



Return to
Campus Plan
FALL 2020

COPPIN
STATE UNIVERSITY

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Coppin State University plans for faculty, staff, and students to return to campus, in some capacity, this fall. The university plans to begin the fall semester on August 31, as scheduled.

The policies and procedures employed will be based on local, state, and federal guidelines, and they will be consistent with guidance received from the University System of Maryland (USM). The health and safety of the Coppin campus community is the top priority, and all plans will include strict adherence to procedures that reflect this.

Any staff member who wishes to seek an exception to these policies and procedures should contact the Office of Human Resources at (410) 951-3666 or email AskHR@coppin.edu. Any student who needs an academic-related accommodation should contact the Office of Disability Support Services at (410) 951-6098 or by email at dssp@coppin.edu.

Students who have health-related questions or need health accommodations should contact the Community Health Center at (410) 951-4188, for further instructions and guidance.

The COVID-19 situation evolves, constantly, and plans may change, in order for the university to remain committed to ensuring compliance and safety for our campus. Updates will continue to be provided as they are developed, and additional information can be found at www.coppin.edu/coronavirus.

Key Assumptions for CSU Return to Campus in Fall 2020

- Ability to meet all federal, state, and local laws, regulations, and guidance regarding COVID-19
- Ability to regularly test all students, staff, and faculty
- Ability to screen all students, staff, and faculty for symptoms, including temperature screening
- Ability to contact trace
- Ability to obtain necessary PPE materials
- Ability to reduce density on campus
- Social distancing in residence halls, classrooms, dining hall

Health and Safety

Key Assumptions

- Institutions of Higher Education will work with the local health department.
- When in the Substantial Spread Phase or Stay at Home Phase, no visitors or guests will be invited to campus.
- Minimal students will be in the residential halls. Priority will be observed for students based on who must be on campus (Athletes, International students, non-Maryland residents, and student who need access to the specialized laboratories).
- Human resources will work with employees who may need accommodations.
- Disability support services will work with students who need accommodations.
- Work will continue, remotely. Only work that requires a physical presence will be conducted on campus. An employee will require prior authorization to come to campus.
- Building access controls shall remain in place. All badge activity will be monitored. All buildings will be closed to the public.
- The university will provide a disposable or reusable face mask or facial covering to all personnel if supplies are available. Anyone coming to campus should have a mask on hand in case the university cannot provide a mask/face covering.
- Those without a mask shall not be allowed into a building.
- Building controls surveillance will be in place to prevent unauthorized entry.
- An individual who completes a screening questionnaire shall respond, accurately.
- All campus facilities will be thoroughly cleaned with an increased frequency based on CDC guidelines.
- Residential suites are based on a ratio of one student per suite to allow quarantining and isolation, if needed.
- If CSU has any confirmed person with COVID-19 on campus, CSU will suspend classes, as appropriate, close the appropriate buildings to disinfect, and initiate contact tracing in conjunction with guidance from the Baltimore City Health Department.

Health and Safety

Key Assumptions (continued)

- If CSU has any confirmed person with COVID-19 on campus, CSU will suspend classes, as appropriate, close the appropriate buildings to disinfect, and initiate contact tracing in conjunction with guidance from the Baltimore City Health Department.
- A protocol for a student exposed to COVID-19 will be conducted in conjunction with the Baltimore City Health Department.

Monitoring Symptoms

Students and staff are expected to monitor symptoms. An employee who develops any of the following symptoms while on campus shall leave immediately, and notify his or her supervisor:

- > Fever or chills
 - > Headache
 - > Cough
 - > New loss of taste or smell
 - > Breathing problems
 - > New onset gastrointestinal upset
 - > Sore throat
 - > Muscle or body aches
- A student who experience any of the above symptoms should refrain from reporting to classes. Commuter student should notify the Community Health Center at (410) 951-4188. Residential students should notify the Office of Residence Life at (410) 951-6399.
 - An employee who tests positive for COVID-19 shall immediately notify his or her supervisor and Employee Health and shall not return to work until he or she has been cleared to return by a medical professional.
 - A student who has been tested for COVID-19 and awaiting results, or a student who has tested positive for COVID-19, shall immediately notify the Community Health Center staff and the Director of Residence Life.
 - A residential student waiting for COVID-19 test results must self-isolate in his or her room (if single occupancy) and must remain in isolation while awaiting results.

Health and Safety

Student Health

- All students shall sign a residential agreement with updated guidelines that address safety, personal protection, stay-at-home orders, quarantine, isolation, and revisions to the Residential Student Code of Conduct agreement.
- By no later than October 31, 2020, a student shall provide evidence of an annual flu vaccination.
- CSU shall provide one face covering or mask (based on CDC guidelines) to each residential student. The Director of the Residence Life shall ensure distribution to each residential student.
- A student shall wear a face covering over his or her nose and mouth while on campus. A student who needs an exemption from this requirement shall follow up with the Office of Disability Support Services to request an accommodation.
- A student who is in quarantine or isolation shall receive a paper mask or shall wear a cloth covering and change a minimum of each day.
- A student shall regularly clean and maintain his or her face covering or face mask.
- A student must screen using the self-assessment screening questionnaire. Any student who has symptoms must call the Community Health Center and be referred to the Baltimore City Health Department or designated COVID-19 testing site.
- A residential student must be in quarantine for a minimum of 14 days upon return to the Residence Hall.
- A student who has been tested for COVID-19 and awaiting results or who has tested positive for COVID-19, shall immediately notify the Community Health Center staff and the Director of Residential Services.
- A residential student waiting for COVID-19 test results must self-quarantine in his or her room (if single occupancy) and must remain on isolation precautions while waiting the results.
- A residential student who has received a positive COVID-19 result must be required to be in isolation for a minimum of 14 days.

Health and Safety

Student Health (continued)

- A residential student must be in quarantine for a minimum of 14 days upon return to the Residence Hall.
- A student who has been tested for COVID-19 and awaiting results or who has tested positive for COVID-19, shall immediately notify the Community Health Center staff and the Director of Residential Services.
- A residential student waiting for COVID-19 test results must self-quarantine in his or her room (if single occupancy) and must remain on isolation precautions while waiting the results.
- A residential student who has received a positive COVID-19 result may be required to be in isolation for a minimum of 14 days.
- Students shall limit out of state travel or travel to COVID-19 hot spots.

Campus Facilities

- CSU facilities department shall verify that handwashing signage is present in each bathroom area.
- CSU facilities department shall post CSU logo on the stall within each bathroom area to adhere to physical distancing (may be 1 person in a bathroom at a time or no more than 2 depending on the square footage).
- CSU facilities shall post in each bathroom the designated CSU phone numbers to call when need to request environmental services (for example, need more paper towels, soap, or hot water)
- All building entrances shall have signage posted regarding the Public Order to wear mask/ facial clothing and maintain social/physical distance.
- A physical barrier, Sneeze shield, shall be installed in any work area wherein an employee shall be in contact with the public (Human Resources, Administrative offices, Disability Support Services, Talon, and Residential Hall). The minimum height of the Sneeze shield shall be at least 72 inches from the floor to the top of the shield.

Health and Safety

Campus Facilities (continued)

- High use buildings (Administration buildings, Talon, HHSB, STC, and the west entrance of the PEC) must be cleaned at a frequency that is in compliance with local health guidelines. A space or building must receive deep cleaning using EPA-disinfectants wherein there has been a positive COVID-19 event.
- Airflow quality shall be monitored regularly within the residential halls. In consultation with the Baltimore City Health Department, a determination shall be made to close part of or the entire building post COVID-19 exposure.

Controlling Environmental Factors

- Each building shall remain in badge access only.
- In each building, hand sanitizers shall be available by each entrance and each elevator.
- Effective EPA-approved disinfectants shall be made available. Each cleaning crew shall be trained on how to effectively use these EPA-disinfectants.
- Bathroom use must adhere to social and physical distancing guidelines. May be no more than 2 people in the space at a time.
- Space chairs in all waiting areas (HR, Talon, Residential Hall) to maintain physical distancing and remove any paper products such as magazines or other items.
- CSU shall promote a paperless environment
- CSU shall provide revised or updated space occupancy numbers for classrooms, conference, and research spaces.
- Adhere to posted building specific elevator limitations (capacity must be updated as is generally by weight, needs to be by square footage or by number who can occupy).
- Adhere to posted building specific signs including walk flow patterns and stairway flow patterns to decrease physical contact (currently would only be related to the Residential Halls).
- In collaboration with the Baltimore City Health Department, CSU Events and Planning staff shall update space occupancy requirements based on low community spread, moderate, or substantial community spread.

Health and Safety

Fitness Center

- Must maintain social and physical distance
- When community transmission is substantial, the Wellness Center shall remain closed.
- The pool shall remain closed (more CDC guidelines are needed about pool utilization).

Transportation

- Bus or van services must adhere to the physical and social distancing guidelines.
- Cleaning frequency must adhere to local health guidelines.

Public Safety

- Public safety shall remind individuals about wearing a face covering and maintaining physical distancing. A ticket or fine shall not be provided. An individual who is found to be in violation of the CSU face covering and/or physical distancing protocols shall be asked to leave the premises.

Faculty and Staff policies

- An employee must wear face covering over the nose and mouth while in public places on campus.
- A student must wear face covering over the nose and mouth while in public places on campus and when within 6 feet of others while on campus.

Health and Safety - Human Resources

Workplace Safety

Employers must ensure their workplaces are as safe as they can be. Employees, students, and visitors may have fears of returning to business as usual. Preparing for and communicating how safety is a top priority will allay fears and increase brand loyalty.

- The following employee health screening procedures will be implemented:
 - > Employees will be required to complete health screening surveys online to self-report/disclose any symptoms they may be experiencing.
 - > The survey results will be monitored and reviewed by a HIPAA-certified designee in the office of human resources.
 - > In consultation with the Director of the Health Center, if an employee is determined to be exhibiting symptoms of COVID-19, the employee will be directed to leave the campus and contact a health care practitioner for enhanced screening.
- Developing an exposure-response plan that addresses:
 - > Isolation, containment and contact tracing procedures.
 - > Stay-at-home requirements.
 - > Exposure communications to affected staff.
 - > Providing personal protective equipment (PPE) such as masks, gloves, face shields, hand sanitizer, etc.
 - > All employees, upon their return to campus, will be provided one (1) cloth mask to wear while at work on campus, as required.
 - > Hand sanitizer dispensers have been installed around the campus ensuring employees easy access of use.
 - > Shields will be made available to employees in the health center only.
 - > A repository of masks and gloves is available in the office of human resources and PPE items will be available upon request for visitors to offices and employees who may have left their PPE at home.

Health and Safety - Human Resources

Workplace Safety (continued)

- Detailing cleaning procedures and ensure contractor procure necessary supplies.
- By no later than July 1st, facilities management will meet with custodial contractor to discuss and agree on increased frequency for cleaning of restrooms and offices.

Establishing Physical Distancing Measures within the Workplace

The University will implement the following measures to ensure social distancing within departments among employees:

- Staggered shifts and lunch/rest breaks.
- Rotating weeks in the office and working remotely.
- Moving workstations to increase separation distance.
- Implementing one-way traffic patterns throughout workplace, if possible.

Restricting Business Travel

- The Vice President of Administration will update university policy on travel, and the University will continue to follow government guidance to ease restrictions over time.

Student and/or Visitor Contact protocols

Signs will be posted at the entrances of each building to inform employees, students, and visitors of:

- Any/all one-way or alternative traffic patterns throughout each building.
- Any limits on the number of customers in any area at one time.
- Reminder to social distance (3-6 ft apart) to the extent possible throughout the building.

Health and Safety - Human Resources

Student and/or Visitor Contact Protocols (continued)

- Contactless pick-up and delivery procedures for forms and other items.
- Employees will be informed of changes in traffic pattern throughout buildings in a webinar, which they will be required to complete prior to returning to campus, and in a formal campus-wide presentation on the University's Return to Campus Plan.
- In every medium possible (i.e. newsletter, bulletins, social media, email, etc.), students, employees, visitors will be strongly encouraged to video or telephone conferencing instead of in-person meetings to conduct business affairs.

Understanding and Complying with Occupational Safety and Health Administration (OSHA) Record-keeping and Reporting Obligations

- Identify positions, if any, with the potential for occupational exposure to the coronavirus.
- Review OSHA regulation 29 CFR § 1904 to determine work-relatedness of illnesses.

Remote Work

- Telecommuting may have proven to work well during the pandemic for some employers and employees. Using it not only as a short-term emergency tool to survive the next year but also as a permanent work/life balance and cost-saving measure should be considered.
- By June 1st, the CHRO will collaborate with each vice president to determine a feasible return to campus plan for each division. The plan will delineate measures such as which employees will be allowed to continue remote work as a safety precaution and the degree to which employees will be staggering weeks in office and at home, working part-time remotely and/or alternating weekdays.
- By July 1st, the Office of Human Resources will develop and publish on its website and in its bulletin, procedures for employees to request to continue to work from home, including long-term arrangements.
- The division of information technology will continue monitoring the technology needed to support virtual workers, and will provide resources to the extent possible.

Health and Safety - Human Resources

Recall Procedures

- Plan for how and when employees will return to work or to the worksite to create an organized and controlled approach. All employees returning on the same day at the same time could be overwhelming and possibly unsafe.
- By June 15th, the CHRO will meet with the Executive Cabinet and other personnel, as deemed appropriate by the President, to develop a plan for phasing-in employees returning to work. The plan will offer details on the University's plan for:
 - > employees in high-risk categories for infection to return to work;
 - > allowing employees to continue telework or remain on leave until they feel comfortable to return.
 - > increased measures to protect employees when working onsite, including isolated workstations, additional PPE as requested, fewer days in the office, etc.
- The plan will also detail how to handle employees who are unable or unwilling to return to work such as:
 - > Employees who are fearful of returning to work.
 - > Employees who have family obligations that interfere with the ability to return to work.
 - > Employees who remain under quarantine due to exposure to COVID-19.

Communications

- Establishing a clear communication plan will allow employees and customers to understand how the organization plans to reopen or reestablish business processes.
- Detail what training on new workplace safety and disinfection protocols have been implemented.
- Have exposure-response communications ready to go to any affected employees and customers.
- Have media communications ready to release on topics such as return-to-work timetables, safety protections in place, and how else the company is supporting workers and customers. Prepare to respond to the media for workplace exposures.

Campus Opening- Student Affairs, Dining, and Student Support Services

Key Assumptions

- Meet all Federal, State and local laws, regulations and guidance regarding COVID-19, e.g.,
- Test regularly all students, staff, faculty
- Screen student, staff, faculty entering the residence halls
- Contact trace Covid-19 positive persons
- Possess necessary PPE and sanitation materials
- Maintain reduced density on campus
- Practice social distancing in residence halls, academic buildings, dining halls and offices

Option 1 - Residence Halls at 50% capacity

- Occupancy of 327 (1 student per bedroom) residents
- Reservation of Daley 202 & 203 and Dedmond 102 & 103 for quarantine usage
- Resident Directors- one per building
- Resident Assistants- (14) 7 per building

Option 2 - Residence Halls at 33% capacity

- Occupancy of 206 residents and two Resident Directors (one per building)
- Resident Assistants (8) 4 per building

Campus Dining

- Residence hall meal plan will be take-out only, for all meals.
- The Grill, Café and Einstein's will remain closed for the fall

Campus Opening- Student Affairs, Dining, and Student Support Services

Addendums to Residence Hall Handbook

- Include clear language on expectations for universal masking, frequent cleaning, and social distancing
- Include language that students must adhere to safety guidelines disseminated by the university in cooperation with Federal and state. The language should also be added to residence hall rules and regulations.

Instructional Delivery

Option 1

- A combination of limited face to face delivery and majority virtual delivery. This approach is the most comprehensive and covers many modes of instruction and co-curricular activities.
- Demonstration courses (labs, dance, theatre, art studio, and skilled based/demonstration courses) will meet on campus for 4 weeks to provide initial expectations and demonstrations in labs.
- Schedule for demonstration classes (labs, dance, theatre, art studio, and skilled based/demonstration courses) will be adjusted to verify that each course will meet only once per week, for limited number of weeks, to limit student contact on campus. For example, space will dictate two sections for the following labs (or split cohorts 1st 7 weeks and 2nd half of the semester):
 - > Organic -15 stations (7 students at a time)
 - > Molecular biology -15 stations (7 students at a time)
 - > Microbiology -15 stations (7 students at a time)
 - > Genetics - 24 stations (7 students at a time X 3)
 - > Chem 1 and 2 - 24 stations (7 students at a time X 3)
- All lecture classes will be delivered through online and virtual delivery. For Fall 2020, there are 145 course/sections, already approved for full online offerings.
- Lecture courses not vetted for online offering, will be retooled for the already developed “plug and play” online course template available through collaboration with IT and Faculty Information Technology Committee.
- Faculty will participate in trainings over the summer to support the adaptation of face-to-face course syllabi to virtual and online delivery.
- A series of virtual trainings will be provided for all students new to Coppin State on use of Blackboard, Blackboard Collaborate, Panapto, and Microsoft Teams for course work. Returning students will also have virtual training available to them.
- Conduct virtual Orientation for all new Coppin students, June 24-July 15.
- Propose that all courses are offered remotely after the Thanksgiving holiday - no students or faculty on campus.

Instructional Delivery

Option 2

- Remote and HyFlex (Synchronous) Instructional delivery:
 - > Staggered face-to-face, fully online, and hybrid delivery for select courses.
 - > Demonstration courses (labs, dance, theatre, art studio, and skilled based/ demonstration courses) will deliver instruction using face-to-face format.
 - > Synchronous offerings for select high enrolled courses, with 50% of enrollees completing virtually at time course offered, to promote social distancing. Large lecture halls will be used for these classes. Since, faculty delivering instruction will not be able to respond to the students using virtual modality in real time, a teaching assistant is needed for these courses.
 - > Some lecture classes will be delivered through online and virtual delivery. For Fall 2020, there are 145 course/sections, already approved for full online offerings.
 - > Some lecture courses not vetted for online offering, will be retooled for the already developed “plug and play” online course template available through collaboration with IT and Faculty Information Technology Committee. For example, 30 sections of GER courses (HIST, ANTH, ECON, ENGL, GEOG, MATH, PHL, PHSC, SOCI, WLIT, AND PSYCH) currently offered can be adapted easily.
 - > Space allocation review will identify instructional areas that can accommodate synchronous offerings with social distancing guidelines adhered to. The exact number of course for synchronous offerings will be limited to support limited number of students and faculty on campus that would require testing and between use cleaning need and limited building use.
 - > Six Summer trainings sessions through Instructional Technology are scheduled for June 1 to 4 and June 8 - 11. Others will be scheduled in June to support course adaptation and delivery. At least 12 hours will be needed to complete the required trainings. All trainings will be conducted virtually. No staff will be on campus for training.
 - > All courses will be conducted remotely, after the Thanksgiving holiday - no students or faculty on campus - syllabi adjusted to reflect change in delivery.

Instructional Delivery

Option 3

- Remote delivery of all courses
- Continue in Fall 2020 the total virtual instructional process put in place on March 16
- Lecture courses not vetted for online offering, will be retooled for the already developed “plug and play” online course template available through collaboration with IT and Faculty Information Technology Committee. Faculty will participate in trainings over the summer to support the adaptation of face-to-face course syllabi to virtual and online delivery.
- Summer training sessions through Instructional Technology are scheduled for June 1-4, and June 8-11. Others will be scheduled in July to support course adaptation and delivery. At least 12 hours will be needed to complete the required trainings. All trainings will be conducted, virtually.
- A series of trainings will be provided for freshmen, new graduate students, and transfer students for Blackboard, Blackboard Collaborate, Panopto, and Microsoft Teams for course work. Returning students will also have training available to them. All trainings will be virtual.
- Conduct virtual orientation for all new Coppin students, June 24- July 15.

Resource Requirements

Key Assumptions

- The start date for the fall semester will be August 31, 2020.
- Residential student population will not exceed 50% of total capacity in Daley and Dedmond residence halls, or approximately 300 students.
- Move-in of students will begin in early August to permit social distancing.
- On-campus academic course offerings will be limited to promote and support social distancing.
- These course offerings will be offered in a manner that allows reduction of time on campus and limited exposure.

Personnel

- Divisional Vice Presidents will need to develop staffing models for their operational areas to support the students return to campus as well as the increase in services required. This model should consider the reduced number of on campus students as well as the reduced number of on campus face to face classes as well as the need for social distancing in the work environment. The Chief Human Resources Officer (CHRO) will be the liaison assisting with the methodology and planning to achieve these plans. The engagement of contingent contract employees should only be considered after all full time PIN employee resources have been identified and utilized. If contingent employees are utilized to provide services that have been limited or are not necessarily due to the limited student presence on campus, then these employees should not be utilized or have their contract significantly reduced during the fall semester.
- Once staffing models have been developed Divisional Vice President's and their management team should work with the CHRO to ensure appropriate Personal Protective Equipment (PPE) and proper training in protective practices are provided to employees. Communications should also be developed for all employees reminding them to limit their potential exposure to others on campus and that they should only be interacting with other employees or students on a personal basis when it is necessary. This will limit their exposure to possible infection from COVID-19.

Resource Requirements

Materials and Supplies

- Coppin State's AVP for Procurement and Business Services, is the primary point of contact for the procurement of necessary PPE as well as other supplies to begin the fall semester. Once Academic departments know what materials and supplies will be necessary for the fall semester, they should be communicating these needs to the AVP for Procurement and Business Services. It is critical that this process occur as quickly as possible, no later than June 15, 2020. This is a result of the disruption to the logistical supply chain from COVID-19 and the recognition that procurement lead times have been extended. An initial list of necessary PPE has been provided and is attached to this document.
- The Academic Departments shall inform the Bookstore staff of what fall book adoptions are needed, no later than June 15, 2020. This will provide the bookstore the opportunity to order and receive the necessary textbooks in time for the fall semester. The current plan will require hard copy books to be shipped to students who are in a virtual format for the fall semester. This will eliminate the student's need to physically visit campus to purchase their books thus limiting exposure.

Facilities

- The frequency of cleaning shall be increased significantly. In order to achieve this, with the limited resources available, the amount of square footage utilized in the fall must be reduced. To that end, on campus courses should be scheduled in as few buildings as necessary. This will significantly reduce the amount of square feet needing to be cleaned and provide a greater presence in utilized spaces. Offices and other administrative areas will need to be cleaned, but the use of teleworking, where possible, will greatly reduce the overall need in these areas.
- Buildings that are utilized, should only be accessible through a single primary entrance and the entrance should require a Coppin State ID for entry. This will allow for screening of all students, faculty and staff that are entering the building and reduce the potential for someone to enter the building without being screened. This will also permit Coppin State public safety department to more effectively ensure that the only individuals entering the building are Coppin State students or employees. If vendors need to visit an office on campus, the individual department will be required to notify CSU's Public Safety Department and the visitor will need to show ID.

Resource Requirements

Facilities (continued)

- Coppin State buildings and facilities utilized during the fall 2020 semester will have priority over other facilities to ensure proper maintenance and when necessary addressing facility issues. Buildings not identified as priority will be monitored by facilities personnel and management to address any issues or problems that may arise. It will be important for CSU personnel to utilize the facilities work order email address wcc@coppin.edu to request facilities personnel. This will allow for tracking of requests to ensure completion.
- The FY2021 budget development process will include, to the extent they are known, costs associated with planning for a fall 2020 return to campus. These costs will include the costs for the acquisition of PPE and other materials and supplies necessary to support the plan. In addition, conversations are ongoing with Coppin State's partners WFF Facility Services and Thompson Hospitality to identify the costs associated with housekeeping and custodial services as well as food service for CSU's residential students. These contracts will require amendments for the fall semester to support the return to campus planning scenarios.
- WFF Facility Service's agreement amendment will recognize the significant increase in cleaning services required in order to accommodate students, faculty, and staff on campus. The frequency of cleaning as well as the methods utilized will need to be adjusted in order to provide the necessary sanitizing to surfaces and facilities. This will include residential halls, academic and administrative buildings, and student services facilities. The realignment of resources will provide a focused approach to maximize available resources in the areas of greatest need.
- In the case of Thompson Hospitality, the amendment will recognize the reduced number of residential students and right size the contract and its scope relative to a maximum on campus residential population not to exceed 50% of total capacity. The amendment will also need to recognize the reduction in catering opportunities due to no external groups utilizing campus facilities in the fall and the reduction of face to face internal campus events.
- There will also be increased maintenance costs of facilities HVAC systems as a result of changing the type of HVAC air filters utilized within buildings as well as increasing the frequency that these filters are changed. These items will impact the current contract with CSU's HVAC contractor Johnson Controls. These changes are being evaluated and costed out to identify the fiscal impact to the contract.

