transmitted early in the course of the illness, but the length of time that a person remains infectious is uncertain. The duration of viral RNA shedding is variable and may depend on illness severity.

The risk of transmission varies by the type and duration of exposure, use of preventive measures, and other individual factors such as the amount of virus in respiratory secretions. The risk of transmission increases with the closeness and duration of contact. Most secondary infections have been described among household contacts, in hospitals and long-term care facilities where personal protective equipment was not used, and in closed settings. Outdoor settings are generally considered lower risk for transmission than indoor settings. Viruses present on contaminated surfaces may be another source of infection if susceptible individuals touch these surfaces and then transfer infectious virus to mucous membranes in the mouth, eyes, or nose. The frequency and relative importance of this type of transmission is not established.

These data highlight the importance of taking proactive measures to mitigate the impact of COVID-19 in developing and implementing a plan for returning to campus. They are the basis for the safeguards specified in this Plan, which include social/physical distancing, face coverings, hand hygiene, environmental sanitation, screening for contact and symptom identification, asymptomatic testing for high risk populations, testing for symptomatic or exposed persons, quarantine for exposed persons, isolation for individuals diagnosed with COVID-19, and contact tracing of individuals who have had contact with a person diagnosed with COVID-19.

## **I. General Safeguards**

The University’s goal is to enable our students, faculty and staff to learn, live, and work as safely as possible. In preparing this plan, we have followed the guidance of the NJ Office of the Secretary of Higher Education, based on Governor Murphy’s Executive Order 155. We have based our planning on the most current scientific evidence, as well as the recommendations of the Centers for Disease Control and Prevention, the World Health Organization, and the New Jersey Department of Health.

The foundation of the plan is a set of general safeguards designed to reduce the risk of transmission of the virus. These include:

1. Implementing social/physical distancing
2. Requiring the wearing of face coverings
3. Promoting enhanced hand hygiene
4. Increasing cleaning and sanitization
5. Ensuring the provisioning and proper use of personal protective equipment and cleaning materials
6. Training students, staff and faculty regarding their role in following these safeguards

These safeguards will apply to all University activities permitted during Stage 2 of the Governor's phased approach to recovery and continue in force during Stage 3.

## **1- Social Distancing**

Montclair State University will require all students, faculty, staff and visitors to practice social distancing, which includes maintaining at least 6 feet of distance between people wherever practicable in both indoor and outdoor spaces. The University will install barriers, signage and other visual reminders throughout the campus, and everyone on campus will be expected to be guided by them.

### **Why Distancing is Important**

The virus that causes COVID-19 spreads mainly from person to person through droplets produced when an infected person coughs, sneezes, or talks and the droplets make direct contact with the mucus membranes of another person. The droplets can also be inhaled into the lungs. People who are infected but do not have symptoms can also transmit the virus. A person can also become infected by touching an object that has the virus on it and then touching his/her own mouth, nose, or eyes. Social distancing helps limit contact with contaminated objects and people, and it is meant to be practiced in conjunction with, and not as a substitute for, other actions to reduce the spread of the virus, such as staying home if sick, hand hygiene, sneeze and cough etiquette, use of cloth face coverings and other protective measures.

### **Distancing Methods**

Montclair State University will use a wide range of strategies for social/physical distancing. In addition to the 6-foot rule for indoor and outdoor spaces, the University will:

- Reduce occupancy of classrooms and other instructional spaces.
- Limit large gatherings where the 6-foot distance cannot be maintained.
- Reduce population density on campus through remote and hybrid course delivery, staggering employee work schedules and remote working arrangements.
- Reconfigure furniture to comply with social distancing requirements.
- Modify circulation patterns inside buildings, including designating entry and exit doors and establishing a direction of travel in hallways, where necessary.
- Install physical barriers (shields) in public and densely populated areas and high-volume transaction areas, including reception areas, customer service desks, cashier stations and similar locations.

- Conduct meetings using tele- or video-conferencing platforms (such as Zoom or Skype) Hto the extent possible.
- Encourage employees to eat in personal workspaces and remind all campus community members to maintain appropriate distances when eating in shared spaces.
- Discourage hand shaking and other unnecessary physical contact.
- Discourage people from socializing and congregating in common areas.
- Create awareness of additional areas where students can find distanced opportunities to sit, study and eat

### **Staying Home if Sick**

One important and powerful distancing method available is staying home if sick. During normal times, many employees come to work and students come to class even when they may be sick, for example, when they have a cold or are recovering from the flu. These are not normal times, and all employees and students must stay home if they are sick. Neither employees nor students will be penalized for doing so. Both in regard to employee work responsibilities and student study responsibilities, there will be many methodologies available to assist with work or study from home opportunities, and, in addition, employees have access to appropriate sick leave. **Employees and students are required to stay home if sick.** As members of a community we rely on each other to follow this requirement.

### **Signage**

The University will deploy extensive and consistent signage across the campus to educate students, faculty, staff and visitors and encourage compliance with social distancing practices. *See Appendix A for examples of signage.*

- Signs and decals will be installed at building entrances, common areas, lobbies, lounges, elevators, stairwells, reception areas, residence halls, offices, classrooms, entrances/exits (where required and appropriate), queuing locations, restrooms, visitor areas, key campus pedestrian entry points and intersections, parking garages, and on furniture and flooring.
- Messages will include: help slow the spread, wear a face covering, maintain social distance, wash hands regularly or use hand sanitizer, stay home if you have any symptoms, use the stairs if you are able, this stairwell up/this stairwell down, entrance only/exit only, wash hands with soap and water for 20 seconds, scrub front and back of hands, clean underneath fingernails, avoid touching your face, no mass gatherings, please wait here (with footprints) and stay 6 feet apart, directional arrows, and please sit here only.

### **Guidelines for Specific Spaces**

Social distancing guidelines will apply to all areas on campus, including some of the major areas specified below:

- Elevators, Hallways, and Stairs
  - Acceptable occupancy in elevators will be posted, based on the size of the elevator. Most University elevators will be limited to two or three people, but

- check the occupancy posting before use. The campus community will be instructed to maintain at least 6 feet of distance when waiting for the elevator
- o If you are able to do so, avoid the use of elevators and use the stairs, especially when going only one or two flights.
  - o Some stairwells and hallways will be designated one-way, with signage indicating paths of travel.
- Classrooms
    - o Maximum occupancy limits will be established for every instructional space (approximately 500 classrooms, labs and studios), in order to allow for 6 feet of separation between students.
    - o In rooms where seating is fixed, appropriately-distanced seats will be marked.
    - o Desks and chairs that are not fixed will be moved apart, and their locations will be marked to designate physical distancing requirements.
  - Break Rooms and Communal Kitchens
    - o Seating in break rooms and kitchens will be limited to discourage people from gathering.
    - o Employees should eat at their desks; where this is not feasible, employees should stagger break and lunch times to reduce density in eating areas.
  - Customer Service Areas
    - o Transparent barriers and visual reminders to help people keep a 6-foot distance will be installed at all designated customer service areas.
    - o As needed, signage and arrows indicating traffic flow will also be installed.
  - Office Spaces
    - o Work stations will be separated by a minimum of 6 feet and where appropriate and necessary, transparent barriers and visual reminders will be installed.
    - o Use of work stations in open environments will be adjusted as necessary to ensure social distancing. This may include reducing the number of workstations used on a given day, reconfigurations, installations of physical barriers or other measures, as appropriate.
    - o Temporary alternative work locations will be established as necessary to accommodate social distancing.
    - o Where possible, meetings should be held remotely, and, when not possible or appropriate, social distancing must be observed in conference and meeting rooms.
  - Dining and Retail Areas
    - o Customers will be encouraged to pre-order food for pickup, or use pre-made “grab and go” options.
    - o Appropriate distances between seating will be marked in dining areas, and it will not be permitted to move and regroup tables and chairs.
    - o Face coverings must be worn in dining and retail areas but may be removed briefly for eating and drinking.

- o Dining and retail areas will have signage indicating the direction of the queue as well as paths of travel to reduce cross-traffic.
- o Shielding will be installed at checkout registers.
- Public Restrooms
  - o Users must wear face coverings and observe social distancing requirements in restrooms, as well as practicing good hand hygiene after using the toilet.
  - o The University will install signage in all public restrooms reminding users of these requirements.

### **Student Events and Activities**

Student organizations may hold events, meetings and other activities, both in person and remotely, as long as they are consistent with these guidelines. Students should work with the Center for Student Involvement in advance to ensure that they are following the appropriate procedures.

## **2- Face Coverings**

Montclair State University will **require** all students, faculty, staff, contractors and visitors to wear multi-layer face coverings at all times in all interior public and shared spaces, including classrooms and common areas. When outside, face coverings should be worn whenever it is difficult to maintain a minimum distance of 6 feet between people.

When outside, face coverings should be worn whenever it is difficult to maintain a minimum of 6 feet between people. Some limited exceptions will be permitted as described below.

### **Why Wear a Face Covering**

The CDC and other public health authorities believe, based on the best current data, that wearing a face covering, when practiced with frequent hand hygiene, social distancing, and avoiding contact with others if you have symptoms of COVID-19, helps to prevent the spread of COVID-19. The virus that causes COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Droplets usually travel around 6 feet. A person may be infected and spread the virus before they develop symptoms of illness, which is known as asymptomatic or pre-symptomatic transmission. Wearing cloth face coverings slows the spread of the virus by helping people who have the virus, but do not know that they have it, from transmitting it to others. By wearing a face covering, you are helping to protect every other person with whom you come in contact.

### **Use of Face Coverings**

All individuals should bring a cloth face covering to campus and wear it in all public or shared spaces on campus at all times, except:

- Children under the age of 2 years.
- Persons who are having trouble breathing or become unconscious, incapacitated, or otherwise unable to remove their face covering.

- Student-athletes when engaged in organized activities, in accordance with Section XI of this Plan.
- Performing Arts students when engaged in organized performance, in accordance with specific protocols developed by the College of the Arts.
- Anyone who has been approved by the University Office of Environmental Health and Safety's Department of Occupational Health to wear a respirator in order to perform a specific task, or using another type of PPE needed for a specific task that makes the use of a face covering difficult. When not wearing the approved respirator or PPE for those specific tasks, these individuals are required to wear a face covering.

Employees who are unable to wear a face covering because of a disability should request an accommodation through the Director of Employee Benefits ([benefits@montclair.edu](mailto:benefits@montclair.edu)). Students who are unable to wear a face covering because of a disability should request an accommodation through the [Disability Resource Center](#). Individuals who receive a waiver from the requirement to wear a face covering will be provided with special instructions for how to pursue their activities on campus.

### **Cloth Masks are Strongly Preferred**

The CDC prefers the use of cloth face coverings based on a growing body of scientific evidence that they perform better than paper (disposable) masks at reducing infection. Therefore, the University recommends that the campus community wear cloth face coverings. However, a multi-layer paper (disposable) mask is an acceptable alternative. There may be some circumstances where a disposable mask may be preferred, such as certain cleaning activities, laboratory settings, or when a cloth mask would interfere with a speaker's ability to be understood when using a microphone.

### **How to Wear a Cloth Face Covering**

A cloth face covering should cover the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It should be more than one layer and made of tightly woven fabric. The covering may be purchased, sewn by hand, or made from household items. Members of the campus community may use a purchased or homemade cloth face covering. Do not use loosely-knit fabrics or single layer cloth materials, and do not use a bandana, neck gaiter or scarf.

Cloth face coverings should:

- allow for breathing without restriction.
- include multiple layers of fabric.
- fit snugly but comfortably against the side of the face.
- be secured with ties or ear loops.
- be able to be laundered and machine dried without damage or change to shape.

To wear a cloth face covering correctly:

- Wash your hands first.

- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.

When temporarily removing the covering:

- Avoid touching the outer surface while removing the mask. Remove the face covering by the straps or ties. Do not touch your eyes, nose, or mouth.
- Carefully fold it so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage.
- Wash hands thoroughly with soap and water or use hand sanitizer after handling cloth face covering.

### **When to Wear a Face Covering**

Students, employees, and visitors are required to bring a cloth face covering to campus (and to any off-campus spaces leased or used by the University), and to have the covering with them at all times.

The cloth face covering must be worn in all public and shared places, and at all times when it is difficult to keep at least 6 feet apart from other persons. Public and shared spaces include:

- All indoor public and common areas.
- Classrooms, laboratories, libraries, and other instructional and study areas.
- Restrooms.
- Elevators.
- Stairwells.
- Hallways.
- University-operated shuttles and buses.

You may remove the face covering when alone in a room that you occupy or an office that is not shared. You may also remove it briefly to eat or drink.

If for any reason you arrive on campus without a cloth face covering, or if yours becomes damaged or otherwise unusable, you are responsible for procuring one immediately and until you do, you must:

- Maintain social distance (a minimum of 6 feet from others at all times).
- Cough or sneeze into the bend of your arm.
- Improvise a temporary face covering with multiple layers of any tightly woven cloth that may be available.
- Take steps to obtain a replacement face covering as quickly as possible. Face coverings are available for purchase in vending machines in several campus locations.

### **Restricted and Prohibited Face Coverings**

Certain types of face coverings pose significant health and safety risks to the user and to other people, and therefore they are restricted or prohibited on campus.

#### **Respirators and N-95s are Restricted**

The use of tight fitting filtering facepiece respirators, commonly referred to as N95's, as well as other respirators that are regulated by OSHA (20 CFR 1910.134) require a task assessment and approval of the University Environmental Health and Safety office as well as a medical evaluation by the University's Occupational Health Department. Individuals who are requesting permission to wear a respirator for anything other than an approved task can reach out to the University Office of Environmental Health and Safety at [ehs@montclair.edu](mailto:ehs@montclair.edu) for more information.

#### **Exhalation Valve Masks are Prohibited**

The University prohibits the use of face coverings with exhalation valves, regardless of material. These masks filter the air breathed in but not the air breathed out. If the user is infected with the virus, this type of mask will not stop him or her from spreading it to others.

### **3- Hand Hygiene**

Washing hands with soap and water mechanically removes pathogens and dissolves the oily membrane on a virus which, in effect, causes the virus to expel its contents. Laboratory data demonstrate that alcohol-based hand rub formulations with the recommended alcohol concentrations will inactivate the virus that causes COVID-19.

Therefore, the University strongly encourages all students, employees and visitors to practice enhanced and rigorous hand hygiene. Through signage, training and digital information, the campus community will be reminded to wash your hands often, and especially:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, desktops, or electronic registers/screens.
- Before touching your eyes, nose, or mouth.  
Before, during, and after preparing food.
- Before eating food.
- Before and after treating a cut or wound.
- After using the toilet.
- After changing diapers or cleaning up a child who has used the toilet.
- After blowing your nose, coughing, or sneezing.
- After touching an animal, animal feed, or animal waste.
- After touching garbage.

The CDC recommends washing hands with soap and water whenever possible because handwashing reduces the amounts of all types of germs and chemicals on hands. If soap and water are not available, use a hand sanitizer with a final concentration of at least 60% ethanol or

70% isopropyl alcohol, which will inactivate viruses that are similar to the virus that causes COVID-19. Keep in mind that hand sanitizers may not be as effective when hands are visibly dirty or greasy and might not remove harmful chemicals like pesticides and heavy metals.

Good hand hygiene using soap and water has five steps:

1. Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather hands by rubbing them together with the soap. Lather the backs of the hands, between your fingers, and under your nails.
3. Scrub hands for at least 20 seconds. Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse hands under clean, running water.
5. Dry hands using a clean towel or air dry them.

If using sanitizer or alcohol-based hand rubs:

1. Read the label to learn the correct amount of product to apply.
2. Apply the product to the palm of one hand.
3. Rub hands together.
4. Rub the product on all the surfaces of hands and fingers until hands are dry. This should take around 20 seconds.

The University will provide ample supplies of soap and paper towels or drying machines in restrooms. It will position hand sanitizer stations throughout all buildings on campus, including outside of bathrooms and elevators, to ensure easy access and frequent use. Stations will be positioned at a height that ensures young children cannot accidentally consume the sanitizer. Stations will be refilled regularly with an alcohol-based hand sanitizer that meets CDC criteria.

## **4- Cleaning and Sanitization of Facilities**

Montclair State will implement cleaning and sanitizing procedures designed to reduce the risk of spreading the virus that causes COVID-19. These procedures will comply with all State and Federal regulations and the guidelines provided by public health authorities.

University Facilities will provide overall leadership and coordination in campus cleaning, wipes and sanitization; will procure and distribute cleaning products and personal protective equipment (PPE), including disposable face coverings and shields, hand sanitizer, disinfecting wipes, and plexiglass barriers; will procure and install general/educational signage, will reposition furniture and install markers to assure social distancing in facilities; and will help assure that all members of the campus community are well-informed about facilities use and enlisted in helping to keep campus spaces clean.

Housekeeping staff will prioritize work activities to focus on disinfecting high-touch surfaces, cleaning common areas, and ensuring that hand sanitizer stations, restrooms and hand washing stations are operable, well maintained, and well-stocked. Non-housekeeping employees will be provided with the necessary materials to sanitize their personal work spaces, including instructions for the safe and proper use of these products.

Depending on need and ability to maintain cleanliness, some spaces on campuses may, from time to time, be removed from use or access.

### **Cleaning of General Areas and Work Spaces**

University Facilities will maintain a work plan, including type of cleaning and frequency of cleaning, based on the nature and the intensity of utilization of the various campus facilities. In summary:

**Common Spaces** (elevators, stairwells, lobbies, hallways, study areas, delivery/receiving areas, mailrooms, or loading docks) will be cleaned by University Facilities staff in accordance with CDC and OSHA guidelines, with special attention to disinfecting high-touch surfaces such as elevator buttons and doorknobs several times throughout the day.

**Public Restrooms** will be cleaned and disinfected by housekeepers throughout the day. Soap dispensers will be monitored regularly and refilled as needed, and hand sanitizer will be available outside of each restroom on campus. Signage will be installed to remind users of social distancing and hand hygiene.

**Offices and Workstations.** University Facilities will clean and disinfect reception areas and other high-traffic areas. So that housekeepers can perform the needed additional cleaning work in public spaces, classrooms, lecture halls, science labs, studios and other high use areas on campus, employees will need to take responsibility for disinfecting their individual offices and keeping workstations clean. Housekeepers will continue to provide routine cleaning including vacuuming, dusting and removing trash.

University Facilities will provide EPA-approved cleaning and disinfecting products as well as appropriate PPE supplies, and occupants will be trained and encouraged to use them regularly. Instructions for use of products will be posted, including chemical and safety information.

**Classrooms and Lecture Halls** will be regularly cleaned by University Facilities staff in accordance with CDC and OSHA guidelines. Cleaning, disinfecting, and PPE supplies will be distributed to these areas for occupants to increase the frequency of surface cleaning and disinfecting. Instructions for use of products will be posted, including chemical and safety information.

**Science Labs and Food Labs** will be cleaned by trained lab personnel so that sensitive equipment and research materials are not harmed. Housekeepers will only enter these areas to remove trash. University Facilities will provide supplies and PPE, and Environmental Health and Safety will train lab personnel. *For more information, please see Section VI: Research and Research Laboratories.*

**Computers Labs:** University Facilities staff will provide general cleaning (such as sweeping floors and removing trash) but will not clean computer equipment. The University will provide specific cleaning supplies and materials for Lab staff and for users to disinfect keyboards, mice, and work surfaces before and after usage. *For more information, please see Section V: Library and Computer Labs.*

**Vehicles** will be cleaned regularly and rotated to allow for more frequent disinfecting between routes. Any shared vehicles (campus buses, police vehicles, car rentals, security shuttles) will be cleaned by assigned personnel regularly with a thorough disinfecting between shifts. Hand sanitizer and wipes will be provided in vehicles for the driver and passengers to use. Wherever possible, a vehicle will be assigned to the same individual operator. *For more information, please see Section VII: Transportation.*

**Dining Locations.** The University's food service operator, Chartwells, is responsible for cleaning and sanitizing in all dining areas. All kitchen equipment, food preparation and customer contact points will be sanitized every 30 minutes and customer seating areas will be sanitized on an hourly basis. In addition, Chartwells will provide disinfectant spray bottles, gloves, and paper towels and encourage their use. *For more information, please see Section IX: Dining.*

**Vending Machines.** The University's vending contractor, Canteen, will require its technicians to wear gloves and face coverings, sanitize each vending machine prior to and after product refills, and apply a thin film of material, which will be regularly replaced, to all customer touchpoints. *For more information, please see Section IX: Dining.*

### **Cleaning of Areas Requiring Specialized Custodial Services**

University Facilities will implement specifically delineated cleaning and PPE plans in areas that require special custodial services, including such areas as:

- The Student Center
- University Health Center
- Occupational Health
- The Student Recreation Center
- Residence Halls
- Dining areas
- Conference Center
- Athletic and Performing Arts spaces
- Specialized instructional areas
- Nursing Simulation Center

University Facilities will continue to provide regular cleaning and disinfecting services in these areas and will provide enhanced cleaning and sanitization as needed, using, as may be appropriate to the space, methods such as commercial-grade misters or vaporizers that can sanitize large spaces.

Cleaning, disinfecting, and PPE supplies will also be distributed to occupants in these areas to increase the frequency of surface, equipment, and high-touchpoint cleaning and disinfecting, and will post instructions about how to use the products. University Facilities will coordinate with designated personnel in each of these areas to assure that cleaning and disinfecting supplies are appropriate to the specific needs of the space and are replenished as required.

### **Recordkeeping**

University Facilities will record and maintain documentation regarding cleaning of high-traffic areas, indicating the date, time, location, and personnel involved.

## **5- Personal Protective Equipment and Cleaning Supplies**

Montclair State University will follow State and Federal regulations and the guidance of public health authorities to assure that it procures an adequate supply of the most appropriate hand sanitizer, disinfectants, cleaners, and personal protective equipment (PPE) and that employees and students are educated about the proper, safe use of these materials.

**University Facilities will have sole responsibility for the procurement, storage and distribution of PPE and cleaning supplies for the entire University.** University Facilities will continue to consult with all academic and administrative units to determine their needs and to maintain accurate records and effective utilization of supplies. **Under no circumstances should any department, office, division, school, college or other unit independently order PPE or cleaning supplies.** Supply requests must be submitted and managed in the Maximo Computerized Maintenance Management System by the authorized requisitioner for each unit. University Facilities maintains a list of approved requisitioners for each area and will ensure that work areas receive the appropriate supplies they need.

### **Product Availability**

#### **Hand Hygiene Supplies**

The CDC recommends washing hands with soap and water often to reduce the amount of germs and chemicals on hands. University Facilities staff will monitor soap dispensers regularly and refill them as needed in all public restrooms and at hand washing stations in laboratories and food preparation areas.

If soap and water are not available, a hand sanitizer with a final concentration of at least 60% ethanol or 70% isopropyl alcohol will inactivate viruses similar to the virus that causes COVID-19. The University has purchased hand sanitizer and dispensers for installation in convenient sanitizing stations throughout the campus, including building entrances, exits and corridors, at elevators, and in common areas such as lobbies, lounges, kitchens, and office suites. Bottles of hand sanitizer will be placed at other high touch surfaces such as countertop and cashier stations. Sanitizer stations will be positioned to facilitate use by persons with disabilities and prevent access by young children. University Facilities will monitor hand sanitizer stations regularly and refill them as needed.

#### **Cleaners and Disinfectants**

Cleaning products, paper towels, gloves, and disinfectant spray bottles will be available in all classrooms, lecture halls, laboratories, workshops, student residence rooms, dining facilities, vehicles, and high-volume transaction areas for occupants to conduct frequent cleaning and surface wipe-downs. University Facilities will monitor the availability of these materials regularly and refill supplies. As an additional precaution, designated

personnel in each building, office, or area will be trained on how to refill the solution from storage drums placed in strategic building locations.

### **PPE for General Use**

Montclair State University will require all students, employees, and visitors to bring face coverings with them to campus and to use them while on campus. University Facilities will make face coverings available in a variety of announced locations for those students, employees, or visitors who fail to bring a face covering to campus, or who lose or damage their face covering. The University strongly recommends the use of cloth face coverings instead of disposable paper masks.

### **PPE for Use in Special Circumstances**

University Facilities will maintain an ample supply of gowns, gloves, face shields and goggles and provide them, as approved by the Office of Environmental Health and Safety, to employees whose job functions pose an elevated risk of exposure to the virus that causes COVID-19, such as healthcare workers, emergency aid responders, housekeeping staff, researchers and others whose job functions require the use of these kinds of PPE.

In addition, University Facilities will provide face shields to students and employees who have received approval for their use as a reasonable accommodation. Students should seek approval from the Disability Resource Center or the University Health Center. Employees should seek approval from the Occupational Health Department.

### **Restricted and Prohibited PPE**

Certain types of PPE, such as tight fitting respirators and N95's are regulated, and require a medical evaluation and approval prior to individuals being permitted to wear them. In addition to being regulated, respirators can pose significant health risks to the user.

Use of a face covering with an exhalation valve is not permitted on campus at any time.  
*Please see Section I: General Safeguards for more information on face coverings.*

## **6- Training of Students and Employees**

### **Training of Students**

Montclair State University will provide students with comprehensive training regarding COVID-19 sanitization and social distancing practices and protocols, with a focus on prevention and risk-reduction. The University will reinforce student learning by providing frequent reminders throughout the fall term in multiple channels and formats, including signage, websites, emails, videos and social media posts.

#### **Training Topics - General**

The core content for student training will include:

- How the Virus Spreads
- What You Must Do to Help Keep Yourself and Others Safe
- Montclair State's Expectations For
  - Social distancing
  - Sanitation and cleaning
  - Proper use of face covering and masks
  - Enhanced hand hygiene
  - Self-Screening for COVID-19
  - What to Do if You are Sick or Have been Exposed

Additional topics will be covered based on the needs of the cohorts to be trained.

### **Planning and Leadership**

Training for students will be planned and implemented by a working team of student development staff representing Campus Recreation and Health Promotion, Residence Life, Student Involvement, Student Leadership and Engagement, Intercollegiate Athletics, and Student Communications. The team will be led by the University's Director of Health Promotion, and will be overseen by the Dean of Students.

### **Timelines and Methods**

Training for the general student population will begin prior to the start of the fall semester with electronic messaging to each enrolled student using communication tools such as email and the primary electronic student portals (Nest, Navigate, Canvas). This initial training will address the core topics outlined above. The University will also publish this information on its website and refer students to it in the student billing statement, the residence hall contract and other documents distributed to all students. The General Training Topics will also be covered in the New Student Seminar, GNED 199. Students will be required to take the training and to submit a statement certifying they have completed it.

Throughout the year, an ongoing awareness campaign targeted to the general undergraduate and graduate student populations will continue, with messaging continuously refreshed. Messaging to students will use a variety of electronic, print and broadcast media messaging strategies including:

- Posters
- Videos and online information pages
- TV screens on campus and in Residence Halls
- Shuttles and shuttle stops
- Digital screens on campus
- Postings on electronic platforms used frequently by students (NEST, Canvas)
- Social media and the official student e-newsletter, Red Hawk News

### **Targeted Training Cohorts**

In addition to generalized training for the broad student population, training will be delivered to specific cohorts of students. This more specialized training will be implemented by the team noted above, with additional involvement by faculty and staff representing specific academic

and experiential programs, who will help to assure that topics relevant to their specific discipline or activity are covered.

### **Student Leaders**

Training for student leaders will occur in the weeks and days immediately prior to the start of fall semester. Once trained, our student leaders will be asked to help spread the word throughout the academic year. They will educate their peers, model desired behaviors, magnify positive social norms, and set the tone for the campus community.

Student leader cohorts include:

- o Residence Life (RAs/SAs)
- o Campus Recreation Student Employees (Area Supervisors, Building Managers, Facilities Attendants)
- o Student Center Student Employees (Information Desk Staff)
- o SGA Officers, Executive Board, and Senators
- o Health Promotion Student Workers and Volunteers (Graduate Coordinators, Health Promotion Assistants, Peer Advocates)
- o Student Organizations (Presidents and Executive Board Members)
- o New Student Orientation Leaders
- o Admissions Ambassadors
- o University Fellows
- o Crossing Guards
- o Red Hawk Central Student Assistants
- o Student Employees

### **Residential Students**

In addition to the core elements described above, resident students will receive training on:

- o Room cleaning
- o Bathroom cleaning
- o Laundry
- o Physical distancing and limiting social gatherings
- o Guest policy
- o Self-Isolation, quarantine, reporting obligations for symptoms and exposure and testing obligations

### **Student-Athletes, Performing Arts Students, and Students in other Physically-Oriented Programs**

In addition to the core elements described above, students in these cohorts will receive content that includes information tailored to their needs, including, for example, the detailed protocols and safeguards outlined in the Intercollegiate Athletics section of this plan, as well as specific requirements and procedures for safety when practicing or performing in an ensemble.

### **Training for Students Working in Labs, Research, Clinical Rotations and other Specialized Experiences**

In addition to the core elements described above, students in these cohorts will receive content that includes the safety guidelines described in the Research section of this restart plan, as well as other specific information relevant to their needs.

### **Ongoing Monitoring and Adjustment**

Programs will be updated as needed, based on changing circumstances and new information from the State and public health authorities. Awareness and compliance will be monitored throughout the year, and continuing education will be delivered whenever necessary. Any student failing to abide by University regulations will be subject to appropriate disciplinary action, including removal from on-campus activities or residence.

### **Employee Training**

To help support the goal of reopening as safely as possible, the University will deliver training to help employees understand the important role each individual has in the prevention of COVID-19 and to inform them about their responsibilities in regard to the policies and protocols in the Restart Plan. Training materials will be aligned with the safeguards and practices described in the Restart Plan and will be consistent with Federal and State regulations and the recommendations of public health authorities.

In addition to the training program described below, the University will make this Restart Plan and related information widely available on its website, send emails to all members of the University community, and install informational signage throughout the campus.

### **Training Topics**

The training program will cover these topics. Additional topics may be developed based on employee requests or emerging needs.

1. Expectations and The Role of Employees in Preventing COVID-19
2. Social Distancing
3. Use of Face Coverings
4. Cleaning and Sanitizing Protocols
5. Symptom Checking, Testing and Contact Tracing Protocols
6. Human Resources topics, such as leaves of absence, remote work arrangements and opportunities to request reasonable accommodation for a medical condition

### **Training Delivery**

The Office of Instructional Technology and Design Services and Human Resources will work as a team to deliver the training online as documents, web pages, or videos. In addition, instructor-led sessions will be offered remotely via Zoom and on-campus in circumstances where in-person training is necessary. Email reminders and digital signage messaging will be provided on a regular schedule to assure that the campus community remains aware of the policies.

All employees will be required to take the training and to submit a statement certifying they have completed it.

Contractors who have personnel working on the campus will be expected to train their employees on Montclair State's standards and practices, and the University's training materials will be provided to them as a resource.

### **Training Timeline**

An initial training module will be made available to employees by August 1, and all employees will be required to complete it before they return to campus. Additional training will be provided once the fall term commences and as necessary throughout the term.

Training materials and communications will continue to be updated and revised to reflect changes in University policies, Federal and State regulations, and the recommendations of public health authorities.

## **II. Screening, Testing, and Contact Tracing Protocols**

Montclair State University will conduct widespread health screening, implement a protocol for testing, and collaborate with public health authorities to trace contacts of infected persons. Coupled with the general safeguards described above, these public health measures will contribute to the well-being of the entire campus community. These procedures comply with the guidance provided by the State of New Jersey's Office of the Secretary of Higher Education and are consistent with Federal and State health privacy statutes and regulations.

Since the start of the COVID-19 pandemic, the University Health Center has logged all known cases of COVID-19 among students, staff and faculty and published regular reports about new cases on its website. The University Health Center has been conducting contact tracing and outreach in collaboration with the local health department and other health departments in New Jersey.

During Stage 2, as the University begins the fall semester, Montclair State will expand and enhance its efforts. Specifically, it will:

- launch an online self-screening tool that employees, students, visitors and contractors will use each day to monitor their health and report any risk factors
- require testing for students before they move into residence halls
- require testing for students and employees in “high contact” programs
- increase its contact tracing capacity and supporting the work of tracers with enhanced technology and data

These additional efforts will continue during Stage 3.

## Screening

During the COVID-19 pandemic, self-assessment tools have been found to be a valuable source of education that individuals can use to determine if medical evaluation is necessary. Online self-assessment tools published by medical institutions and governmental health agencies guide persons through questions and suggest when to seek medical care. These tools can support the implementation of a screening assessment, which is the initial step in mitigating the spread and promoting the early detection of COVID-19.

The University will utilize an electronic self-screening assessment, to be called “Hawk Check”, designed to help individual students, faculty, staff, visitors, and contractors identify if they may have:

- Experienced symptoms consistent with COVID-19.
- Been in contact with a person diagnosed with COVID-19.
- Been in contact with a person being medically evaluated for COVID-19.
- Traveled outside of the U.S. or to areas within the U.S. identified as a hotspot.

Based on individual responses to a series of questions, the individual may appropriately come to campus for study or work, or stay home, or seek medical assistance, either at home or on campus.

### Screening Process

In order to maintain a safe work environment, all employees, commuter students, contractors, and visitors will be required to complete a daily screening assessment before returning to campus. Students who live on campus should complete the assessment daily before leaving their room.

The assessment must be completed 6 to 12 hours before arriving on campus, to allow time for the University Health Center and Occupational Health Department to review results and, if needed, contact individuals who screen positive. The self assessment will be accomplished on an electronic application provided by the University. *See Appendix C for the questions that will be asked.*

- If an employee answers yes to any question, s/he should remain home and consider contacting a healthcare provider. The employee should inform his/her supervisor in the usual way that he/she is taking sick leave. The employee may, when and as appropriate,

receive a call from an authorized University officer from the Occupational Health Department or the Office of Human Resources.

- If a student who lives on campus answers yes to any question, the student should self-isolate (quarantine) in his or her room and contact the University Health Center.
- If a student who lives off campus answers yes to any question, the student should remain off-campus and consider contacting a healthcare provider. The student may, based on symptoms and risk factors reported, receive a call from the University Health Center.
- If a visitor answers yes to any question, s/he should remain off-campus until she or he has talked to a healthcare provider.
- If a contractor who is issued a network ID answers yes to any question, s/he should remain off-campus and may, based on symptoms and risk factors reported, receive a call from the Occupational Health Department.
- If a contractor who does not have a university network ID answers yes to any question, the person should remain off-campus and to contact the University sponsor or person to whom she or he reports.

### **Confidentiality**

Responses to the health self-assessment application will be stored electronically and kept separate from all other University records. This data will be kept confidential, and will not be accessed unless the response indicates the presence of, symptoms of, or exposure to COVID-19. In such circumstances, employee responses will be accessed only by authorized officers from the Division of Human Resources, or Occupational Health, and student responses by the University Health Center. The identity of individuals shall not be disclosed beyond these offices except as required to conduct contact tracing and to protect the public health with the local, County or State Department of Health or as required by applicable laws.

## **Testing Protocol**

### **Who Will Be Tested**

Individuals who engage in University-related activities that bring them into close contact with others on a regular basis and who are, therefore, at increased risk for transmission of the virus, will be required to be tested before arriving on campus. Such individuals include:

- all students living in the residence halls
- all employees who live in residence halls or work closely with the residential population
- all student athletes and staff in Intercollegiate Athletics

In addition, testing may be required for students and employees in other programs and activities that involve close contact. Those individuals will be informed directly by their program.

The CDC does not recommend testing of every member of the campus community before allowing campus entry. There is no evidence that widespread entry testing reduces transmission of the virus beyond what would be expected from preventive measures such as social distancing, wearing cloth face coverings, hand washing, and enhanced cleaning and disinfection, all of which the University will require.

### **Procedures for Pre-Return Testing**

One week prior to arrival on campus, students and employees in the high-contact groups identified above will be required to complete SARS-CoV-2 (coronavirus) testing at a site of their choice. The PCR nasal swab is the preferred screening test; however, any FDA-approved test is acceptable.

One week prior to arrival on campus, these students and employees will be encouraged to remain at home and begin monitoring themselves for symptoms and risk factors of COVID-19.

#### **Students**

Students who are required to be tested, will submit their test results to the MyHealth Portal before arriving on campus. Student athletes will submit their results to a designated Athletic Trainer. Students participating in clinical programs will submit results to the designated program coordinator, as required by the host site

Students diagnosed with COVID-19 who are not in residence on campus must remain off campus in isolation per CDC guidelines (currently 14 days) and return to campus and activities after being medically cleared.

#### **Employees**

Employees who test positive for COVID-19 must report the result to the University's Occupational Health Department and must remain off campus and present a fitness for duty certification to Human Resources before returning to work.

### **Additional Testing**

The University may require periodic, repeated testing ("serial testing") for the groups identified above or for other individuals or groups, based on risk assessment, current epidemiologic surveillance data, NJ and Federal health guidelines, and professional organization recommendations.

### **Testing Sites**

From time to time the University Health Center may offer testing on campus. It will inform students and employees. The University Health Center will also maintain a list on its [website](#) of testing site options that are available to students and employees. Such a list, as of the current date, would include, for example:

- CVS - Cedar Grove and state-wide
- Zufall FQHC - West Orange and state-wide
- Montclair Health Dept – MSU Collaboration
- Testing site within the county of individual's residence
- Individual's medical provider

Students who need testing and do not have transportation options should contact the Dean of Students Office.

## **Procedures for Individuals who Report Symptoms of COVID-19**

### **Students**

When a student reports symptoms compatible with COVID-19 or answers affirmatively to any question on the online screening application, the application will provide these instructions:

*Return to and remain at home or in your residence hall room, self-isolate, contact your primary health care provider, and notify the University Health Center.*

Upon notification, the University Health Center will assign a registered nurse or an advanced practice nurse to:

1. Conduct an initial evaluation, either remotely or in person, or refer the student for hospital evaluation if symptoms are severe.
2. Develop a plan of care based on the initial evaluation:
  - If the student will receive care from an external primary care provider, the student will be instructed to self-isolate and follow-up as instructed by the primary care provider.
  - If the student will receive care from the University Health Center, an appointment will be scheduled with an advanced practice nurse.
3. Provide COVID-19 patient education.

### **Procedures for management of a student with confirmed or suspected COVID-19**

The University Health Center must be notified of any student who is tested or placed in isolation. The student will remain in isolation according to the established guidelines and until medically cleared to return to campus activity.

1. The University Health Center will:
  - Activate the contact tracing protocol.
  - Assure that the student is placed in an appropriate isolation area (residential room or at home).
  - Provide residential students with follow-up assessment by phone during regular business hours daily, or more frequently based on individual needs.
2. Continuity of Education
  - Students will be advised to contact their professors to advise them that they are ill.
  - Students should work with their specific College or School Advising Center to establish an appropriate remote learning plan. To find the advising centers for each academic unit, Athletics and the EOF, please visit [this website](https://www.montclair.edu/red-hawk-central/services/academic-advising/):  
<https://www.montclair.edu/red-hawk-central/services/academic-advising/>

### 3. Transportation of Ill Students

- In the event a residential student experiences increased severity of signs or symptoms indicating the need for escalation of care, the student will be transported by MSU EMS or other mutual aid provider to St. Joseph's Regional Medical Center in Paterson or Hackensack Meridian Health Mountainside Medical Center in Montclair.
- MSU EMS personnel will receive appropriate PPE and training.
- Students without means of transportation to routine COVID-19 related appointments should contact the Office of the Dean of Students for assistance.

### Employees

When an employee reports symptoms compatible with COVID-19 or answers affirmatively to any question on the online screening application, the application will provide these instructions:

*Return to or remain at home (or your residence hall room for those who live in the residence halls) self-isolate, inform your supervisor, contact your primary health care provider, and notify the Occupational Health Department.*

If an employee becomes sick while at work on campus, he or she must:

- notify their supervisor; **and**
- complete a COVID-19 symptom checker (electronic or paper); **and**
- contact the Occupational Health Department and *if they answer yes* to any of the screening questions, **then**
- must return home immediately, staying isolated as best as possible from other people while on campus and in transit, isolate at home, and contact their primary care provider or go to the Emergency Room.

Any employee who will be absent due to COVID-19 should contact Employee Benefits at [benefits@montclair.edu](mailto:benefits@montclair.edu) to discuss their options for sick leave.

When an employee reports symptoms of COVID-19 or a positive test, the Occupational Health Department will:

1. Assign a registered nurse or physician to conduct an initial assessment, either remotely or in person, or refer the employee for hospital evaluation if symptoms are severe.
2. Develop a plan of care based on the initial evaluation:
  - If the employee will receive care from an external primary care provider, they will be instructed to self-isolate and follow-up as instructed by the primary care provider.
  - If the employee will receive care from the Occupational Health Department, an appointment will be scheduled with a physician.
3. Provide COVID-19 patient education.

## **Procedures for management of an employee with confirmed or suspected COVID-19**

The Occupational Health Department will be notified of any employee who has tested positive for COVID-19 or who has been placed in isolation because of symptoms of, or contact with a person with symptoms or a diagnosis of, COVID-19. Notification to the Occupational Health Department will come from the online screening application, from Human Resources, from the individual's supervisor, or from the individual directly.

Occupational Health will:

- Activate the Contact Tracing protocol.
- Advise the employee to remain in isolation according to the established guidelines and to remain off campus until medically cleared to return to campus activity. If an employee resides on campus, the employee will be relocated to housing designated for isolation if necessary.
- If the employee is on campus at the time of the report, advise the employee to return home immediately, and, if waiting for a pick up, to do so in a room isolated from others, and to wear a face covering.
- If emergency attention is needed, call University Police, 973-655-5222.

## **Contact Tracing Protocol**

### **Overview**

During Stages 1 and 2, the University Health Center has been maintaining a case log and a contact list for each member of the campus community, including both students and employees, known to have been infected, and has conducted contact tracing in collaboration with the specific health department that has responsibility for each case.

As the University begins to reopen more fully, the University's contact tracing program will be expanded. The Occupational Health Department will take over responsibility for logging and tracing employee and visitor cases, while the University Health Center will focus on student cases. Students will be trained to serve as contact tracers, working under the supervision of a health care professional.

Montclair State's contact tracing efforts will focus largely on identifying persons on campus who may have been in contact with an infected person for extended periods of time. The University will continue to work closely with the specific health department that has responsibility for each case.

### **The Alert System to Trigger Contact Tracing**

The Occupational Health Department will manage the alert system that may trigger contact tracing for employees, and the University Health Center will manage the process for students.

These two services may receive the alert through a variety of mechanisms, including:

- An individual may answer affirmatively to one or more of the questions on the Health Screening Assessment tool.
- An individual may provide information when receiving on-campus healthcare services for a specific concern.
- An individual may self-report the information to a supervisor, a professor or advisor, or to another employee, who in turn should report it to the Occupational Health Department or the University Health Service.

### **Tracing Process**

When Montclair State University health care professionals become aware of an employee or student who may be infected, they will conduct an individual assessment, then determine if other members of the University community need to be identified, contacted and advised to enter quarantine.

Tracing will be conducted by health care professionals and trained students, who will call the at-risk individuals and ask a series of scripted questions to identify with whom they have been in close contact (“proximal contacts”) during the period when they may have become infected. The State of New Jersey currently defines “close contact” as coming within 6 feet for 10 minutes or more.

Tracing will also be supported by technology that can help identify the campus locations visited by an individual at a particular day and time. This location data will be supplemented by work or class schedules and residence hall rosters.

The University will continue to work closely with local health departments, which have their own contact tracing protocols that are initiated when they receive a positive test result about a person in their jurisdiction, based on the home or campus address provided by the employee or student. The University’s process, when added to the work of the local health department, will decrease the time during which an affected person can transmit the virus.

### **Actions taken upon alert of a possible COVID-19 case**

The specific actions taken depend on the context in which the information was provided.

#### *Health Screening Assessment*

Positive responses to questions in Hawk Check (the health screening assessment tool) provide an alert to University Health or Occupational Health. A health care professional will then contact the individual and ask the appropriate questions to assess the health status of the individual. The individual will be provided health information and resources according to the most recent guidelines.

Proximity contact tracing by the University will be initiated if the person has a positive test, is waiting for test results, or if the person has symptoms consistent with COVID-19.

### *On-campus health care services*

If the health care professional providing services determines the individual has symptoms consistent with COVID-19, then diagnostic testing may be ordered. The individual will be provided health education and resources, according to the most recent guidelines. Proximal contact tracing will be initiated. In the case of a student, arrangements for isolation and other risk reduction measures will be activated.

### *Self-reporting by employee or student*

Employees, visitors and contractors should report symptoms consistent with COVID-19 to Occupational Health and to their supervisor. The Occupational Health Department will have a health care professional assess the health status of the individual, and if necessary, will activate tracing of the infected person's contacts within the Montclair State community.

Students should report symptoms consistent with COVID-19 to the University Health Center and their professor or academic advisor. The information should also be reported on the Health Screening Assessment tool so that their symptoms are recorded. Protocols for the Health Screening Assessment tool will then be followed.

Any employee who receives a self-report of COVID-19 should

- a. report it to Occupational Health if the self-reporter is an employee, and
- b. report it to the University Health Center if the self-reporter is a student.

Both students and employees should report symptoms via the Health Screening Assessment tool so that their symptoms are recorded.

### **Contact Tracing staffing**

The health care professionals in Occupational Health and University Health Centers will need to quickly identify and contact individuals at risk of infection with COVID-19.

Through contact tracing within the campus community, persons at risk will be offered health care education and resources. To accomplish timely contact tracing, the University will employ students who are in health-related programs. These students will complete the Johns Hopkins contact tracing course and will work under the guidance of a healthcare professional, as needed, or as part of a clinical practicum.

Contact tracers will interview people and ask a series of scripted questions that will identify who they have been in close contact with during the period they may have been infected. All documentation will be reviewed by the healthcare professional supervisor.

### **Technology to Support Contact Tracing**

To support contact tracers and the health care professionals in Occupational Health and the University Health Center who need to quickly identify and contact individuals at risk of infection with COVID-19, the University will make available to them location data collected by the University's wireless network system. The MSU wireless network automatically collects location data for every employee, student and visitor who has elected to connect a device to the campus wireless network as part of the normal operation of our network infrastructure. This data shows the date, time, location and user id (or email for contractors and visitors) for all persons who were connected to a particular device within the network. It will be extraordinarily helpful for tracing the potential spread of COVID-19 to affected persons.

Dashboards will be delivered to individuals responsible for contact tracing to provide the appropriate data based on symptoms displayed, potential exposures and confirmed positive cases to Occupational Health and University Health Center case managers to determine when campus proximity tracing should begin. Appropriate anonymized data will be given to campus contact tracers to begin contact tracing. The data is intended to assist in refreshing a person's memory of their movement on campus. This approach will allow rapid communication of the appropriate messages to potentially affected individuals to mitigate the spread of the virus. The use of data from the wireless network for this purpose is permitted by MSU's Responsible Use of Computing Policy, Section IV. Security and Privacy, which permits the logging of activity and individual monitoring, as necessary to respond to perceived emergency situations as authorized in advance by the President or Vice President for Information Technology, and to disclose such information to other University personnel and outside enforcement agencies as appropriate.

## **Collaboration with Other Agencies**

The University's campus spans two counties (Essex and Passaic) and three municipalities (Montclair, Little Falls, and Clifton). Montclair State has established lines of communication with public health officials in all of our surrounding communities and will continue to work in close collaboration with our partners in all these jurisdictions, as well as at the State level.

The University has well-developed relationships with both major hospitals nearby: St. Joseph's Regional Medical Center in Paterson and Hackensack Meridian Health Mountainside Medical Center in Montclair. Areas of cooperation include sharing information and health data, case logging, contact tracing, emergency response, and transport of ill persons.

## **III. Instruction**

### **Overview**

Montclair State University students come from a broad spectrum of social and economic backgrounds, and they see the university experience as opening for them the possibilities of career and lifetime prosperity in all its essential forms. The faculty are highly qualified,

understand their students, and challenge them with rich and rigorous academic studies in state-of-the-art facilities. The diversity of the student population is a core institutional value. It functions to bring students from across New Jersey's many communities together in educational and social experiences which form the basis of a lifetime of shared communal and civic values.

Montclair State promotes and recognizes the hard work our students do in support of each other on campus and in support of communities beyond the campus. The University intends to work hard to maintain those values and deliver those experiences to the maximum degree possible, recognizing that historically we have offered, and must continue to offer, a very important and high value proposition in higher education to the people of New Jersey. Doing so in the current COVID-19 imposed circumstances creates a significant challenge to the University, as we function in ways that are fully in compliance with state, federal, and other appropriate guidance and regulation and as we accomplish our work in ways that are different from those to which we are accustomed.

To this end, the University will accommodate the many and varied instructional needs of our students by offering an academic program that has maximal flexibility and that is carefully and responsibly combined with policies and procedures designed to mitigate the risks for faculty, staff, and students of COVID-19 transmission. A very significant portion of the University's instructional program for the fall must remain online, while we also provide on-campus opportunities for students who need the physical connection to the institution and for instruction in fields that require the facilities, equipment, and instructional activities and methodologies that can only be provided on campus.

During Stage 1 of the public health emergency, the University moved all instruction online for the remainder of the spring semester. Instruction remained 100% online for the entire summer session.

Under Executive Order 175 higher education institutions are allowed to resume offering in-person instruction, effective August 18, 2020. Beginning with the fall 2020 semester, the University's instructional program will include remote, hybrid, and in-person instruction. All learning activities will comply with the General Safeguards described in Section I of the Restart Plan.

The following instructional plan has been designed to:

1. Comply with all relevant New Jersey regulations for universities
2. Foster a strong culture of mutual regard for the safety of all community members through adherence to all University COVID-19 related policies and procedures
3. Engage students, faculty and staff in the core mission of the institution, to educate and prepare students with credentials for careers and for life-long learning and to generate new knowledge
4. Operate effectively and efficiently across all colleges, schools, and programs; and

5. Allow for reasonable accommodations for remote participation for persons who are immunocompromised or in a high risk category for COVID-19

### **Course Delivery Strategies**

In the fall semester, Montclair State will offer courses in five modalities collectively referred to as **HAWKFlex**. Three of these have on campus, face to face components, and two are fully online.

All five are supported by technologies that enhance teaching and learning. Canvas, the University's learning management system (LMS), is used in every modality. Montclair State has employed Canvas to support its hybrid and online course delivery for many years. Most faculty teaching face-to-face courses also use it to complement their teaching. Faculty have access to extensive Canvas training, and students are also provided with Canvas orientation and support. The ubiquity of Canvas makes possible a quick and relatively painless pivot from one modality to another should the public health situation, state mandates, or other related circumstances so require at any time. In addition, many faculty and staff are already adept at using Zoom and other synchronous meeting tools. Since March, 2020, when all coursework was forced to move to online delivery for the remainder of the spring semester, the University has greatly increased its support for these technologies, and the faculty and staff have embraced the many opportunities provided by the University for training in their use.

The following instructional protocols will be in place for Fall 2020 (assuming that the State has entered Stage 3):

1. Faculty and students will observe the health and safety protocols and policies issued by the University and the State of NJ in all modalities that require campus instruction.
2. **HAWKFlex** represents the range of instructional delivery options available for Montclair State courses (<https://www.montclair.edu/faculty-advancement/hawk-flex-teaching/>) in Fall 2020, and includes:
  - a. **Hawk2Hawk**: Traditional face-to-face delivery of on-campus instruction with social distancing protocols.
  - b. **HawkLIVE**: A new delivery modality where classes meet face-to-face with socially distanced groups of students and simultaneously stream content online to classmates attending remotely.
  - c. **HawkMIX**: A new delivery modality where students receive online instruction, and come to campus for specific class activities that require or significantly benefit from face-to-face instruction.
  - d. **HawkSYNC Online**: A traditional fully online delivery with synchronous class sessions.
  - e. **HawkASYNC Online**: A traditional fully online delivery without class sessions and where students pursue their work independently.

3. The instructional modalities available in HAWKFlex will enable faculty and students to be flexible, prepared, and supported in various teaching and learning situations and, while developed during the COVID-19 pandemic, they are intended to be enduring and available post-COVID-19.
4. Three of the modalities -- Hawk2Hawk, HawkSYNC Online, and HawkASYNC Online -- have been offered at Montclair State for many years. HawkLIVE and HawkMIX are modalities that draw on and combine the techniques of the other more familiar modalities.
5. Departments and Schools will ensure that a range of appropriate instructional modalities are available across their programs to meet the educational needs of students and that instructional and modality assignments and selections are sensitive to the expertise and special needs of their faculty.
6. All faculty will use the Canvas learning management system for all courses; for specific expectations, see the Canvas Universal Guidelines (<https://www.montclair.edu/faculty-advancement/teaching-support/Canvas-universal-guidelines/>).
7. All faculty will take responsibility for ensuring that they have availed themselves of any University-provided training or support services necessary to teach effectively in the specific modality of their courses.
8. Whenever possible, faculty will video or audio record and post their live class sessions for students who are unable to attend.
9. Faculty will be prepared to pivot to HawkSYNC Online or HawkASYNC Online for the end of the fall semester after Thanksgiving, and, should it become necessary, at any time during the semester if so required by University or State policy.
10. Faculty and students will be matched, so far as possible, with delivery modalities that fit student needs, faculty pedagogical preferences, and academic disciplinary standards.
11. In all cases, faculty presenting symptoms or a positive diagnosis of COVID-19 must not participate in on-campus instruction. Those faculty, as well as those who have received accommodations because they are immunocompromised or at high-risk for COVID-19, and who are able to work remotely, may request to teach remotely, and they shall have the opportunity to teach courses in their area of expertise that are appropriate for remote instruction.
12. In all cases, students presenting symptoms or a positive diagnosis of COVID-19 must not participate in on-campus instruction. Those students, as well as those who have received accommodations because they are immunocompromised or at high-risk for COVID-19, and who are able to study remotely, may request to study remotely. If a particular course they have selected is not available in a remote modality, they should be advised in regard to the best available alternatives.

### **Instructional Spaces**

Locations used to deliver the University's instructional program vary widely. They include traditional lecture halls and classrooms of differing sizes with differing degrees of technology, laboratories with specialized equipment or machinery, computer labs with specialized software

and hardware, and studio and performance spaces equipped in different ways. In a normal fall semester Montclair State delivers a total of approximately 6,300 on-campus courses in more than 300 different instructional spaces on six days and five evenings of the week.

To accommodate to social distancing requirements for on-campus instruction, the following protocols will pertain:

1. Approximately 40% or less of the University's instruction will occur in on-campus modalities.
2. The priority for on-campus instruction will be: (1) for those academic disciplines which require the types of instruction or specialized facilities or equipment that can only be provided effectively on-campus; (2) for freshman instruction; (3) to accommodate faculty preferences for on-campus modalities; (4) to provide opportunities for on-campus instruction to residential students; and (5) to provide a mix of instructional opportunities for all students.
3. The priority for remote instruction will be: (1) existing fully remote graduate programs; (2) all other graduate programs, except those disciplines which require the types of instruction or specialized facilities or equipment that can only be provided effectively on campus; (3) undergraduate programs that already have a significant portion of remote instruction as part of their offerings; (4) to accommodate faculty preferences for, and expertise in, remote modalities; and (5) to provide a mix of instructional opportunities for all students.
4. Room capacities will be adjusted to accommodate social distancing requirements, which, in most cases will enable approximately one-third of the usual capacity.
5. Where necessary and appropriate, given the instructional material and activity and the nature of the instructional space, partitions will be installed.
6. Lecture halls and classrooms will all be marked for socially distanced seating.
7. Classroom assignments will be optimized to assure that courses with on-campus components have the most appropriate spaces for their educational purpose.
8. Classroom cleaning protocols will follow University guidelines. *For more information, please see the section on Cleaning and Sanitization.*
9. Classrooms will be scheduled to distribute people across buildings and over time periods to reduce density.
10. Socially distanced common spaces will be provided on campus where students can study or take an online class.

### **Technology**

Delivering an academic program in Fall 2020 will require substantial technology within rooms, for example, to teach in one location while simultaneously broadcasting to students who are participating in the course remotely.

1. As of Spring 2020, 11 classrooms on campus had adequate technology to accommodate both in-person and remote students simultaneously, including recording capability. Fifty-three additional rooms will be available for the Fall 2020.
2. Ninety-five portable kits that faculty can easily check-out on campus will be available for use in classrooms to accommodate both in-person and remote students simultaneously, with recording capability. These kits include:
  - a. Twenty OWLS, a plug and play audio-video technology that tracks speakers in a room and automatically switches video views of the classroom environment for remote students. This set-up is compatible with resident computers in classrooms, as well as both PC and MAC laptop computers.
  - b. Ten SWIVLs, an audio-video technology that uses a tripod and iPad (or equivalent) to track the instructor. In-person student voices are picked up by small markers that can be distributed around the room.
  - c. Sixty web camera/mic pack kits of various configurations will accommodate specialty labs and other spaces.

A task force that includes the offices of the Provost, Information Technology, Faculty Advancement, and Instructional Technology and Design Services has been working to provide a variety of activities to support faculty across all instructional modalities, including:

1. Training for faculty in the use of technologically advanced classrooms and various types of technology kits.
2. Leveled, generalized and specialized training to address individual faculty member needs.
3. Peer-to-peer support networks, organized by departments, schools, colleges, and the University.
4. Demonstration of, and opportunity for experimentation with, teaching in classrooms outfitted for simultaneous delivery.
5. Demonstration of, and opportunity for experimentation with, OWL, SWIVL, and other portable kits.
6. Open Zoom call-in sessions to socialize teaching modalities and to answer questions about fall 2020 teaching expectations. As of July 1, more than 300 faculty have already attended at least one session; in addition, video-recordings of sessions and a detailed website have been widely viewed by faculty.
7. Development and dissemination of Universal Canvas Guidelines that incorporate universal pedagogical practices and ensure dissemination of information related to student support opportunities and services.
8. Scheduling of 40 faculty-led peer-to-peer support sessions focused on the five teaching modalities, with opportunities for faculty teaching F2F to experiment with classroom technologies.
9. Over 20 specific training sessions have been developed on pedagogical practices and technology use and have been, and continue to be, offered repeatedly throughout the

spring and summer. These lessons are also available online, and through daily virtual walk-in extended office hours.

10. *Empowering Online Teaching and Learning* (EOTL), a comprehensive training in online teaching, will be delivered to 300 teaching faculty this summer, in addition to the 600 faculty who have already completed the program.
11. Communications to faculty with information for support and training resources are sent several times per week.
12. Distribution of [FAQ's regarding teaching](#) developed through faculty solicited questions at open meetings and through anonymous surveys.
13. Compilation of a [toolkit for new adjuncts](#).
14. Cleaning and sanitizing of rooms and kits are included in on-campus training sessions for faculty.

### **Student Learning Experience**

Approximately 21,000 students are expected in Fall 2020, including 4,500 graduate students and 16,500 undergraduate students, of whom 3,000 will be first time/full time freshmen and 1,000 will be transfer students. Protocols for instructional services to these students will include the following accommodations for the fall term:

1. Classes will begin on August 25, 2020, a week earlier than originally scheduled, and will end on December 14, 2020, also a week earlier than originally scheduled. Instructional activities after Thanksgiving will move to fully remote modalities for the remainder of the term. Winter session will be fully remote instruction and offered as originally scheduled. The Spring 2021 term will be offered as originally scheduled, using the five instructional modalities in use in Fall 2020.
2. Student support services, tutoring services, and other academic support activities will include a range of face-to-face and technologically mediated formats to allow for both on-campus and remote services.
3. Students will need a desktop or laptop computer and internet access to participate in courses that provide some or all instruction remotely. The university will have approximately 400 laptops available for loan to students who need them.
4. Online orientation and training events throughout the summer will be offered to prepare students for the various instructional and advising modalities and the related uses of technology.
5. Students who are unable to attend campus for health reasons will be offered opportunities for remote-learning. These options include:
  - a. enrollment in a fully remote course load
  - b. where possible, substitution of an alternative remote course for a course that is only offered on-campus
  - c. deferment of a specific course requirement until a later semester
  - d. assistance in transitioning to a major or program that can be completed entirely through remote instruction

6. Students who select modalities with face-to-face components but develop a need for exemption from scheduled on-campus experiences will work out reasonable accommodations with the Disability Resource Center.
7. Registration for students in courses with on-campus instructional components will be prioritized for those students who have majors requiring on-campus study, for freshmen, for residential students, and for students who have disability accommodations that require on-campus instruction.
8. Students who participate in off-campus learning experiences, such as internships or applied learning activities, will be instructed to follow the University's safety protocols as well as the requirements of the host organization or site. Students will be encouraged to consider off-campus learning experiences that can be done remotely when such opportunities will meet educational requirements.

## IV. On-campus Housing

### Overview

When the State entered Stage 1 of the pandemic, the University closed its residence halls to all students except for those who had nowhere else to live or for whom it would be an extreme hardship to leave. This practice has continued throughout the summer.

During Stage 2, in keeping with Executive Order 155, the University will allow students to return to residence halls for the fall 2020 semester, with reduced occupancy and all of the safeguards described in this plan.

Housing occupancy will be reduced by deliberately leaving rooms vacant, eliminating all triple or quadruple room options and turning some rooms designed for double occupancy into single rooms. Double rooms will be assigned only on request.

The University will also establish quarantine (isolation) spaces for students who may need them. Specifically:

- Occupancy will be reduced from 5,200 to 3,499 (67%).
- 412 rooms will be reserved for use as quarantine spaces, where students will have private rooms:
  - Stone Hall (building closed): 71
  - Bohn Hall (building closed): 293
  - Hawk Crossings Apartments - two full apartments held vacant to house 2 people per apartment: 4
  - The Village at Little Falls Apartments - 11 apartments held vacant in to house 2 people per apartment (with one per bath): 22
  - The Heights - students can quarantine in their own single rooms: 16

- Freeman Hall - 2 suites held vacant in Freeman Hall to house 2 students per suite: 4
- Russ Hall - 1 suite and 1 triple room to house one each: 2

More beds may be available if students who have signed up do not move in, but the rooms listed above have been specifically set aside for quarantine spaces.

When New Jersey enters Stage 3 the University may expand occupancy to meet student need to a maximum of 90%, retaining a minimum of 10% for quarantine spaces. All of the following safeguards will be in place.

### **Social and Physical Distancing**

During Stage 2, common areas, such as lounges and shared areas typically open to all residents within a housing facility, will remain closed to comply with the Governor's executive orders. However, common or shared kitchens in a residence hall may open for the purpose of cooking, with limited occupancy, frequent cleaning and no furniture for congregating.

When the State enters Stage 3, common areas will reopen, with furniture appropriately spaced to allow for social distancing.

Signs will be installed to inform residents of required procedures and to promote good hygiene. Common areas will implement single use protocols that include sign-up for use, increased sanitation before and after use, and inspection following use. Floors throughout corridors and public areas will be marked with directional arrows, and occupancy on elevators will be limited.

### **Safe Move-in Procedures**

Student move-in for fall will occur over an extended period (August 5-23) and several measures will be taken to reduce the risk of spreading the virus. Daily check-in numbers will be decreased and staggered strategically to limit density in public areas and on elevators, promote physical distancing, and avoid the need for additional staff presence.

Additional precautions include:

- Students will sign documents electronically and check-in online ahead of time when possible.
- Entrance and exits will be specifically designated.
- Floors will be marked with directions and lines for social distancing while waiting.
- Stanchions separating areas and encouraging social distancing will be installed.
- Plexiglass will be installed at desk areas.
- Contactless swiping procedures will be implemented.
- Students, staff and visitors will comply with the University's face coverings protocol during move-in.
- Montclair State employees will be assigned at strategic locations to monitor compliance with social distancing.
- Students and visitors will be asked to complete a pre-arrival health screening questionnaire and be tested for COVID-19 one week prior to arrival on campus.

- Students will be informed that if they believe they are at high risk for COVID-19, they should contact the Disability Resource Center to discuss their options.
- Doors and windows will be opened to enhance ventilation.
- Students may drop off belongings early and move in later, if they sign up for this and are approved in advance.

### **Selection Criteria**

Every effort will be made to give students the type of housing requested, subject to availability. Students will be assigned with priority given to students who meet any of the following criteria:

- do not live within commuting distance
- have no safe or reasonable way to commute to and from the University
- whose permanent residence is out of state
- who have no other permanent residence
- whose permanent residence is unsafe
- who are enrolled in programs that require on campus instruction and activities

### **Infection Prevention Measures**

In addition to the social distancing achieved by decreasing the housing population, all students, staff and visitors in residence halls will be required to comply with the University's requirements for social distancing, face coverings, and hand hygiene. *For more information, please see Section I: General Safeguards.*

Residents will be encouraged to take their temperatures and monitor themselves for symptoms of COVID-19 each day, and will be provided with a means to report elevated temperatures or other symptoms to the University Health Center. Consistent with the University's strategy of reducing campus population density during the final two weeks of the semester by transitioning all remaining coursework to remote delivery after Thanksgiving, students will have the option to sign up for a housing contract that ends on November 25 or one that ends on December 14. Only international students, students who have no alternative housing or no safe alternative housing outside of Montclair State, and students who, in the judgment of the University, have other compelling reasons to stay on campus will be permitted to remain in University housing over the winter break.

### **Sanitization and Cleaning**

Increased cleaning will be implemented in residence halls for high touch surfaces, common areas, and all public areas and shared hall bathrooms three times per day.

Residents will be provided with guidance and information on appropriate cleaning products to have on hand prior to their arrival on campus. Consistent with existing practices, residents will be responsible for cleaning private and suite bathrooms. At the time of move-in students will be provided a cleaning solution to use. University-supplied cleaning products will be refilled as necessary.

### **Visitor Policy**

Outside visitors will be limited and their presence monitored. During Stage 2, visitors will be limited to those with a compelling reason to be in the building (such as meal delivery, emergency personnel, or maintenance). As an exception, family members of a student residing in an on-campus housing facility who have completed a screening for COVID-19 can assist with student move-in and related activities.

During Stages 2 and 3, students will be permitted only one guest per room at any time. No outside visitors will be permitted in common areas. Entry to residence halls is through a card access system only, and residents will only have entry access to their particular residential hall. The University will continue its practice of logging visitors by name, address, phone, email and date of visit.

### **Quarantine Requirements**

International students who live in the residential halls will be required to isolate within their housing assignment for 14 days after arrival in New Jersey. Students will be informed of this requirement in advance so that they can plan on arriving within 15-20 days before the starting date of classes.

Students and employees returning to New Jersey from states with increasing rates of COVID-19 (as identified by the Governor) who live in the residential halls must self-quarantine for 14 days either off campus or within housing assigned by the University for this purpose.

### **Training**

All residential staff and students will be trained on these procedures. Programs will be updated as needed, based on changing circumstances and new information from the State and public health authorities. Awareness and compliance will be monitored throughout the year, and continuing education will be delivered whenever necessary. Any student failing to abide by University regulations will be subject to appropriate disciplinary action, including removal from on-campus residence.

### **Testing**

All residential students will be required to be tested for COVID-19 within one week prior to moving in. If they test positive, they must remain in isolation for 14 days, either at home or in the designated quarantine spaces provided by the University.

## **V. Library and Computer Labs**

### **Library**

#### **Library Operations**

During Stage 1 of the public health emergency, Montclair State closed the Harry A. Sprague Library, suspended borrowing of physical materials and interlibrary loan, and provided individual consultations and reference research services remotely.

During Stage 2, as of July 2, 2020, the State has permitted libraries to reopen to patrons at 25% capacity. Sprague Library will reopen by August 17, in advance of the fall term, and, during Stage 2 and Stage 3, will remain open in accordance with the plan set forth below.

The Library will be open seven days and five nights a week during the academic term, but hours will be reduced. Staff and patrons will be required to comply with the University's general safeguards, including not coming to campus if they are sick, wearing face coverings, observing social distancing and practicing enhanced hand hygiene. University Facilities will provide the Library with face coverings it can give to patrons if needed.

### **Reduced Occupancy**

The Library will cap the number of patrons allowed inside to 25% of allowable occupancy.

Montclair State faculty, students, and staff will be required to present a current University ID card to gain admittance to the Library. Non-University visitors are allowed but will be required to make an appointment and will only be admitted if they provide their name and address, which will be recorded to facilitate contact tracing. Visitors must be met at the front door by a staff member.

The Main Level Reading Room and Silent Study areas, as well as other designated study spaces in the Library will be available for use in accordance with the social distancing requirements specified below.

Instructional spaces and laboratories for the Visual Communication Design program will be available only to that program's faculty and students.

Patrons will be encouraged to make use of remote resources and contactless pickup and dropoff options to reduce the need for in-person services.

### **Social Distancing**

Seating will be configured to ensure 6 feet of separation. Signs and floor markings will provide visual reminders about social distancing.

Patrons will not be allowed to enter the Reference, Reserve, Circulating and Media collections in order to minimize contact of people with library materials. Materials will be retrieved by Library staff and checked out by patrons at the two Self-Checkout stations. Persons with disabilities will be served by the staff at the Access Services counter.

Public computers, scanners and photocopiers will be spaced to ensure 6 feet or more social distancing, with dividers. The use time of such equipment will be limited to 30 minutes per patron, in order to reduce queuing.

Elevator capacity will be limited to two persons at a time in the public elevator and one employee at a time in the staff elevator.

Furniture will be configured in offices, work areas, and service locations to support social distancing, and dividers will be installed where appropriate and necessary. Contact between employees will be further reduced by staggering work schedules, assigning some employees with back-office functions to work remotely, holding meetings remotely, and, when on-campus

meetings are necessary, holding those meetings only on the Upper Level, which has sufficient space for social distancing.

### **Cleaning and Sanitizing**

Hand sanitizer stations will be placed at exit and entrance doors, elevator banks, outside restrooms and throughout the library.

Staff will wipe down Self-Checkout stations and scanning stations after each use.

Sanitization wipes will be provided at each computer, scanner and photocopier. Signs will instruct patrons to wipe down the keyboard, mouse, monitor and work surfaces before and after each use. Coverings will be placed on keyboards to minimize contact and protect against effects of disinfectant use. In addition, a staff member will wipe down all equipment twice daily.

Public restrooms will be cleaned twice daily. Library staff will use separate restrooms, and only one person at a time will be permitted in a restroom.

The Library will sanitize materials according to specific Federal guidelines for the sanitizing of library materials. All returned materials, and items received through interlibrary loan, will be quarantined for at least three days and disinfected before reshelving or check-out by patrons.

Employees will use PPE as appropriate for their tasks and will be provided with frequent breaks throughout the day to allow hand washing.

### **Patrons with Increased Risk of COVID-19**

Persons who are at increased risk of COVID-19 will be able to access library resources remotely and via contactless pickup. The designated Disability Resource Librarian will be available to support patrons with disabilities and special needs.

### **Curbside Pickup/Dropoff**

Contactless pickup and dropoff will be available for patrons who may not wish to enter the building. Staff will place the requested materials in a bag and leave them on a table at the entrance for borrowers to pick up at a designated date and time. Materials may be returned by using the 24-hour deposit slot.

## **Computer Labs**

In compliance with the requirements of the State of New Jersey, during Stages 1 and 2 of the public health emergency, Montclair State University closed all of its computer labs. As of August 11, 2020, the State is permitting computer labs to reopen with safeguards in place, and Montclair State will re-open its computer labs by August 25 (the start of fall classes). All personnel and lab users will be required to wear face coverings, practice social distancing, help keep surfaces clean and sanitized, follow University guidelines to monitor their health and not come to campus if sick. In addition, the following specific measures will be taken.

### **Operation of Computer Labs**

The University's computer labs will be open for use by students, and all labs will be required to adhere to the protocols specified below.

### **Designated Hours for High-Risk Individuals**

- The University will establish dedicated hours during which only high-risk individuals may use the labs. Those hours will be published on the [lab schedule website](#).

### **Social Distancing**

- The number of people allowed in each lab will be set to allow for safe distancing.
- Computers and furniture will be spaced to ensure that users are at least 6 feet apart.
- Barriers and shields will be installed on counters and wherever social distancing may be difficult to achieve.
- Signs will be posted to remind people of the expectations concerning social distancing and use of face coverings, and to designate spacing to help maintain a safe distance, including "Wait Here" signage placed 6 feet from the podium or counters and markers showing 6-foot spacing for queues.
- Markers will be placed on the tables for easy identification of where the keyboard and monitor should be placed.

### **Cleaning and Sanitization**

Computer labs will be cleaned and sanitized regularly, with special attention to high-touch areas.

- University Facilities staff will provide general cleaning (sweeping floors, removing trash, etc.) but will not clean computer equipment. All computer cleaning will be done by lab personnel and users.
- Hand sanitizers will be made available at the door, and everyone will be required to use the sanitizer before entering.
- Disinfectants will be made available and users will be required to wipe down keyboards, mice, printers and personal work surfaces before and after each use.
- Lab users and staff (in labs that are staffed) will wipe down desks and countertops regularly.
- Faculty will be expected to wipe down podium equipment before and after each use.
- In labs that are staffed, the faculty member or lab staff will log cleaning and usage of equipment.
- University Facilities staff will monitor and will replenish cleaning supplies as needed.
- Signage will be posted near the disinfectant stand, providing information on the safe and proper use of the supplies.
- In order to minimize the amount of food debris and to encourage consistent use of face coverings, food will not be allowed in the computer labs.

### **Reducing Room Occupancy**

- The University will provide loaner laptops to reduce the need for students to use computer labs.

- Students will be reminded that they can access the internet by WiFi available throughout all campus buildings and many outside spaces, including parking lots. They will also be reminded that almost all online campus resources are accessible from off-campus.
- Where feasible, and in all cases where students are approved for remote learning by the Disability Resource Center, the University will provide remote access to software that is normally accessed via the computer labs.
- The maximum occupancy of each lab will be set to allow for social distancing and will be published on the computer lab website.
- Students will only be allowed to remain in labs when using computers, printers or other lab equipment.
- Computers not in service will be removed and stored, or be tagged with a sign indicating they are not to be used, or turned around and unplugged.

### **Controlling Traffic Flows**

- Directional signage will be placed in each computer lab.
- Rooms with multiple access points will have doors clearly marked for entrance or exit only, with directional arrows installed to encourage proper traffic flow.
- Rooms with single access points will have signage reminding users to avoid congestion.
- Larger spaces will have clear directional signage in aisles.

### **Laptop Lending**

As it did throughout the Spring 2020 semester when classes went to remote instruction, the University will continue to loan laptops to students who do not have access to computers or who require one as part of an accommodation approved by the Disability Resource Center.

The University will follow all general safety guidelines in the loaner laptop area, including making hand sanitizer available, requiring face coverings, prohibiting eating, and requiring social distancing. Other specific protocols include:

- Staff will disinfect a machine when it is returned and before it is loaned out again.
- Staff will be required to use hand sanitizer and to take frequent breaks for handwashing.
- Curbside pickup or long-term loans will be offered for students with health concerns.
- Employees who deliver the materials curbside will wear face coverings and gloves and place materials directly in a patron's vehicle whenever feasible.

## VI. Research

Montclair State University will resume research activities responsibly and expeditiously, in compliance with federal and state guidelines and University policies, and informed by the research restart plans of other research universities. Principal Investigators and Laboratory Directors will be responsible for ensuring that research conducted under their supervision follows the guidelines set forth below.

### Part 1: Research Restart and Recovery - a Phased Approach

Montclair State will follow a phased approach to restarting research, in alignment with the Governor's [stages of recovery](#). Transitions between stages will be communicated by the Vice Provost for Research. As of the date of this plan, New Jersey is in Stage 2.

#### Stage 1

Only research deemed essential by the MSU Contingency and Continuity Plan is allowed. Much research is temporarily halted with exceptions such as some human subjects research, biological labs, field research, critical instrumentation, and animal care. Human subjects research that requires in-person participation remains halted. Guidelines for safe research practices during the pandemic are launched and ongoing research activities are brought into compliance with these newly established guidelines.

#### Stage 2

Non-essential research laboratories begin resuming research using newly established safety protocols. Students return to laboratories on a limited basis with permission provided by the Dean's office.

Social distancing requirements, disinfection of laboratories, and proper personal protective equipment (PPE) must always be employed as outlined in the Laboratory Safety section of this document. The number of active laboratory researchers may be reduced to comply with university pandemic safety protocols. In addition, flexible work schedules, work shifts, and/or staggered workdays are additional measures to de-densify the laboratories. Lab meetings should be conducted remotely when possible. Visitors are restricted from labs unless they are a human subject participant. A list of the name, date and location for all researchers and human subjects must be recorded and maintained for possible contact tracing purposes.

Remote and field-based research should be continued where possible. Face-to-face human subject research utilizing only non-invasive methods may resume in accordance with established policies for social distancing, face coverings and disinfection.

#### Stage 3

Laboratory research restrictions are relaxed in accordance with federal and state health guidelines. Most research is encouraged to resume, remaining in compliance with the University's policies on social distancing, safety protocols, and restrictions on the number of researchers and staff present in laboratories at one time. Some research that can be conducted effectively remotely may continue in that mode. Research meetings and presentations may continue to be held virtually where possible to reduce person-to-person contact.

Depending on federal and local health recommendations, human subject research that utilizes invasive procedures such as blood collection or blood pressure monitoring may resume using proper and appropriately defined safety protocols.

#### **Stage 4 (New Normal)**

Research operations on funded and unfunded projects are restored with the safety protocols appropriate when the State enters the "new normal" phase.

## **Part 2: Conducting Research Safely in the COVID-19 Era**

Laboratory-based and human subjects research must be conducted using protocols designed to minimize the spread of COVID-19 infection.

### **Laboratory-based Research**

Different laboratory practices are required for classroom and research laboratories during the COVID-19 pandemic. To prevent spread of the COVID-19 virus, researchers are required to wear PPE, practice social distancing in the laboratory, and use frequent disinfection procedures.

- Researchers must perform self health checks prior to coming to campus, and if they exhibit symptoms of COVID-19 they must not come to campus.
- Researchers must follow the University's face covering and hand hygiene policy and wear snug cloth face coverings. Loose cloth face coverings can pose a safety hazard in a laboratory setting.
- Researchers should maintain at least a 6-foot radius from other people in the lab unless alternative procedures have been approved for the specific research protocol.
- Researchers should avoid sharing equipment and materials to the greatest extent possible. Surfaces of materials/equipment that must be shared must be cleaned before and after use by each researcher.
- Researchers should conduct proper disinfection of common research areas and frequently touched surfaces such as computer keyboards, computer displays, light switches, doorknobs, refrigerator/freezer handles, equipment panels/switches, bench tops, biosafety cabinet and fume hood sashes, bio-waste container lids, commonly used hand tools (such as pipettors) and shared PPE (such as laser goggles).
- Care should be taken when disinfecting sensitive equipment to prevent disruption of the equipment and when disinfecting physical, chemical or biological laboratory experiments where the disinfectant may contaminate, invalidate or otherwise alter the study results.

- PPE must be available in shared areas, e.g., areas around shared equipment.
- Lab meetings should be held virtually as much as possible.

### **Human Subjects Research**

Human subject research that is conducted remotely does not require any additional safety precautions related to minimizing the spread of COVID-19. Examples include use of online interviews, surveys, virtually conducted focus groups, and other online methods.

Research that involves human subjects in an on-campus setting must be carefully conducted and requires additional precautions.

- Human subjects must be screened prior to arriving on campus and again upon arrival. The screening should ensure that subjects:
  - have not received a diagnosis of COVID-19.
  - have not/are not experiencing any COVID-19 related symptoms.
  - have not been in close contact with a person diagnosed with or awaiting test results for COVID-19.
  - have not travelled outside of New Jersey or internationally or by cruise ship within the last 14 days.
- The researcher must either conduct the screening or require the human subject to employ a self-check application and sign an acknowledgement of risk form made available by the University. The researcher must maintain a record of the screening. Such screenings do not require IRB approval as long as the information will not be added to the research data set.
- Subjects in known high-risk groups—e.g., adults older than 65; minors and adults with known high risk medical conditions—may be invited to campus but must be required by researchers to wear a mask at all times and follow University social distancing protocols. Where possible and consistent with the needs of the research project, individuals who identify as high risk should be permitted to participate remotely.
- Social distancing of at least 6 feet must be maintained during the visit unless alternative procedures have been approved for the specific research protocol.
- Participants should be scheduled for appointments at times that do not overlap with other participants to avoid individuals waiting in areas within 6 feet of each other. Participant schedules should provide adequate time to sanitize the research area and equipment between visits.
- Research personnel and human subjects must frequently sanitize or wash hands at appropriate times during the visit.
- Subjects and research personnel must wear face coverings, which follow the University face covering policy. Research personnel interacting with subjects must wear gloves and remove them properly between subjects. If the research requires participation by persons who have been diagnosed with or exposed to COVID-19 in the last 14 days, personnel shall also wear goggles or face shields, and gowns.

- A list of the name, date, location, email, phone number, and screening information for all human subjects participating in research must be recorded for possible contact tracing purposes. Subjects must agree in writing to this limitation to confidentiality as outlined in approved protocols.

Research that involves human subjects in off campus locations (e.g. schools districts, third party clinics etc.) must be carefully conducted, and researchers must follow the same precautions as required for on-campus human research. In addition, researchers must comply with any additional requirements of the host site. The researcher must obtain written notice from an authorized person at the research site certifying that approval has been granted for research activities to resume at the off-campus location and a list of the COVID-19 related precautions and measures that must be taken at the site. The researcher must provide a copy of that notice to [Hila Berger](#), Director of Research Compliance.

### **Part 3: Laboratory Disinfection Procedures**

Researchers are required to follow the [CDC Recommendations on Cleaning and Disinfecting their Research Facilities](#).

The following procedures are to be followed by all laboratory occupants after receiving training by the Chemical Hygiene Officer or designee.

1. Follow all New Jersey county, state, and federal Public Health requirements that are in place during the COVID-19 Pandemic.
2. Wear Personal Protective Equipment (PPE): lab coat, disposable nitrile gloves, and eye protection. Lab occupants should observe the University face covering policy. Avoid touching your eyes, nose, and mouth, which accelerates the spread of infections. Wash your hands often with soap and water (20 seconds of scrubbing). Hand sanitizer is not a substitute for handwashing in the laboratory.
3. Disinfect shared high touch surfaces before and after use, including chairs, desktops, computer keyboards, computer displays, light switches, doorknobs, doors, door push plates, refrigerator/freezer handles and their doors; equipment panels/switches, bench tops; biosafety cabinet and fume hood sashes and their working surfaces; bio-waste container lids; commonly used hand tools and small objects (pipettors); and shared PPE (laser goggles). Be careful when disinfecting sensitive equipment to prevent disruption of the equipment.
4. Preparing the Lab- Remove all unnecessary items from benchtops. Benchtop liners (diaper papers) can not be cleaned or disinfected. Replace liners daily or do not use them. Ensure that all sharps are stored or disposed of appropriately. Discard all contents of benchtop waste containers into an appropriate waste stream.

5. Instructions for Cleaning and Disinfecting:
  - a. Wash hands; wear gloves and safety glasses.
  - b. Perform routine cleaning with soap and water to remove germs and dirt on surfaces.
  - c. Carefully apply Spartan TB-Cide, an EPA approved disinfectant provided to the laboratories by MSU Facilities. Spray all surfaces and allow for three minute contact time. After three minutes, wipe with a paper towel or continue to let air dry.
  - d. Discard paper towels and disinfecting wipes into the regular trash.
6. Questions about the process should be directed to the [Office of Research](#) or [Environmental Health and Safety](#).

## VII. Student Services

### Overview

In compliance with the requirements of the State of New Jersey, during Stage 1 of the public health emergency, Montclair State University moved all student services to remote/online delivery platforms, and only provided a small number of services in person with health safeguards in place, to support the needs of students who were permitted to continue living on campus. The following services were provided remotely: academic advising, tutoring, testing, library, financial aid, registrar, student accounts assistance, mental health counseling, tele-medical services including student health appointments and emergency medical services, disability resources and accommodations, ID Card services, Dean of Students Office appointments, and new student orientation. The University Health Center, Red Hawk Food Pantry, a convenience store, and one dining venue provided in-person services for campus residents.

During Stage 2, the University will provide student services on campus, limited by state occupancy requirements and other safety protocols to serve the needs of students who return to the residence halls for the fall semester and those who come to campus to use the library, participate in instructional activities, or for other services that are permitted by Executive Order 155. In addition, the University will continue to provide student services remotely, reducing the on-campus utilization of such services. During Stage 2, recreational activities and programs will be offered both virtually and in person, as allowed by the specific state guidelines and regulations pertaining to each type of activity.

When the State enters Stage 3, Montclair State will continue to provide the full complement of student services remotely, while expanding the range of services provided in person, in order to meet the needs of students living and studying on the campus, as well as an expanded population of commuter students who may need in-person services.

### Reducing In-Person Interactions

- Remote delivery of services will continue to be the primary method of service delivery and students will be strongly encouraged to access services this way.

- Advance appointments will be required for in-person services, so that arrival and departure times can be coordinated to maximize social distancing.
- The number of visitors in an office at any time will be limited based on the capacity to maintain a minimum of 6-foot distance. Office suite doors will stay locked and individuals will only be admitted by staff.
- University employees, students, visitors, and vendors will be notified of the procedures for making appointments, and these procedures will be prominently posted.
- Staff who provide both remote and in-person services will be scheduled for alternating shifts as an additional way to reduce the risk of spreading the virus.

#### **Safety Measures for Work and Waiting Areas**

- Persons waiting for appointments will be required to maintain social distancing and wear face coverings. Seating arrangements and queuing locations will be marked to assure appropriate distance.
- Signage encouraging compliance with safeguards will be posted in high traffic areas and at entrances and exits.
- Hand sanitizer dispensers will be installed in student services locations.
- Staff will meet students and visitors outside the entry door, and instruct them on all necessary protocols prior to admission into the office.
- Staff will wipe down/disinfect high-touch surfaces before and after each in-person appointment.
- Barriers and shields will be installed, where appropriate, in customer service areas.

#### **Accessing Student Services Remotely**

Students, staff and faculty who are immunocompromised or otherwise in an at-risk category, or those quarantined or self-isolated, will continue to be able to access all student services remotely. A computer, tablet device or smartphone with internet service will be necessary to access most services remotely. The Office of Information Technology will provide students in need with loaner laptops to access classes and services remotely.

#### **Informing Students**

Information on how to access remote services will be widely promoted online and throughout campus and explained in the new student orientation program. Instructions will also be provided to personnel who serve as a point of contact for students, including those who staff Red Hawk Central, the Dean of Students Office, the Student Center Information Desk, the University Hall Information Desk, the residence hall front desks and the Resident Advisors, as well as staff in the College and School advising centers.

## **VIII. Transportation**

Montclair State normally provides transportation services to enable students, employees and visitors to move efficiently and safely around its campus and between the campus and nearby leased space. During Stage 1 of the pandemic, the University ceased providing this service.

During Stage 2, as students return for the fall semester, the University will resume providing a reduced schedule of transportation services, with safeguards in place, consistent with Executive Order 155 and other State regulations, as well as the guidance of public health authorities.

The safeguards described below will continue during Stage 3.

### **General safeguards**

- Drivers and passengers will be required to wear face coverings at all times while inside or near all University vehicles. Persons without a face covering will not be allowed to board any campus shuttle bus.
- Hand sanitizer dispensers will be installed in every bus.
- The University's COVID-19 related training and informational activities will encourage employees and students to monitor their health and inform them that they must not use campus vehicles if they exhibit symptoms of COVID-19.

### **Limiting contact between vehicle occupants**

- The number of people permitted to travel in passenger conveyances will be limited to 50% of the designed capacity. This number may be adjusted depending on changes to State Executive Orders. Passengers will be instructed to maintain physical distance from each other, and a number of seats will be physically blocked so that they cannot be occupied or clearly marked as not to be used.
- Drivers will monitor passenger density and may bypass stops until a sufficient number of riders have disembarked to allow for others to board. Schedules will be adjusted or increased in frequency wherever possible to compensate for the reduced occupancy.
- Passengers will be instructed to maintain physical distance from the bus driver by not crossing the yellow chain cordoning off the driver's compartment.
- On large buses, passengers will enter and exit through the rear doors only.
- On the smaller 24-passenger buses with only front-door access, plexiglass partitions have been installed to separate the driver and passengers.

### **Cleaning, disinfecting and ventilation**

- High touch areas such as seats and handles will be cleaned and disinfected frequently by the drivers.
- Windows will remain open, weather permitting, to increase ventilation.
- Buses will be sanitized using a commercial disinfectant sprayer with an EPA-approved disinfectant at least twice a week and more frequently if possible.
- Contracted cleaners will wash bus interiors and exteriors once per week.

### **Signage**

Signage will be installed on buses and in bus shelters to remind riders to:

- Maintain social distancing and use face coverings.
- Refrain from boarding if they have COVID-19 symptoms.
- Avoid touching surfaces with their hands and to wash hands or use alcohol-based hand sanitizers as soon as possible after disembarking and before removing their face covering.

- o Practice proper coughing/sneezing etiquette and how to dispose of tissues safely.

### **Training**

Training programs for students and employees will be provided on these transportation safeguards and to encourage them to walk if they are able, to use the buses for essential trips only, and to yield to persons with special needs.

### **Transportation of Sick Persons**

Persons exhibiting symptoms of COVID-19 should not use campus shuttle buses. Any sick, injured, or quarantined student, employee, or campus visitor who needs emergency medical care will be transported by the University's Emergency Medical Service (or if the University's EMS is not available, by one of the mutual aid providers in the University's network) to St. Joseph's Regional Medical Center in Paterson or Hackensack Meridian Health Mountainside Medical Center in Montclair.

## **IX. Dining**

Montclair State will provide on-campus dining services with health and safety precautions in place. These precautions include social distancing, occupancy reductions, frequent cleaning and sanitizing, required use of face coverings (and gloves, for staff), physical barriers, and other measures to reduce the risk of spreading the virus.

During Stage 1, the University closed nearly all of its dining locations, except for one that remained open to feed residential students and essential employees with pre-packaged "grab and go" takeout service.

During the fall semester, based on occupancy numbers, the University will open up to 12 dining venues on campus. Other venues will remain closed.

Specifically:

- Seven retail outlets will be closed, due to fewer students and employees on campus, as well as insufficient space to ensure social distancing for all customers.
- Two retail outlets will have reduced and/or altered hours.
- One retail outlet will become pre-order and pick up only to avoid lines and crowding.
- The Food Court will have no self serve options, and two operations will be removed to allow for greater social distancing. Three options, well-spaced from each other, will remain open.
- Dining Halls in the residence halls will offer "grab and go" service. There will be no buffets or self serve areas. Students will be encouraged to order meals in advance through GrubHub, but in-person ordering will be possible.

- Temporary outdoor eating areas will be created.
- Consistent with Executive Order 175, indoor dining will be permitted, with social distancing and other safeguards in place.

During Stage 3, the University may expand dining services to meet the needs of a growing campus population. It will continue to practice the safeguards and protocols described below.

Regardless of which stage the State is in, the University will work closely with its food service provider, Chartwells, to implement, evaluate, and where needed, revise its protocols to fit the most current guidance. Food service models will be adjusted as permitted or required by State regulations.

At all campus dining locations, the following general safeguards will be implemented:

- Customers will be encouraged to order in advance, to reduce lines at the entrance and serving locations.
- Take-out options will be available, in addition to dine-in options.
- Students and employees can use GrubHub to place take-out orders in advance.
- Dine-in occupancy will be limited, not to exceed the capacity permitted by the State of New Jersey at any given time. If indoor dining is not permitted, the University will provide outdoor seating areas and take-out options.
- Only single-use plates, utensils and drinkware will be provided.
- All customer self-serve areas and buffets will be removed.
- Coffee or tea will be poured into a cup by a gloved and masked food service worker. High touch self-service urns will not be used.
- Tables and chairs will be separated to maintain social distancing.
- Additional seating will be added outdoors, where possible.
- Separate locations will be designated for picking up orders placed in advance.

### **Safety Protocols**

- Customers will be required to wear cloth face coverings before entering a dining location and while inside it. Face coverings may be removed, briefly, in order to eat or drink, but social distancing must be observed when unmasked.
- Food service employees will be required to wear face coverings throughout the day when on University property (both on and off duty).
- All food service employees will be required to wear disposable gloves when handling food (pre- and non-packaged food) and must wash their hands and change gloves every 30 minutes or less.
- All kitchen equipment, food preparation areas and customer contact points will be sanitized every 30 minutes.
- Food service staff will sanitize customer seating areas on an hourly basis.
- Disinfectant spray bottles, gloves, and paper towels will be located at strategic locations inside dining venues to encourage customers to wipe down tables before and after using them.

- Cashiers will be required to wear disposable gloves in addition to face coverings at all times when on duty.
- Where operations allow, a separate line for customers paying by cash will be created, to minimize the handling of cash.
- All grab-and-go items will continue to be pre-wrapped prior to customer purchase.
- All food service entrances, exits, ordering locations and pick-up areas will be clearly highlighted and marked.
- All customer entrances will have signs to remind customers of the requirement of wearing face coverings.
- All food service areas will have markings on the floor and on countertops visibly highlighting the proper direction of traffic and indicating the required minimum 6-foot distance between customers at main traffic points.
- Plexiglass shields will be placed at the major customer/food worker contact points, such as cashier stations and ordering and pick-up locations, where 6 feet of separation is not possible.
- Where shields or sneeze guards already exist, they will be expanded to provide additional protection.
- While inside any food service or dining venue, patrons will not be permitted to consume food or drink while walking around and will be required to be seated while eating.
- At all locations, managers will monitor and enforce occupancy limits in all dining facilities. If possible, electronic counters will be used.
- Hand sanitizer stands will be placed at the entrances and exits to dining venues.

### **Food for Students in Quarantine**

Students in quarantine locations will be delivered food daily, including staples and snacks as well as hot food. When possible, the food will be dropped off in a space adjacent to the student's room to eliminate person-to-person contact.

### **Food for Students with Special Dietary Needs**

Chartwells will continue to ensure that students with special dietary needs have appropriate food choices. Students may contact the [Manager of Dining Services](#) if they have any questions.

### **Employee Training**

Dining Services staff are trained by their employer, Chartwells, and are required to follow industry standards as well as laws and guidelines from local, state and federal regulatory agencies. Chartwells has a detailed written protocol for employee training, health screening/testing, service provision and symptom response. The staff will also be trained to follow the University's rules regarding safeguards.

### **Catering**

Chartwells will offer "contactless" catering options to include drop-off menu items individually packaged for ease of delivery and consumption. Instead of buffets, all meals will be preordered and individually portioned into disposable containers. Dinnerware will be disposable and wrapped for individual diners. Beverages will be served only in cans or bottles. Coffee/tea will be poured by a gloved food service worker.

### **Vending Machines**

Vending services are provided by a third party, Canteen. The Canteen supervisor will conduct a temperature check and screening interview at the distribution center to confirm that their employees are well and exhibit no sign of illness, and to assure that all safety PPEs (gloves, face coverings, and uniforms) are being worn by the employee before leaving the premises. Vending technicians will continue to wear all PPEs when on campus.

- Technicians will sanitize each vending machine prior to and after product refills.
- A transparent film will be attached to all customer touchpoints to allow for more thorough cleaning. It will be routinely changed over the course of the semester.
- Restocking of products will occur during early morning hours to reduce the probability of customer contact.

## **X. Study Abroad and Travel**

In Stage 1 of the public health emergency, Montclair State University cancelled all international travel and instructed students living abroad to return to the United States, consistent with the guidance of the State of New Jersey and public health authorities.

In Stage 2 and stage 3, all international travel for students continues to be canceled, and University-related travel for employees will be strictly limited and must be approved for faculty by the Provost and for all other employees by the President. The following travel policies will apply to all travel in both Stage 2 and Stage 3.

### **University-Related Employee International Travel and Domestic Travel by Air or Ship**

University-related international travel and domestic travel by air or ship is prohibited for the Fall 2020 semester, except as follows:

- Employees may request permission to travel internationally or domestically by air or ship if necessary to conduct important University business or research.
- Such international travel may only be approved to countries where both the destination country and the United States allow travel to and from the USA. In the case of either international or domestic travel by air or ship, travel may only be approved where the destination would be appropriate based on COVID-19 related data as provided by the World Health Organization and the CDC.
- Travel by members of the faculty must be approved in advance by the Provost and travel by administrative or professional staff employees must be approved in advance by the

President. Approval to travel may be revoked prior to departure if circumstances related to the coronavirus change.

- Immediately on returning from an approved international trip or a domestic trip by air or ship, employees must self-isolate off-campus for 14 days after arrival in New Jersey and monitor their health daily as described in the Health Screening section of this Restart Plan. During this 14-day period, the employee will work remotely or use accrued leave time, as provided in the approved travel plan.

### **Student International Travel and Domestic Travel by Air or Ship**

Montclair State will not offer study abroad programs or faculty-led programs outside of the United States during the fall semester. All programs that send students to other domestic locations by air or ship are suspended. Participation in the National Student Exchange program is suspended for the Fall 2020 semester.

### **International Students, Fulbright Scholars, and Visiting Scholars**

The University will receive only degree-seeking students and Fulbright Scholars from outside the United States if they are coming from a country where both the home country and the United States allow direct travel to and from the USA and where the home country would be appropriate based on COVID-19 related data as provided by the World Health Organization and the CDC.

Any students, Fulbright Scholars or other visitors coming to the campus from outside the United States must self-isolate for 14 days upon arrival in New Jersey. The University will provide students with housing designated for this purpose. The campus host must inform these individuals in advance of this requirement as well as the General Safeguards in this Restart Plan.

The University will not receive non-degree seeking students or visiting scholars from institutions outside the USA during the fall semester.

### **Personal Travel by University Employees, Students and Visitors**

All employees, students and visitors will be asked about their recent travel as part of the required daily assessment described in the Health Screening section of this Restart Plan.

Individuals who have traveled outside of the United States, or within the United States to an area which the state of New Jersey has specifically designated as requiring quarantine upon return shall be asked to remain off campus for a period of 14 days upon arrival in New Jersey. During this 14-day period, employees may be approved to work remotely or to use accrued leave time, and students will be permitted to study remotely in any of their courses for which remote study is an option.

# XI. Intercollegiate Athletics

## Montclair State's Plan for Resuming Intercollegiate Athletics

On July 27, 2020, the New Jersey Athletic Conference (NJAC) cancelled all fall sports competitions. The conference will permit practices and training, and intends to allow the fall sports to compete in the spring of 2021.

The elements of this plan that pertain to sports competitions will be implemented when and if the Governor directs that the State has entered Stage 3 and the NJAC allows sport competitions to resume.

This plan is consistent with and incorporates by reference the guidance contained in the NCAA Sport Science Institute [Core Principles of Resocialization of Collegiate Sport](#), the [New Jersey Department of Health Guidance for Sport Activities](#) as well guidance provided by NJAC.

During Stage 1 of the pandemic, the University suspended all team practices, competitions and strength and conditioning activities and moved one-on-one athletic training sessions, group physical fitness activities, academic advising and prospective recruit meetings to remote delivery platforms.

During Stage 2, the University will allow student-athletes to practice and train outdoors. Indoor fitness areas and weight rooms within Panzer Athletic Center will remain closed. Staff will occupy offices with social distancing and where needed, physical barriers. All athletics staff and students will follow the University's General Safeguards as well as the specific safeguards and protocols described in this plan.

During Stage 3, Montclair State will expand the number of athletics activities, based on the guidelines established by the Governor.

### Face Coverings

Staff and student-athletes will comply with the University's requirements to wear face coverings. Staff will wear face coverings inside athletics facilities as well as outdoors during practice and game play. Coaches will wear face coverings on sidelines during games when social distancing is not possible. Student-athletes will wear face coverings at all times when not in physical activity/active game or practice play. *See Section I: General Safeguards for information about face coverings.*

### Social Distancing

All members of the Athletics Staff, as well as student-athletes, will comply with the University's requirements for social distancing. *See Section I: General Safeguards for information about social distancing.*

In addition, the following specific precautions will be taken.

### **Distancing in Athletic Facilities**

- Athletic offices, work spaces, lobbies and other common areas (including sideline areas and press boxes) will be configured to comply with the University's social distancing requirements. Tables and equipment will be moved as needed, and ample signage regarding health protocols and social distancing will be placed throughout all Athletic facilities, including floor decals to show movement patterns and appropriate distancing.
- Daily access to athletic facilities for team practices will be restricted to designated times and entrance/exit locations for all student athletes. Extended facility hours will be utilized as needed to accommodate individual student appointments in academic support, athletic training, and fitness, strength and conditioning areas.
- All uniforms for each sport will be cleaned, air dried and hung by the equipment room manager after all games. Each team will have their own assigned laundry bins.
- Individual water bottles will be given to all student-athletes, and they will be responsible to return their bottle each day for proper cleaning.

### **Distancing in Practices and Team Meetings**

A variety of measures will be utilized to promote distancing during team practices and meetings, including small group break-outs in assigned areas of the field/court and designating sideline places for each player at 6 foot intervals. Unnecessary close contacts such as high-fives and handshakes are strongly discouraged, and spitting is prohibited. Team meetings will be held virtually whenever possible. If meetings must be held in person then all attendees must wear face coverings and maintain a minimum 6 feet of distance from others.

### **Distancing in Locker Rooms**

Locker rooms will only be used for changing clothes and only when necessary; athletes will be requested to come dressed for practices when possible. Showers will only be permitted after games, not practices. No equipment will be kept in lockers overnight (except football equipment). Large teams (football, men's and women's soccer, field hockey) have been assigned to specific locker locations that accommodate their size. In addition, players will be admitted into locker rooms in smaller groups in an effort to reduce occupancy at any given time. Visiting teams will have access to outdoor tents for changing clothes.

### **Training and Orientation**

Prior to returning to campus, student-athletes, coaches and staff will receive training based on the most current CDC, NCAA and NJDOH recommendations. Topics will include the use of required face coverings, self-identifying symptoms of COVID-19, infectious disease control, daily health screening procedures, managing high touch items, and the Emergency Action Plan (EAP). This training will be conducted virtually and will be followed by a sports medicine compliance remote meeting for student athletes where new protocols and procedures will be

addressed. These concepts will be reinforced throughout the year through ongoing training presented in a variety of formats. In addition, the content from these training sessions will be distributed to each student athlete and staff member in writing, and made available on the department's website.

## **Health Screening and Testing**

### **Pre-Participation Protocol**

- Athletes and staff will be required to be tested for SARS-CoV-2 (coronavirus) one week prior to returning to campus. *See Section II: Screening, Testing and Contact Tracing for more information.*
- Physical examinations will be required to be completed by each student athlete's treating physician or a team physician prior to student arrival on campus unless there are specific exemptions afforded in league/NCAA regulations. A COVID-19 symptom and recovery assessment will be a required part of the physical; any required COVID-19 testing will be congruent with the University's COVID-19 testing program.
- Student athletes will be strongly encouraged to obtain a flu shot unless advised not to do so by their physician or other medical authority.
- A COVID-19 symptom inventory will be completed by each student athlete to determine if they have been recently exposed to, have had an active case of, or been tested for the disease. The inventory will also determine whether the student has travelled to a hot spot location within the past 14 days.
- Student athletes will be required to complete the online screening application each day, and in addition will be screened by training staff and have their temperatures taken before participating in any practice or game. Student-athletes who have symptoms or report risk factors for COVID-19 will not be permitted to practice or play.
- Student health records are confidential and will be handled in compliance with HIPAA and FERPA laws and institutional policy and procedures.

### **Daily Screening Protocol**

All student-athletes and athletics staff will complete a daily health screening prior to participating in all practices and competitions. The health screening will include a temperature check via touch free thermal scan cameras or forehead thermometers in addition to a symptom checking assessment.

### **Quarantine and Isolation Protocol**

Upon identification of COVID-19 symptoms or possible exposure, the Athletics Department's Emergency Action Plan (EAP) protocol will be enacted. This plan enables Sports Medicine Staff and responding parties to properly assess, classify, and respond as appropriate:

- Individuals who report symptoms while off-campus will be directed to contact the Sports Medicine staff via phone and remain off-campus, or self-isolate in their assigned room on campus, and await further direction by University Health Center staff and/or team physicians.
- Athletes and staff who exhibit symptoms of COVID-19 while on campus will be escorted into the Panzer Athletic Center through the pool entrance and taken to the athletics isolation room, where they will be assessed by Sports Medicine Staff.
  - For students who are not experiencing distress, the University Health Center or team physicians (depending on the time of day) will be contacted immediately and will provide further instruction regarding self-isolation and medical evaluation.
  - Employees who are not experiencing distress will be advised to seek medical advice and to contact Occupational Health, which can offer further instruction regarding self-isolation and medical evaluation.
  - If emergency medical attention is needed, medical transport will be provided by the University's Emergency Medical Services to the hospital/emergency medical service provider. EMS will be advised of suspected COVID-19.
- Symptomatic athletes must remain in self-isolation and will not be permitted to participate in practice or games until receiving physician certification/confirmation of non-infection or recovery from COVID-19. If the student lives on campus, Residence Life will arrange for quarantine accommodations.
- Staff displaying symptoms of COVID-19 must remain off campus until they provide a fitness-for-duty certification to Employee Benefits.
- An acclimatization protocol will be enforced to allow proper return into sport activity.

### **Limiting Shared Use Of Equipment**

In order to limit equipment sharing to the greatest extent possible, individual player equipment will be assigned to, maintained by and stored with student athletes for the duration of the year (this includes shoulder pads, helmets, goalkeeper equipment, mitts/gloves, hockey sticks, javelins, etc.)

- Equipment sharing will be limited to only that which is required for play of the sport; essentially this means the balls/pucks that are used during games and practices.
- In terms of Athletic Training, disposable individual electrode pads will be assigned to student-athletes to use for the year, and whirlpools and tubs will be used only for ice baths to treat emergency issues caused by heat exposure.
- All fixed, shared equipment in Athletic facilities will be sanitized before and after each use including: athletic training treatment tables, rehab areas and athletic training equipment; strength and conditioning and fitness equipment such as weights and weight machines, bench presses, treadmills, cycles, etc. Locker rooms and facilities will be sanitized daily. Hand sanitizer stations will be stationed throughout facilities.
- There will be no team water coolers.

### **Team Travel Protocols**

*Note - these protocols will be implemented when competition is allowed to resume.*

- Team travel will be limited to league play; no exhibition games or overnight travel will be scheduled for fall semester, with the exception of games that are essential for conference play. Hotel rooms will be assigned with a maximum of two players per room and in separate beds.
- Travel roster size for each away game will be reduced to allow for better spacing.
- Compliance with the University's Social Distancing and Face Covering requirements will be mandatory for team members and staff while travelling, including while in vehicles and at any off-campus premises, whether indoors and outdoors.
- Bus cleaning protocols will be required of the service provider in writing and confirmed in advance. Bus sanitizing immediately prior to team pick up will be required as a condition of the contract. Trash will be removed by each student upon exiting the bus and placed into trash bags provided by the bus company.
- All travelling student athletes and staff will go through a Game Day Health Screening prior to departure. Symptomatic individuals will not be permitted to travel.
- Only pre-packaged food and single serve water will be provided to student athletes as needed.
- Additional bench seating (folding chairs) will be requested in advance for sideline seating at away venues as needed to achieve social distancing.
- The EAP protocol referenced above includes provisions for treatment of students while travelling. This protocol will be implemented as necessary.
- Trainers travelling with a team will be equipped with mapped locations of emergency services (urgent care and hospital facilities) en route and at the destination. If a student-athlete or staff member shows signs or symptoms of COVID-19 while traveling they will be isolated from the team to the greatest extent possible. Individual transportation arrangements will be made for, and single hotels rooms provided to, individuals who are displaying symptoms of or have been exposed to COVID-19. The athletic trainer(s) providing care to that individual will don proper PPE to monitor them, and the EAP (Emergency Action Plan) for treating COVID-19 symptomatic individuals will be implemented, including initial assessment, consultation with Montclair State team physicians and/or local emergency medical providers as necessary.

## **Visiting Team Protocols**

*Note - these protocols will be implemented when competition is allowed to resume.*

### **Arrival**

The competing team's Head Coach and/or Athletic Trainer will communicate with the visiting team to determine time of arrival in advance and to plan entry locations to avoid congested areas, and to obtain official rosters of travel parties including coaches and staff.

### **Health Screening and Contact Tracing**

All members of the visiting team's party must be screened prior to, or upon arrival. The administrator for each visiting team will be contacted in advance to confirm compliance with Montclair State's health screening requirements and ensure preparations are in place to conduct the screenings upon arrival if the visiting team has not completed the screening prior to arrival.

### **Training on Health Procedures**

The University's procedures and protocols will be communicated with visiting team administrators prior to arrival including screening, protocols for those with positive signs and/or symptoms of COVID-19, and our general safeguards (including our requirements for face coverings, distancing and sanitizing). We will request that a written copy of our procedures and expectations be provided to each travelling party member shortly before departure or en route. Visiting head coaches will be requested to review these protocols with their team members and staff.

### **Athletic Training**

Visiting Team Athletic Trainers will be provided with a table or other needed equipment outside of the MSU Athletic Training room. Those teams not traveling with an athletic trainer will be given times and specific areas where visiting student athletes can receive necessary treatment only from Montclair State staff.

### **Game Location/Facilities**

- Only official staff will be allowed on the sideline.
- Additional bench seating or folding chairs will be provided as needed.
- Only single use cups or individual water bottles will be permitted.
- Use of showers and locker rooms will be allowed by visiting teams after games, with social distancing requirements in full effect.
  - Home team students and staff will be expected to shower at home.
  - All locker and shower facilities will be cleaned immediately following each game.
  - Visiting team coaches will be expected to oversee social distancing within the locker and shower rooms while in use.

### **Non-Essential Visitors, Media, Staff, Volunteers, Vendors**

*Note - these protocols will be implemented when competition is allowed to resume.*

Non-essential guests will be limited through a variety of measures:

- In no event will the total outdoor occupancy of any outdoor sports venue exceed what is permitted by the Governor's Executive Orders or regulations.
- Visiting team ticket allowances will be determined based on facility size, reduced capacity with distancing and home team ticket allocation, and state regulations.
- Bleachers will be sectioned off to assist with social distancing. Staggered seating will be promoted to avoid the stream of airflow directly to those in front and behind each spectator.
- Exits and entrances will be designated, and directional signage installed, where appropriate.
- Game day media and staff limits have been established for each sport, based on essential game functions and space capacity with distancing.
- Professional staff will administer most game day procedures to minimize the number of individuals needed on site during competitions.

- No halftime performances will be allowed including cheerleaders, dance teams, and outside groups.

### **Local, State, and Conference Partners**

*Note - these protocols will be implemented when competition is allowed to resume.*

Athletic Director Rob Chesney has been actively engaged with the other NJAC Athletics Directors and the Conference staff to develop a conference-wide COVID-19 protocol governing conference play. Once adopted by the University presidents, this agreement will ensure a shared commitment to safety and a consistent set of standards and regulations across institutions. In addition President Susan Cole has been and will remain engaged in regular dialogue with the presidents of the other New Jersey public higher education institutions to ensure a coordinated approach.

## **XII. University Restart Health and Safety Committee**

The University Safety Committee established by the President many years ago will be reoriented for the 2020-2021 academic year to serve as the University Restart Health and Safety Committee. The Committee will focus primarily on assisting the University community in the implementation of this Restart Plan and providing advice to the President about how implementation of the Plan may be improved. The members of the Committee for academic year 2020-2021 will be:

### **Co-Chairs**

Peter Kingstone, Dean of the College of Humanities and Social Sciences,  
Convener  
Margaree Coleman-Carter, Dean of Students  
Erik Jacobson, President of the University Senate  
Boyd Lyons, Deputy Chief, University Police

### **Members**

Fathia Balgahoom, Voting Student Trustee  
Hila Berger, Director of Research Compliance  
Marie Cascarano, Coordinator of Health Promotion  
Keesha Chavis, Assistant Vice President, Human Resources  
Debra Coull, Business Manager, Information Technology  
Joanna Dos Santos, Associate Director, Facilities Learning and Development  
Paulette Gando-Duenas, SGA Executive Secretary  
Pauline Garcia-Reid, Professor, Family Science and Human Development  
Pamela Kirby, Administrative Assistant, Library  
Natalie Lopez, Academic Program Coordinator, University College  
Kathleen Loysen, Associate Professor, Modern Languages and Literatures  
Ernst Lozin, SGA President  
Jeanne Marrano, Asst. Vice President, Annual Giving and Alumni Engagement  
Cristina Molinari, President, CWA Local 1031  
Andrew Moya, SGA Executive Vice President  
Randy Mugleston, Chair and Professor, Theatre and Dance  
Ramesh Narasimhan, Professor, Accounting and Finance  
Matthew Pierce, Senior Web Developer  
Daphne Reynoso, Associate Director of Student Accounts  
Johannes Schelvis, Professor, Chemistry and Biochemistry  
RJ Simmons, SGA Executive Treasurer  
Bill Sullivan, AFT Local 1904 Representative  
Faith Victor, Non-voting Student Trustee  
Elizabeth Zweighaft, Undergraduate Nursing Program Director

# Appendix A: Signage



# Appendix B: Legal Basis for Screening, Testing and Contact Tracing Protocols

The University's policies and procedures are consistent with federal and state law and regulation. The legal basis for these policies and procedures is summarized below:

## Summary of Laws Applicable to Testing Employees

As a recipient of federal funding, Montclair State University must comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 (collectively "ADA") which prohibit discrimination of an individual based upon a disability. These laws generally prohibit the University's inquiry into an employee's medical condition and generally consider such inquiry to constitute discrimination. However, in response to COVID-19, the Equal Employment Opportunity Commission issued guidance, last updated on June 17, 2020, that a person with symptoms of COVID-19 in the workplace presented a substantial threat. The EEOC advised that, in order to maintain a safe workplace, the University may:

1. take an employee or prospective employee's temperature.
2. ask if the employee or prospective employee is experiencing symptoms of COVID-19 (as identified and updated by the CDC).
3. require the employee or prospective employee to go home if symptoms of COVID-19 are observed or present.
4. require the employee to provide, as a condition to return to work, a fitness for duty certification indicating they have recovered from COVID-19 or are not diagnosed with COVID-19.
5. require an employee or prospective employee to take a test to determine if they have the COVID-19 virus before returning to work or starting employment.

The ADA requires this information to be kept confidential and stored separately from an employee's personnel file. Accordingly, the University may require employees and prospective employees to be screened and tested for COVID-19 at the present time. Because guidance from public health authorities is likely to change as the COVID-19 pandemic evolves or improves, the University's policies and procedures in regard to testing may change to remain in compliance with the most current guidance on maintaining workplace safety.

## Summary of Laws Applicable to Testing Students

The ADA also generally prohibits the University's inquiry into a student's medical condition and considers such inquiry as discrimination. Instead, the ADA places the burden on students to disclose their medical condition or disability and request a reasonable accommodation (34 C.F.R. 104.44). As the enforcing agency for compliance with the ADA by educational entities

receiving federal funds, the U.S. Department of Education Office of Civil Rights issued guidance on March 16, 2020 recommending that all schools implement the CDC's recommendations to avoid a claim of disability discrimination or other civil rights laws, and make decisions based on local health needs and concerns. On June 30, 2020, the CDC provided guidance on symptom screening and viral testing of students displaying symptoms of COVID-19, and viral testing of asymptomatic persons with recent known or suspected exposure to COVID-19. The CDC did not recommend the testing of all students before permitting them to return to school but recognized that certain institutions intend to do so and provided suggestions.

In addition to the ADA, the Fourth Amendment of the U.S. and N.J. Constitutions are applicable to Montclair State University as a public entity and prohibit unreasonable searches and seizures without an individual's consent. A search occurs by a government entity if it infringes on an individual's expectation of privacy or involves a government intrusion. It should be anticipated that a public university taking a student's temperature, requiring a student to be tested for COVID-19, or participating in mandatory contact tracing would likely be deemed a search. However, the intrusiveness can be mitigated by opting for temperature scans or non-invasive tests. Moreover, searches are permitted without a warrant as reasonable under the following exceptions to the Fourth Amendment: 1) they are not being conducted to investigate a crime; or 2) there are exceptional circumstances in which special needs, beyond the normal need for law enforcement, would make obtaining a warrant and showing probable cause impracticable. These exceptions may be relied upon by higher education to assert the need for health-related screening, temperature checks, and testing due to COVID-19. Separate from these exceptions, a public entity may undertake a search where probable cause exists. If an individual is demonstrating COVID-19 symptoms and poses a danger to others, that circumstance would likely be sufficient probable cause to mandate testing for COVID-19.

Information that is collected by the University from students as part of symptom screening and testing must be kept confidential under the Family Educational Right to Privacy Act. FERPA prohibits the University from disclosing personally identifiable information from students' education record without the prior written consent by the student unless an exception to FERPA applies (20 U.S.C. §§ 1232g(b)(1) and (b)(2); 34 C.F.R. §§ 99.30 and 99.31). FERPA would permit disclosure to appropriate parties (e.g. law enforcement, local health officials, medical personnel, public health authorities and the student's parents) without prior written consent from a student in connection with an emergency and where the information is necessary to protect the health or safety of students or other individuals (20 U.S.C. § 1232g(b)(1)(I); 34 C.F.R. §§ 99.31(a)(10) and 99.36). Therefore, information concerning a student who tested positive for COVID-19 could be disclosed to appropriate public health authorities without a student's consent to facilitate contact tracing in response to an outbreak on campus. However, if the University intends to share student information to create a tracking system in order to identify an outbreak before an emergency happens, this would require consent from students under FERPA.

If the University does not perform testing and will need access to test results from medical providers used by students, the Health Insurance Portability and Accountability Act (“HIPAA”) would require the student to execute a written authorization permitting the University access to such medical records.

# Appendix C: Questions for the Self-Check Application

All members of the campus community, as well as visitors and contractors, will be asked to complete a self-check before coming to campus. The questions focus on symptoms of COVID-19 as well as risk factors.

## Question 1

In the past 48 hours (2 days), have you had any of the following symptoms that are NOT due to another health condition?

- New fatigue that cannot be attributed to another health condition
- A new cough that cannot be attributed to another health condition
- New headache
- A new loss of taste or smell
- New chills that cannot be attributed to another health condition
- New muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise)
- A new fever (100.4°F or higher) or a sense of having a fever
- New nausea OR new vomiting OR new diarrhea
- New shortness of breath or difficulty breathing that cannot be attributed to another health condition
- A new sore throat that cannot be attributed to another health condition
- Congestion or runny nose

## Question 2

Yes or No

- I (or a close contact) was sick and are waiting for the results of a COVID-19 test.
- I was exposed to COVID-19 and am waiting for test results.
- I (or a close contact) was recently diagnosed with COVID-19 (positive test in the past 14 days).
- In the past 14 days I have been exposed to COVID-19 (for example were you closer than 6 feet from a person with COVID-19 for more than 10 minutes).

## Question 3

Within the past 14 days, have you traveled by train, bus, plane, car or other method of transportation either outside of the United States, or traveled to New Jersey from a state requiring a 14-day quarantine period due to the state's travel advisory? The current list of states impacted by the advisory can be found on [New Jersey's Covid19 website](#). YES or NO

# Appendix D: Cover Sheet for OSHE Submission

## Submission of Institutional Plan for Restart Cover Sheet

**Institution Name:** Montclair State University

**Date Submitted:** July 13, 2020

**Key Contact(s):**

Name: Joseph A. Brennan  
Title: Vice President, Communications & Marketing  
Email: brennanjos@montclair.edu  
Phone: 973-655-3077

**Website for Restart Plan Posting:**

*Note: Institutions do not need to wait for OSHE confirmation prior to posting to website. The plan should go live on the website when it is submitted.*

**Components of Institutional Plan for Restart Checklist**

*(Note: Before submitting, please review and check that the following components are included in the plan. The plan should be submitted with the headings below. If you are only submitting for certain sections, check only those that apply).*

- 1. General Safeguarding..... [X]
- 2. Screening, Testing, and Contact Tracing Protocols ..... [X]
- 3. Instruction ..... [X]
- 4. On-Campus Residential Housing ..... [X]
- 5. Computer Labs/Libraries ..... [X]
- 6. Research..... [X]
- 7. Student Services ..... [X]
- 8. Transportation ..... [X]
- 9. On-Campus Dining ..... [X]
- 10. Study Abroad and International Travel ..... [X]
- 11. Athletics ..... [X]
- 12. Other Information/Appendices (as needed) ..... [X]

By signing below, the institution certifies that all statements provided are true and correct and that the institution will comply with all applicable requirements set forth in the Governor's Executive Orders.



\_\_\_\_\_  
**Signature of President or Appropriate Designee**

July 13, 2020

\_\_\_\_\_  
**Date**