

RETURN TO ROWAN

Submission of Institutional Plan for Restart Cover Sheet

Institution Name: Rowan University

Date Submitted: July 1, 2020

Key Contact(s): Ali A. Houshmand, Joanne Connor

Name: Ali A. Houshmand
Title: President
Email: houshmand@rowan.edu
Phone: 856-256-4100

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

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 1, 2020

Return-to-Rowan OSHE Plan

DRAFT: JUNE 30, 2020

1. General Safeguarding

How will the institution implement general safeguarding measures during each stage?

Rowan will conduct frequent cleaning and sanitization of classrooms, residences, restrooms, high-touch areas such as laundry rooms and equipment and shared surfaces.

These safeguards include but are not limited to:

- Cleaning and sanitization
- Requiring face coverings
- Maintaining adequate supplies, such as personal protective equipment and cleaning supplies
- Requiring individuals to engage in social distancing practices at all times
- Training students, staff and faculty regarding COVID-19 sanitization and social distancing practices and protocols.

CLEANING AND SANITIZATION

Residence Halls, Academic and Administrative Locations, Student Center and in high-traffic areas for students:

- Rowan's Department of Environmental Health & Safety provided guidance and training to custodial staff on recommended disinfection practices, proper use of PPE, and evaluating social distancing guidelines.
- All staff members in Residential Learning and University Housing, Campus Recreation, Chamberlain Student Center & Campus Activities, and other appropriate staff in Student Life will receive basic training information related to how to report, handle, and assist others with cleaning-related concerns.
- Staff members will participate in additional trainings to refresh and/or enhance their knowledge and practices. Designated staff members also will regularly review daily task sheets to ensure priority is given to identified areas.

Further, Rowan is developing extensive cleaning instruction modules for students and employees. The modules focus on COVID-19, means of infection and reducing the risk of infection, including: hand and respiratory hygiene, face covering, social distancing, and cleaning and disinfecting.

Rowan's Division of Student Life staff members have already been trained to maintain standard cleaning practices to limit health-related risks as much as possible. Those staff members clean designated areas multiple times daily, with special attention given to high-traffic areas. Disinfecting wipes and hand-sanitizing stations are available throughout event spaces.

Educational information and instruction will be provided to students responsible for self-cleaning their bathrooms to enhance their understanding of appropriate procedures and disinfection supplies to use. Rowan will provide soap and paper towels for hand washing in locations where there are sinks present. Rowan will also provide daily cleaning and enhanced disinfection of high-touch surfaces, including buttons, knobs, and handles using EPA rated products approved for disinfection purposes. Rowan will further provide guidelines for washing laundry.

Rowan's Department of Environmental Health & Safety has also provided guidance and training to custodial staff on recommended disinfection practices, proper use of PPE, and evaluating social distancing guidelines.

Enhanced Cleaning of Academic and Administrative Locations

- The custodial staff uses Spartan Chemicals – BNC-15 and Halt, as well as Renown – Reno 7135-SB disinfectant, Purell surface disinfectant, Lysol disinfectant spray and foaming cleaner, and Sani-professional sani-cloth wipes on a regular basis to ensure a sanitary learning environment.
- Instructional areas, common areas, and restrooms are disinfected daily.
- Fogging and spraying cleaning techniques will also be incorporated.

General classrooms

Classrooms will be cleaned once per day during the overnight hours during non-occupied times. Trash cans will be emptied, all table top and horizontal surfaces will be disinfected and wiped down. White boards will be erased and cleaned. Door handles and other high-touch items will be disinfected. Soap bottles and paper towels will be replenished. **All classroom will have cleaning supplies available for use by occupants.**

Lab spaces

Lab spaces will be cleaned once per day during the overnight hours during non-occupied times. Trash cans will be emptied, all lab table top and horizontal surfaces will be disinfected and wiped down. White boards will be erased and cleaned unless information is to remain. Door handles and other high-touch items will be disinfected. No scientific equipment will be touched to maintain operations of the equipment and experiments in progress. Soap bottles and paper towels will be replenished. **All labs will have cleaning supplies available for use by occupants.**

Computer labs

When computer labs are permitted to be opened, in an effort to enforce social distancing recommendations, IRT plans to remove keyboards and power cords from every other computer station to maintain six feet of separation for users. The desktops and monitors will remain in place, unusable. Custodial crews will wipe down horizontal surfaces, including keyboards, door handles, computer mice, and other high-touch areas once per day. Occupants shall utilize soap bottles and towels to disinfect before each use. No assumption should be made that any area was disinfected by the previous occupant. Care should be given not to spray the solution directly onto the electronic equipment.

Offices

Offices will be entered daily to empty trash cans and wipe down desks and door handles. Occupants must ensure confidential information is secured within offices. The custodial crew will not remove stacks of papers or items on desks or shelves to clean. All surfaces will be cleaned with a disinfecting wipe. If personal items are in spaces, the custodial crew has been advised to avoid disturbing those areas. Vacuuming will occur on a weekly basis or more frequently as needed or requested.

Restrooms

Restrooms are maintained approximately twice per day, with additional cleaning in high-traffic bathrooms and for any incident requiring attention. All sinks and toilets are thoroughly cleaned and disinfected per cleaning. All paper products are replenished and waste is removed from receptacles. All surfaces are wiped with a disinfectant solution. Door handles, stall locking mechanisms, and mirrors are wiped down and disinfected. Additional refreshing of restrooms occurs throughout the day. This includes wiping down sinks, refilling soap dispensers and paper towels, and emptying the trash.

Enhanced Cleaning of Residence Halls

- The housekeeping staff members use Spartan Chemicals, TB-Cide Quat, Halt and Bul-IT multipurpose restroom cleaners, and Lysol disinfectant spray (or alternate products certified by the EPA) to ensure a sanitary living environment.
- Common areas and shared restrooms serviced by the housekeeping staff are cleaned and disinfected daily.

Shared bathrooms

Shared bathrooms are a feature of all student housing facilities at the University. In several traditional residence halls, these bathrooms are cleaned and serviced twice daily by housekeeping personnel. In suite-style residence halls as well as all apartments, cleaning restrooms is responsibility shared by student occupants.

- Restrooms serviced by University housekeeping personnel will be fully serviced twice daily. This includes emptying trash, cleaning toilets and showers, and wiping down mirrors and all high-touch surfaces, such as door handles, stall locking mechanisms, counter tops, and sink faucets. Appropriate EPA-rated disinfection products are used on all high-touch surfaces.
- Educational information and instruction will be provided to students responsible for self-cleaning their bathrooms to enhance their understanding of appropriate procedures and disinfection supplies to use.

Laundry rooms

The University will provide daily cleaning and enhanced disinfection of high-touch surfaces, including buttons, knobs, and handles using EPA rated products approved for disinfection purposes.

Lounges, study rooms, and kitchens

When common spaces in student residential environments may be opened in accordance with state guidance, the following will apply. In the interim, references to common spaces refers to those in buildings where such spaces are permitted to be used and occupied.

Based on current CDC guidelines, we will:

- Post notices not to share utensils and dishes and to frequently wash hands with soap and water in all common area kitchens. Common food storage by resident students will be prohibited in these locations.
- Implement enhanced daily cleaning and disinfection of surfaces in these spaces using EPA-rated products approved for disinfection purposes.

Enhanced Cleaning Protocols in Student Life

Departments within Student Life will implement enhanced cleaning protocols in an effort to assist in minimizing exposure to viruses and bacteria. The University will maintain regular communications to ensure the implementation of updated guidelines and protocols.

Cleaning, sanitizing, and disinfecting areas in high-traffic areas for students

- Rowan's Department of Environmental Health & Safety provided guidance and training to custodial staff on recommended disinfection practices, proper use of PPE, and evaluating social distancing guidelines.
- The department is working diligently with custodial staff to ensure cleanliness of all instructional areas, offices, common areas, and restrooms.
- The custodial staff uses Spartan Chemicals – BNC-15 and Halt, as well as Renown – Reno 7135-SB disinfectant, Purell surface disinfectant, Lysol disinfectant spray and foaming cleaner, and Sani-professional sani-cloth wipes on a regular basis to ensure a sanitary learning environment.
- Instructional areas, common areas, and restrooms are disinfected daily.
- Fogging and spraying cleaning techniques are being incorporated.
- All staff members in Residential Learning and University Housing, Campus Recreation, Chamberlain Student Center & Campus Activities, and other appropriate staff in Student Life will receive basic training information related to how to report, handle, and assist others with cleaning-related concerns.
- Staff members will participate in additional trainings to refresh and/or enhance their knowledge and practices. Designated staff members also will regularly review daily task sheets to ensure priority is given to identified areas.

Enhanced Cleaning at Campus Recreation Facilities

- Campus Rec custodial staff will work diligently with maintenance staff and Golden Eagle Cleaning Service to ensure cleanliness of all offices, common areas, fitness spaces, locker rooms and restrooms.
- The maintenance staff uses Spartan Chemicals, plus Halt, Lysol disinfectant spray, Clorox disinfectant wipes, Oxivir disinfectant wipes, Flex Wipes (for fitness equipment available to members) and Lysol toilet bowl cleaner. Campus Rec is looking to incorporate Benefact Botanical Decon for carpets and Betco Pine Quat to supplement Spartan Chemicals - Xcellente for disinfection of floors.
- All Campus Rec staff members are receiving enhanced education on dwell times and proper use of PPE.
- Hand sanitizer, Flex Wipes, or soapy water with paper towels will be available in all general spaces to provide the ability of users and staff to disinfect regularly.

- 16 additional hand sanitizer stands are being installed in common areas in both the Recreation Center and Fitness Center.
- Antibacterial wipes or soapy water spray bottles and paper towels will be placed into locker rooms and restrooms for patrons/members to have the ability to clean as needed.
- When the Rec Center pool and Esby pool are scheduled to open, there will be a slight increase in chlorine PPM (parts per million) from 1.5 to 2.0 or 2.5. The state requirement is 1.0. The pools also are equipped with a supplemental ultraviolet light system that eliminates micro-organisms and toxic byproducts.
- Disinfection of the Intramural Field will be twice per year, in March and September.

General areas

Enhanced cleaning is planned for all general areas, including lockers and cubbies. Enhanced disinfection of all door handles and high-touch points will occur and as many doors as possible will be propped open to reduce transmission. All trash cans will be emptied daily. Lobby floors will be swept and the use of an auto scrubber with disinfection material will be applied daily. All table tops and seat backs in the lobby and conference rooms will be disinfected daily. Hand soap, hand sanitizer and soapy water with paper towels will be replenished as needed. Vacuuming of area rugs will be completed at least once per day.

Fitness equipment

All available fitness equipment will be cleaned once per day by Campus Rec staff and all users are required to clean their equipment pre- and post-workout. Trash cans will be emptied daily. Door handles and other high-touch items will be disinfected. Hand sanitizer dispensers will be replenished as needed. Disinfectant wipes or spray bottles with soapy water and paper towels will be readily available and restocked as needed.

Outdoor facilities

Campus Recreation will follow University guidance and CDC restrictions for facility usage and social distancing requirements. Facilities include: tennis courts, Mimosa basketball courts, sand volleyball court and the Intramural turf field.

Offices

Office trash cans will be emptied daily. Occupants of each office will be given disinfection spray or wipes and doors will be propped open if requested. Vacuuming will occur on a weekly basis or more frequently as needed or requested.

Restrooms

Restrooms are fully cleaned twice per day and are checked regularly throughout the day. All sinks, floors, and toilets are thoroughly cleaned and disinfected. All paper products and soap dispensers are replenished and waste is removed from receptacles. All surfaces are wiped with a disinfectant solution. Door handles, stall locking mechanisms, and mirrors are wiped down and disinfected.

Enhanced Cleaning at the Chamberlain Student Center & Campus Activities

- Rowan's Department of Environmental Health & Safety provided guidance and training to custodial staff on recommended disinfection practices, proper use of PPE, and evaluating social distancing guidelines.
- The department is working diligently with custodial staff to ensure cleanliness of all instructional areas, offices, common areas, and restrooms.
- The custodial staff uses Spartan Chemicals – BNC-15 and Halt, as well as Renown – Reno 7135-SB disinfectant, Purell surface disinfectant, Lysol disinfectant spray and foaming cleaner, and Sani-professional sani-cloth wipes on a regular basis to ensure a sanitary learning environment.
- Instructional areas, common areas, and restrooms are disinfected daily.
- Fogging and spraying cleaning techniques are being incorporated.
- The maintenance team uses a Clorox T360 machine to disinfect and sanitize main touch points, lounges, and bathrooms throughout the Student Center.

Restrooms

- Restrooms are maintained at least twice per day and are monitored during occupied times or as needed due to an incident requiring attention. All sinks, floors, and toilets are thoroughly cleaned and disinfected per cleaning. All paper products and soap dispensers are replenished and waste is removed from receptacles. All surfaces are wiped with a disinfectant solution. Door handles, stall locking mechanisms, and mirrors are wiped down and disinfected. To have supplies replenished, contact the building manager at 856-256-4605.
- A Kaivac machine also is used to do a deep clean of each restroom at least once a week. This includes using the Kaibosh cleaning solution, which is a no-rinse Hospital Use disinfectant cleaner for COVID-19.
- Every Monday and Thursday, the Clorox T360 Electrostatic Sprayer system will be used to sanitize restrooms.

Offices

- Offices will have the option to have the maintenance team enter their office to pick up their trash or to put it outside their door at the end of the day for the night crew to come pick it up. The night crew will sanitize the door handles on all the offices and suite doors. A request for a deeper cleaning of an office can be made through the Assistant Director of building operations.
- Deep cleaning of suite areas in the building, including Suite 210, Suite 220, RowanCard Office, SGA, and Suite 117a will occur at night or on the weekends so that building activity is not disrupted. This includes deep cleaning of carpeting, as well as sanitizing common areas in those suites.

Main entrances and lounge areas

- Lounge spaces, including The Pit, table seating, quiet lounges, and the commuter lounge will be cleaned and disinfected every night. Staff will monitor these areas throughout the day to refresh as needed. During the day, a staff member is assigned to each area to refresh clean area as much as possible. The Clorox T360 machine is used every Monday and Thursday for enhanced cleaning and will increase frequency based on the traffic of the space.

- Major touch points in the building, including handrails and door handles, are wiped down as often as three times a day by staff stationed around the building who watch over the common spaces' major touchpoints.

Meeting rooms

- Meeting rooms will be disinfected and cleaned after every use. Staff will coordinate with the events team to make sure there is enough time in between events to sanitize the room. All requirements regarding social distancing set forth by the University and the CDC will be followed.

Cleaning in Shared Research Spaces

Disinfecting Labs

Disinfect common research areas and frequently touched surfaces (lab benches, doorknobs, sink handles, freezer doors, fume hood sashes, keyboards, microscopes, etc.) at the end of each shift prior to the next shift arriving at the workplace. Designate one or more individuals responsible for cleaning and disinfecting and have them initial on the daily work schedule that they completed the cleaning.

Disinfecting Equipment

Minimize the sharing of equipment and devices. If they need to be shared, thoroughly disinfect the device between uses by different individuals.

Human Subject Research

If face-to-face research with human subjects cannot be conducted remotely: Research areas must be thoroughly cleaned and disinfected in between visits and best practices dictate that appointments are scheduled at least 20 minutes apart to facilitate the cleaning and disinfecting.

Cleaning Campus Shuttles

South Jersey Transit Authority has instituted a cleaning and disinfecting approach for all shuttles and for every ride, which includes disinfecting frequent touchpoints such as handholds, armrests, seating, and door handles, before and after each trip.

REQUIRING FACE COVERINGS AND PPE

- **Students are required to supply their own face covering/mask.** The University, however, will provide students with one cloth mask. Residential students will receive theirs upon check-in and commuter students can pick up theirs at the dean of Students Office in Savitz Hall in September.
- **Employees will be supplied one reusable cloth mask upon their return to campus.** They are responsible for cleaning of their own masks. Depending on the type of work employees are engaged in, they will receive the appropriate OSHA-required mask for that setting.
- **The University will be purchasing a supply of disposable masks to share with individuals who forgot or lost their mask on a particular day.** Each building will have a designated office where disposable masks can be requested.

- **Employees who forget their masks will be supplied with a reusable plastic mask designed by the College of Engineering.** It is designed for easy cleaning (soap and water), however, the filter will need to be changed periodically. Instructions for cleaning and changing of the filter come with the mask.
- Principal investigators are responsible for obtaining and confirming adequate personal protective equipment (PPE) is available for short-term research needs. Laboratory operations may not resume unless enough PPE is available.
- Researchers who don't use proper PPE will have their animal facility access removed.
- Animal Care Facilities currently have enough inventory of PPE and cleaning agents to cover current needs within the animal facility. The situation, however, may change rapidly. Researchers are prohibited from removing PPE and cleaning supplies from the animal facility. Failure to adhere to this policy may result in denial of future access to the animal facility during the pandemic.
- Face coverings/masks and gloves must be made available to human subjects and visitors prior to entering lab spaces. If other protective equipment is needed, the PI must ensure their availability. If any of these are needed and not available to the lab, the lab is not allowed to remain open.

REQUIRING INDIVIDUALS TO ENGAGE IN SOCIAL DISTANCING PRACTICES AT ALL TIMES

Social distancing in classrooms, residence halls, restrooms, and other areas across campus

- Occupancy of rooms will be restricted in the workplace according to social distancing standards.
- Employees should remain at least 6-feet apart to the fullest extent possible.
- Signs will be posted reminding employees and students of social distancing requirements.
- Floor markings will be used to identify 6-foot parameters in high-traffic where waiting lines for services form.
- Handshakes and physical contact will be prohibited.
- Workstations, conference rooms, reception areas and common areas may be reconfigured to provide distancing depending on a department's needs. Department heads should work with their employees to post signage specific to their work areas.
- One-way directional traffic flow will be considered, where possible.
- Guidelines for common areas such as kitchens will follow social distancing protocols.
- Sharing of phones, headsets, desks, etc. will be prohibited. Adaptations and cleaning protocols will be implemented as necessary if sharing is required.
- Number of people in an elevator will be limited according to social distancing standards.
- Meetings should occur via video. Any in-person meetings will require the use of approved table and desk configurations. All requirements regarding social distancing set forth by the University and the CDC will be followed.
- If weather permits, in-person meetings and other activities requiring less social distancing should be held outside.
- Human Subject Research: Social distancing (6 feet or more) must be maintained at all times, which may eliminate some research requiring closer contact with subjects.

- Individual (non-clinical) on-campus research visits: Social distancing must be maintained at all times.

Classrooms:

- Classes will remain as scheduled with some changes to buildings and rooms to facilitate social distancing.

Residence halls:

- For residential students, housing will be established through a multi-faceted system that adheres to social distancing and health-related risk reduction guidelines. When students return to residence halls, the University will clearly communicate expectations, policies and protocols.
- The University will build a culture of caring for the health of oneself and each other through emails, postings and widespread signage.
- University personnel will continue to offer educational and social development opportunities using appropriate social distancing techniques and/or technology-based methods.
- Housing assignments will be made using a system which adheres to social distancing and health-related risk reduction guidelines, while attempting to meet the needs of students who have applied for housing.
- Apartments have common space areas, and students are encouraged to practice appropriate social distancing guidelines (e.g. not invite large numbers of guests into to apartment common space and/or bedrooms, consider wearing face coverings when guests are present).
- Residential Learning and University Housing will use a move-in process that adheres to social distancing guidelines while being as timely and efficient as possible.
- Prior to move-in, students living in residential facilities will be required to complete an educational module which provides them with information related to COVID-19, risk-reduction behaviors, social distancing policies, cleaning and disinfecting protocols, etc.
- Although all areas of residence halls will be accessible to students living in the building, policies and procedures to promote risk reduction will be developed, implemented, and communicated to students prior to their arrival for Fall 2020. Examples include, but are not limited to, required face covering in all indoor public areas on campus (including residence halls), social distancing in residential public areas (i.e. study lounges, lobbies, elevators, etc.), limitations on guest access to residential buildings and/or rooms, and immediate reporting of COVID-19 symptoms or concerns. Students will not be required to wear masks or face covering while in their living spaces (rooms/apartments). Students will complete an Acknowledgment of the policies and requirements and will agree to compliance with same, and will agree to be subject to expulsion from university housing for failure to comply, in addition to other appropriate consequences.

Restrooms:

- Restrooms will be marked and reconfigured as possible. Occupancy signs will be provided.

Other areas:

- Guests are discouraged from visiting campus in the early phases of opening. Their visits should be scheduled in advance to prevent social distancing concerns. Visitor logs will be required. Visitors must follow face covering and social distancing policies. Rowan employees who host visitors must inform their guests of all public health policies.
- We will continue to offer student services remotely, while adding face-to-face services modified to accommodate social distancing and health guidelines.
- Athletics staff members will work with trainers and health care professionals to develop protocols for effectively monitoring student athletes and coaches, including practices and skill-development using appropriate social distancing techniques.
- The SHOP and Fresh for All will continue with staff using appropriate social distancing techniques.
- Gourmet Dining will be implementing operational changes that follow current NJ State and Board of Health guidelines with regard to food service, social distancing and group gatherings.
- To allow for social distancing and support the safety of guests and staff, dining locations will be operating as pick-up locations only. Outdoor dining tables will be available from late August through October near the Chamberlain Student Center, Engineering Hall and Holly Pointe Commons on the Glassboro campus. When health and safety guidelines permit, limited dine-in seating may be available in Glassworks Eatery and Prof's Place.
- Student organizations: As conditions and guidelines allow, opportunities for in-person meetings will be made available to student clubs and organizations while using appropriate social distancing guidelines as necessary.
- Employees: Managers will be provided guidance regarding occupancy as part of the planning process. The guideline will be no more than 30% of a department's staff onsite at any time during phases 2 and 3. This will be necessary to provide the required social distancing.
- When computer labs are permitted to be opened, in an effort to enforce social distancing recommendations, IRT plans to remove keyboards and power cords from every other computer station to maintain six feet of separation for users. The desktops and monitors will remain in place, unusable.
- Outdoor facilities: Campus Recreation will follow University guidance and CDC restrictions for facility usage and social distancing requirements. Facilities include: tennis courts, Mimosa basketball courts, sand volleyball court and the Intramural turf field.
- Animal facilities: The SOM investigators, due to the nature of their studies can enter the ACF as usual, following the guidance for social distancing.
- Researchers not abiding by the social distancing guidelines or use of a proper PPE will have their animal facility access removed.

TRAINING STUDENTS, STAFF AND FACULTY SANITIZATION AND SOCIAL DISTANCING PRACTICES AND PROTOCOLS

- Rowan's plan for reopening is heavily reliant on raising awareness. Rowan is in the process of developing a training module for students. The modules focus on COVID-19, means of infection and reducing the risk of infection, including: hand and respiratory hygiene, face covering, social distancing, and cleaning and disinfecting. Students will be required to participate in the training prior to return. In addition to training modules, Rowan has developed significant signage to remind its community of the importance of the health and safety protocols outlined above.
- All staff members in Residential Learning and University Housing, Campus Recreation, Chamberlain Student Center & Campus Activities, and other appropriate staff in Student Life will receive basic training information related to how to report, handle, and assist others with cleaning-related concerns.
- All trainings will be completed before students arrive on campus for move-in.

Researchers & Labs:

- Anyone (PI, students, faculty, and staff) working in a university research space will be required to complete the Employee Training SARs COVID-19 created and administered by EH&S;
- Students and Postdoctoral Trainees will be required to have a mandatory meeting with the Associate Dean and/or Dean prior to returning to the laboratory;
- Visitors, collaborators, maintenance personnel and vendors must complete occupational health training provided by EH&S prior to entry into vivariums.

Animal Care Facilities:

- Before returning to work in ACF, the attending veterinarian will host workshops to train investigators on entrance procedures (dates and times to be determined). This training is mandatory to enter the ACF. Every person will be trained on entrance procedures. The researchers will come to the ACF wearing the proper face cover. The face covers and gloves will be worn all the time during the work in ACF.
- To allow a proper social distance, facilitate an earlier start for the researchers and to ensure that only one person works in an animal holding and/or procedure room, ACF will share the calendars/schedules with the researchers. The researchers who only need to retrieve the animals from the holding room and take them to their laboratory during the cage change days are encouraged to e-mail the vivarium staff their needs a day before and include the cage number or the positions of the cage on the rack and the time they would like to take the animals. The Vivarium staff will collect the cages and place them on the cart in front of the animal holding room so the PI can take them without entering the room. Communication between the researchers and Vivarium staff is essential for smooth operations. For more details regarding this process please see the section "Additional Information" below.
- Some animal holding rooms have a large enough space and two BSL cabinets to allow the presence of two persons at the time. To avoid unnecessary traffic, personal contact and waste of PPE, the researchers are required to make a list of procedures and items that are essential to perform an experiment. It is hoped that with this guidance in place, there will be limited numbers of entries to the ACF by the same person or group. Every person entering ACF has to use their own access card.

- By entering the facility, individual researchers certify that they do not exhibit any of the symptoms at the time of entering the facility: new or worsening cough, shortness of breath, sore throat, loss of taste or smell, or feeling feverish or a measured temperature greater than or equal to 100.3 degrees Fahrenheit. If an individual tests positive for COVID-19 or if they have COVID-like symptoms, they are not permitted in the animal facility.
- Researchers not abiding by the social distancing guidelines or use of a proper PPE will have their animal facility access removed.

Residential Learning and University Housing:

- Prior to move-in, students living in residential facilities will be required to complete an educational module which provides them with information related to COVID-19, risk-reduction behaviors, social distancing policies, cleaning and disinfecting protocols, etc.
- Although all areas of residence halls will be accessible to students living in the building, policies and procedures to promote risk reduction will be developed, implemented, and communicated to students prior to their arrival for Fall 2020. Examples include, but are not limited to, required face covering in all INDOOR public areas on campus (including residence halls), social distancing in residential public areas (i.e. study lounges, lobbies, elevators, etc.), limitations on guest access to residential buildings and/or rooms, and immediate reporting of COVID-19 symptoms or concerns. Students will not be required to wear masks or face covering while in their living spaces (rooms/apartments). Students will complete an Acknowledgment of the policies and requirements and will agree to compliance with same, and will agree to be subject to expulsion from university housing for failure to comply, in addition to other appropriate consequences.
- Students will be encouraged to use their own wipes, disinfectant spray, or soap and water to wipe down surfaces in their personal spaces.
- Educational information and instruction will be provided to students responsible for self-cleaning their bathrooms to enhance their understanding of appropriate procedures and disinfection supplies to use.

Laundry rooms

Current CDC guidelines indicate that laundry rooms should be kept accessible for resident use, and the following practices will be implemented:

- Notices will be posted indicated the number of users allowed in these rooms to assure that physical distancing of 6 feet can be maintained.
- Providing soap and paper towels for hand washing in locations where there are sinks present. For resupply if empty, students should report the need for restocking to their RA, or in Holly Pointe Commons, to the front desk.
- Provide daily cleaning and enhanced disinfection of high-touch surfaces, including buttons, knobs, and handles using EPA rated products approved for disinfection purposes.
- Posting guidelines for washing laundry.

Policies and Training

- Human Resources, in partnership with the Wellness Center, Facilities, Public Safety and others, will revise policies and will develop training to ensure that employees understand processes, procedures and expectations.
- Policies will be created or revised as follows:
 - Sick Leave and Centralized Call-off Reporting, Attendance and Return to Work (In Process)
 - COVID-19 Workplace Expectations (Completed)
 - Accommodation Policies (Completed)
 - Workplace Assignments (In Process)
 - Return to Work Complaint Process (Completed)
 - Leaves (Completed)
 - Ethical and Professional Requirements for a Safe Environment (Completed)
- In addition, all employees will be required to complete Return to Work training to ensure everyone understands and can work within the new workplace.
- Under the direction of the Wellness Center, plans will be in place for testing, both for disease and antibodies in accordance with applicable law. The Wellness Center will provide medical oversight for tracking body temperatures and symptoms, and will engage actively with recovered employees prior to their return to work. All tracking will be maintained with the strictest medical confidentiality.
- The Wellness Center, on behalf of Gloucester County Health Department, will train contact tracing specialists to provide investigation and communication with individuals who may have been exposed to a positive-testing individual. Individuals testing positive will be monitored for appropriate isolation or quarantine.
- Employees who demonstrate symptoms, have experienced a close contact as defined by public health, or who are suspected of infection for other appropriate reasons will not be permitted to participate in in person employment. They will be required to perform their duties remotely if possible or to use appropriate leave to the extent permissible by law. Employees will not be permitted to return to campus until they have a negative test or the adequate period of self-isolation. Rowan will assist employees in procuring a test to the extent test supplies at Rowan permit. If Rowan is unable to procure a test for an employee, employees will be provided with other testing resources. Employees will not be required to test at Rowan; they may test with their own provider or at another location of their choosing. The Wellness Center will develop the appropriate policies and procedures to manage testing, data analysis, isolation and any change in levels of operations.

Protocols

Reasonable measures will be in place for a safe working environment. Rowan will implement processes to fairly and consistently review requests for accommodation using governmental directives and CDC guidelines. Some of these accommodations may be university-wide, and others may vary by department, depending on specific practical realities and requirements. These measures may include:

- Staggered shifts
- Temperature scans
- Social distancing

In instances where an employee feels that the applicable university or departmental accommodations may not reasonably and adequately address the employee's particular set of health-related circumstances, the employee may request from Human Resources further accommodations or modifications.

These requests will be considered on a case-by-case basis to see if any further reasonable accommodations/modifications can be provided to address the employee's circumstances beyond the measures already adopted by the University and/or department or otherwise not addressed by other relevant University policies or governmental laws/programs.

Employee Safety

Protocols will be coordinated between Public Health, Environmental Health & Safety and Human Resources. The following requirements will be addressed:

- Face masks/cloth face coverings: Face masks or face coverings must be worn by all staff working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical to reduce risks to others nearby. The mask or cloth face covering is not a substitute for social distancing.
- Employees will be required to document temperature and symptoms upon logging onto their Rowan computers each day.
- Sick employees are expected to remain home and to secure appropriate clearance prior to returning.
- Employees will abide by safety rules including building access, touch surface contact (i.e., time clocks, shared copiers, lab equipment)
- Employees will complete assigned training and follow policies and procedures as required.

Cleaning Residence Halls, Academic and Administrative Locations, Student Center and in high-traffic areas for students

- Rowan's Department of Environmental Health & Safety provided guidance and training to custodial staff on recommended disinfection practices, proper use of PPE, and evaluating social distancing guidelines.
- All staff members in Residential Learning and University Housing, Campus Recreation, Chamberlain Student Center & Campus Activities, and other appropriate staff in Student Life will receive basic training information related to how to report, handle, and assist others with cleaning-related concerns.
- Staff members will participate in additional trainings to refresh and/or enhance their knowledge and practices. Designated staff members also will regularly review daily task sheets to ensure priority is given to identified areas.

2. Screening, Testing, and Contact Tracing Protocols

What screening measures will be in place?

MONITORING

Self-Reported Symptom Assessment

Once campus is open to returning students and employees (Phase 4), everyone will be required to submit their temperature daily and attest to being symptom-free before being able to access the Rowan network.

Attendance

Individuals responsible for groups of employees or students at events, like classroom lectures, meetings and other gatherings must document attendance. This can be done through digital tracking in ProfLink, Banner or by spreadsheet to allow contact tracing, if needed.

Sick Notification

Employees must notify Human Resources of illness or suspected COVID-19 infection and report symptoms through the Self-Reported Symptom Assessment described above or another method to be determined. Fever is the most common symptom of COVID-19, but it could also indicate another illness, especially as seasonal diseases like the flu emerge. It will be critical for symptomatic individuals to avoid all face-to-face interactions and public gatherings regardless of social distancing practices.

Return to Work Following Illness

- Employees who are clinically diagnosed with COVID-19 or receive a positive test result for it must remain isolated based on the recommendations from their health care provider, public health official or until three full symptom-free days have passed, whichever is longer.
- Employees who report symptoms without a known exposure to COVID-19 must be 24 hours symptom-free before returning to work.
- All employees must communicate their cleared status to Human Resources and receive guidance prior to returning.

Health Checks

Prior to coming to work, individuals must self-screen for any of the following new or worsening signs or symptoms of possible COVID-19: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature (greater than or equal to 100.4 degrees Fahrenheit), or known close contact with a person who is lab-confirmed to have COVID-19. If individuals have any of the symptoms on any work day, they are not to come on campus and must contact their immediate supervisor as soon as reasonably possible. In the case of a suspected or confirmed case of COVID-19, individuals are advised to contact Health Services at the Wellness Center (856-256-4333). Students should contact the Wellness Center if they exhibit any of the above symptoms.

Health checks at log-in

The University will institute a Daily Screening application to collect baseline information on the wellness of the community. Students and employees will be prompted to fill out a two-question survey upon logging on to their computers the first time each day.

Overview of the Daily Screening Process

Rowan University will institute a Daily Screening application to collect baseline information on the wellness of the community.

In order to enable all members of the Rowan University community to provide this information, we will leverage the “CAS” system, a single sign-on system, for users to provide information through a stand-alone web application. CAS offers the ability to interrupt the log-in process and present an Acknowledgment Prompt, informing the user that they will need to follow up with a process in order to continue.

Overview of the User Experience

The Daily Screening web application will present two basic questions to a user:

- Do you have a fever of 100.4°F or greater?
- Do you have any of the following symptoms: shortness of breath, cough, chills, muscle pain, loss of taste or smell, or headache?

The user will then provide the feedback, where it will be stored anonymously and securely within our database. If the user responds positively to either question, a notification will appear for the user advising them of the next steps: contacting the Wellness Center, RowanSOM, or other reporting as determined.

To encourage daily submission of wellness information, the CAS single sign-on platform (login.rowan.edu) will be used to remind users to submit a daily update. CAS is used as the point of authentication for many of our web-based services.

For an individual accessing a CAS-authenticated service, they will attempt to log into the service. CAS will check to see if a daily wellness update has been completed. If the user has not yet completed the daily screening form, they will be temporarily stopped and asked to visit the Daily Screening application. After completing the Daily Screening form, they will be redirected back to CAS and will be able to continue to log in to the requested service. The Daily Screening acknowledgement prompt will only appear if the individual has not entered the form that day. Individuals will not be required to fill out the form multiple times within the same day if logging into different services.

The Daily Screening application will store information in two forms: a Daily Screening receipt that will be associated with the individual and will allow them to continue with the log-in process, and a record of the responses disassociated from the individual. In aggregate, the responses will be used for a health trends dashboard to be developed for use by the Wellness Center and RowanSOM.

IRT is able to set the populations that will be required to complete a Daily Screening form each day. Current plans are that all individuals attempting to log into a Rowan University web application will be prompted to complete the Daily Screening form.

What will be the testing protocol?

Rowan will have available four streams of testing, including a rapid response point of care testing solution, saliva testing through a Rutgers-affiliated laboratory, and standard nasopharyngeal swab testing through two testing partners. Rowan will implement a testing protocol for symptomatic testing, as well as testing of close contacts. Rowan will also implement random voluntary testing in certain key populations, including athletes.

Testing, Investigation & Isolation

Because universal, frequent testing for all is not practical, not based in science and not feasible in terms of available resources, Rowan will use two different testing strategies.

- **Symptomatic testing:** Employees with COVID-19 symptoms will be recommended for testing through the individual's health care provider. In partnership with Rowan Medicine, employees can also be screened the same day via telehealth and be prescribed for testing. Students can be screened for active infection.
- **Asymptomatic sentinel testing:** Students will be selected at random and invited to participate in sentinel screening as a way to monitor the health of our community. Note: Targeted testing for asymptomatic employees who cannot practice social distancing is being considered.
- **Antibody testing:** This assessment is not recommended as a strategy to guide return to work/school decisions, however, we will continue to review emerging guidance. If recommendations change, we will bring antibody collection resources to campus to support testing students and staff.

Contact Tracing

Every individual must agree to participate in contact tracing—which means that they will maintain and regularly update a list of substantive and known face-to-face contacts that they have had during the preceding two weeks. This information will be made available to the Wellness Center, when requested, to facilitate contact tracing and shall be used for public health purposes only.

Students will be required to participate in public health investigations, including contact tracing.

The Wellness Center, on behalf of Gloucester County Health Department, will train contact tracing specialists to provide investigation and communication with individuals who may have been exposed to a positive-testing individual. Individuals testing positive will be monitored for appropriate isolation or quarantine.

Attendance

Individuals responsible for groups of employees or students at events, like classroom lectures, meetings and other gatherings must document attendance. This can be done through digital tracking in ProfLink, Banner or by spreadsheet to allow contact tracing, if needed.

Visitors

All visitors must be scheduled in advance. Visitors will be asked to self-report any symptoms of COVID-19 and a log will be kept of their visit and which areas they visited. Logs will be submitted to each building manager for contact investigation if needed. Visitors must follow face covering and social distancing policies. Rowan employees who host visitors must inform their guests of all public health policies.

How will the institution house or transport exposed or ill residential students and plan for timely reporting, while maintaining confidentiality?

Residential students who are experiencing symptoms will contact the Wellness Center's 24/7 phone line to report symptoms. Following a triage with a health care provider, if symptoms require testing and isolation, the on-call Residential Coordinator will be notified to activate the on-campus residential space in Triad Hall. Only those who are involved in care of the symptomatic student will be made aware of the student's identity.

Triad Hall will be held vacant (from regular residents) for the separation of individuals residing on campus who display symptoms consistent with or have a positive diagnosis of COVID-19. Students who are identified as needing transportation to on-campus isolation in Triad Hall or off-campus health care facilities will be served by University EMS or Public Safety. A Wellness Center nurse will be assigned to each student to conduct daily monitoring.

- Students with known or suspected exposure to COVID-19 will be required to participate in University isolation protocols. This may include relocation to isolation housing, returning home for a designated period of time, alternative methods for food access and/or delivery, participation in tracing protocol, limited access to University facilities, and/or transitioning to alternative course delivery methods. The University has set aside Triad Hall, a 218-bed residence hall, for the relocation of students who need to be isolated and cannot return to their primary residence.
- Self-Isolation: Students will be required to isolate pursuant to guidance provided by Student Wellness, in accordance with public health recommendations. Students will be given the option to isolate in their place of primary residence or on campus in Triad Hall, a 218-bed residence hall reserved for self-isolated students. During periods of self-isolation, students will be provided with access to academic materials and, if isolation occurs on campus, arrangements have been made to provide for access to food, medical care, and other necessary services, as well as regular monitoring of student's health (physically, mentally and socially), etc.
- The coordination of isolation will be initiated by the contact investigation and will be supported by Residential Learning and Housing, the Dean of Students Office, the Wellness Center and Gourmet Dining.
- Enforcement: Rowan has developed an Acknowledgment of Responsibility for its students that they will be required to complete after receiving educational materials relating to COVID-19. Compliance expectations have been included in the Student Code of Conduct.
- Although travel will be limited, we will implement a student travel process. Whenever a student is traveling related to Rowan, the student travel protocol will be in place. This will require the submission of information to the Office of the Dean of Students (names, IDs, emergency contacts, destination, dates, etc.). This will assist us with emergency notification in the event the need arises and will also help us with contact tracing.

How will the institution log students, faculty, staff, and visitors to help facilitate contact tracing?

All visitors must be scheduled in advance. Visitors will be asked to self-report any symptoms of COVID-19 and a log will be kept of their visit and which areas they visited. Logs will be submitted to each building manager for contact investigation if needed. Visitors must follow face covering and social distancing policies. The Rowan member scheduling the visitor must make public health policy known prior to the visit wherever possible.

3. Instruction

For in-person courses, how will you ensure the institution is complying with the social distancing and other general safeguarding measures for classrooms?

All requirements regarding social distancing set forth by the University and the CDC will be followed. Social distancing (6 feet or more) must be maintained at all times, which may eliminate some research requiring closer contact with subjects.

When computer labs are permitted to be opened, in an effort to enforce social distancing recommendations, IRT plans to remove keyboards and power cords from every other computer station to maintain six feet of separation for users.

Additionally,

- Occupancy of rooms will be restricted in the workplace and classroom according to social distancing standards.
- Employees and students should remain at least 6-feet apart to the fullest extent possible.
- Signs will be posted reminding employees and students of social distancing requirements.
- Floor markings will be used to identify 6-foot parameters in high-traffic where waiting lines for services form.
- Handshakes and physical contact will be prohibited.
- Workstations, conference rooms, reception areas and common areas may be reconfigured to provide distancing depending on a department's needs. Department heads should work with their employees to post signage specific to their work areas.
- One-way directional traffic flow will be considered, where possible.
- Guidelines for common areas such as kitchens will follow social distancing protocols.
- Sharing of phones, headsets, desks, etc. will be prohibited. Adaptations and cleaning protocols will be implemented as necessary if sharing is required.
- Number of people in an elevator will be limited according to social distancing standards.
- Meetings should occur via video. Any in-person meetings will require the use of approved table and desk configurations. All requirements regarding social distancing set forth by the University and the CDC will be followed.
- If weather permits, in-person meetings and other activities requiring less social distancing should be held outside.
- Human Subject Research: Social distancing (6 feet or more) must be maintained at all times, which may eliminate some research requiring closer contact with subjects.
- Individual (non-clinical) on-campus research visits: Social distancing must be maintained at all times.

How will you accommodate faculty and students who are immunocompromised, high-risk for COVID-19, or have received a positive diagnosis of COVID-19, and are thus unable to attend classes in-person?

Central to the policies for keeping Rowan healthy and safe is our commitment to protect the most vulnerable among us, including individuals over the age of 60 and anyone with chronic medical conditions including heart or lung disease, diabetes, compromised immunity, severe obesity, chronic kidney or liver disease. Because COVID-19 threatens all in our community to some degree, everyone will benefit as we help ensure that the most vulnerable may work and learn by reducing their exposure risk.

Faculty and students' physical presence may be subject to adjusted classroom capacity limits and health and safety protocols and may be scheduled on a rotating or intermittent basis. To ensure safe options for faculty and students and to make the best possible use of instructional time, we have invested in significant classroom technology enhancements and professional development for faculty and are strategically scheduling classes across multiple modes of delivery. All classes will be prepared to move to fully remote instruction temporarily or for the remainder of the semester in the event that becomes necessary.

- Students with known or suspected exposure to COVID-19 will be required to participate in University isolation protocols. This may include relocation to isolation housing, returning home for a designated period of time, alternative methods for food access and/or delivery, participation in tracing protocol, limited access to University facilities, and/or transitioning to alternative course delivery methods. The University has set aside Triad Hall, a 218-bed residence hall, for the relocation of students who need to be isolated and cannot return to their primary residence.
- Self Isolation: Students will be required to isolate pursuant to guidance provided by Student Wellness, in accordance with public health recommendations. Students will be given the option to isolate in their place of primary residence or on campus in Triad Hall, a 218-bed residence hall reserved for self-isolated students. During periods of self-isolation, students will be provided with access to academic materials and, if isolation occurs on campus, arrangements have been made to provide for access to food, medical care, and other necessary services, as well as regular monitoring of student's health (physically, mentally and socially), etc.
- The coordination of isolation will be initiated by the contact investigation and will be supported by Residential Learning and Housing, the Dean of Students Office, the Wellness Center and Gourmet Dining.
- Enforcement: Rowan has developed an Acknowledgment of Responsibility for its students that they will be required to complete after receiving educational materials relating to COVID-19. Compliance expectations have been included in the Student Code of Conduct.
- Faculty who believe that the applicable university or departmental accommodations may not reasonably and adequately address the employee's particular set of health-related circumstances may request from Human Resources further accommodations or modifications. These requests will be considered on a case-by-case basis to see if any further reasonable accommodations/modifications can be provided to address the employee's circumstances beyond the measures already adopted by the University and/or department or otherwise not addressed by other relevant University policies or governmental laws/programs.

How will you encourage social distancing through signage and layout of classrooms?

Rowan has developed extensive interior and exterior signage to remind its community of the importance of the health and safety protocols. The sign system provides general and specific standards and guidance and custom messages have been developed for specific uses such as clinical locations, labs and other areas.

The University will communicate our commitment to a culture of caring for the health of oneself and each other through emails, online postings, social media and widespread signage.

How will you ensure high-touch areas and shared surfaces in classrooms are cleaned and sanitized after every use?

Rowan's Department of Environmental Health & Safety provided guidance and training to custodial staff on recommended disinfection practices, proper use of PPE, and evaluating social distancing guidelines. The department is working diligently with custodial staff to ensure cleanliness of all instructional areas, offices, common areas, and restrooms. The custodial staff uses Spartan Chemicals – BNC-15 and Halt, as well as Renown – Reno 7135-SB disinfectant, Purell surface disinfectant, Lysol disinfectant spray and foaming cleaner, and Sani-professional sani-cloth wipes on a regular basis to ensure a sanitary learning environment. Instructional areas, common areas, and restrooms are disinfected daily. Fogging and spraying cleaning techniques will also be incorporated.

Offices, restrooms, high traffic areas, classrooms etc. will be equipped with soap and sanitizer. Hand sanitizer stations will be located at all main building entrances. Immediate refill of any supplies will be available both daily and after hours and weekends via phone or e-mail request.

Soap bottles and/or disinfectant wipes will be provided in classrooms and lab spaces for occupants to use for disinfection needs in between classes. Anyone entering the room can use the solution or wipes to disinfect the area prior to occupying a seat. No assumption will be made that the previous occupant cleaned the space prior to leaving. Paper towels and/or wipes and waste receptacles are being provided inside each instruction space. All used towels will be placed in the proper receptacle. The receptacle will be emptied once per night or as needed upon request.

Restrooms

Restrooms are maintained approximately twice per day, with additional cleaning in high-traffic bathrooms and for any incident requiring attention. All sinks and toilets are thoroughly cleaned and disinfected per cleaning. All paper products are replenished and waste is removed from receptacles. All surfaces are wiped with a disinfectant solution. Door handles, stall locking mechanisms, and mirrors are wiped down and disinfected. Additional refreshing of restrooms occurs throughout the day. This includes wiping down sinks, refilling soap dispensers and paper towels, and emptying the trash.

Offices

Offices will be entered daily to empty trash cans and wipe down desks and door handles. Occupants must ensure confidential information is secured within offices. The custodial crew will not remove stacks of papers or items on desks or shelves to clean. All surfaces will be cleaned with a disinfecting wipe. If

personal items are in spaces, the custodial crew has been advised to avoid disturbing those areas. Vacuuming will occur on a weekly basis or more frequently as needed or requested.

Rowan will conduct frequent cleaning and sanitization of classrooms, residences, restrooms, high-touch areas such as laundry rooms and equipment and shared surfaces. Enhanced cleaning protocols will be structured with common standards and extended specific standards as follows with additional cleaning processes to assist in minimizing exposure to viruses and bacteria. Along with the new procedures, several suggestions have been included for occupants of Rowan University to complete to assist in maintaining cleanliness.

ENHANCED CLEANING OF RESIDENCE HALLS

Cleaning, Sanitizing, and Disinfecting

- Rowan's Department of Environmental Health & Safety provided guidance and training to custodial staff on recommended disinfection practices, proper use of PPE, and evaluating social distancing guidelines.
- Residential Learning and University Housing (RLUH) housekeeping staff members are working diligently to enhance the cleanliness of all common areas and restrooms in residential facilities.
- The housekeeping staff members use Spartan Chemicals, TB-Cide Quat, Halt and Bul-IT multipurpose restroom cleaners, and Lysol disinfectant spray (or alternate products certified by the EPA) to ensure a sanitary living environment.
- Common areas and shared restrooms serviced by the housekeeping staff are cleaned and disinfected daily.

Shared bathrooms

Shared bathrooms are a feature of all student housing facilities at the University. In several traditional residence halls, these bathrooms are cleaned and serviced twice daily by housekeeping personnel. In suite-style residence halls as well as all apartments, cleaning restrooms is responsibility shared by student occupants.

- Restrooms serviced by University housekeeping personnel will be fully serviced twice daily. This includes emptying trash, cleaning toilets and showers, and wiping down mirrors and all high-touch surfaces, such as door handles, stall locking mechanisms, counter tops, and sink faucets. Appropriate EPA-rated disinfection products are used on all high-touch surfaces.
- Educational information and instruction will be provided to students responsible for self-cleaning their bathrooms to enhance their understanding of appropriate procedures and disinfection supplies to use.

ENHANCED CLEANING OF ACADEMIC AND ADMINISTRATIVE LOCATIONS

Cleaning, sanitizing, and disinfecting across the University

- Rowan's Department of Environmental Health & Safety provided guidance and training to custodial staff on recommended disinfection practices, proper use of PPE, and evaluating social distancing guidelines.

- The department is working diligently with custodial staff to ensure cleanliness of all instructional areas, offices, common areas, and restrooms.
- The custodial staff uses Spartan Chemicals – BNC-15 and Halt, as well as Renown – Reno 7135-SB disinfectant, Purell surface disinfectant, Lysol disinfectant spray and foaming cleaner, and Sani-professional sani-cloth wipes on a regular basis to ensure a sanitary learning environment.
- Instructional areas, common areas, and restrooms are disinfected daily.
- Fogging and spraying cleaning techniques will also be incorporated.

General classrooms

Classrooms will be cleaned once per day during the overnight hours during non-occupied times. Trash cans will be emptied, all table top and horizontal surfaces will be disinfected and wiped down. White boards will be erased and cleaned. Door handles and other high-touch items will be disinfected. Soap bottles and paper towels will be replenished. **All classroom will have cleaning supplies available for use by occupants.**

Lab spaces

Lab spaces will be cleaned once per day during the overnight hours during non-occupied times. Trash cans will be emptied, all lab table top and horizontal surfaces will be disinfected and wiped down. White boards will be erased and cleaned unless information is to remain. Door handles and other high-touch items will be disinfected. No scientific equipment will be touched to maintain operations of the equipment and experiments in progress. Soap bottles and paper towels will be replenished. **All labs will have cleaning supplies available for use by occupants.**

Computer labs

When computer labs are permitted to be opened, in an effort to enforce social distancing recommendations, IRT plans to remove keyboards and power cords from every other computer station to maintain six feet of separation for users. The desktops and monitors will remain in place, unusable. Custodial crews will wipe down horizontal surfaces, including keyboards, door handles, computer mice, and other high-touch areas once per day. Occupants shall utilize soap bottles and towels to disinfect before each use. No assumption should be made that any area was disinfected by the previous occupant. Care should be given not to spray the solution directly onto the electronic equipment.

Offices

Offices will be entered daily to empty trash cans and wipe down desks and door handles. Occupants must ensure confidential information is secured within offices. The custodial crew will not remove stacks of papers or items on desks or shelves to clean. All surfaces will be cleaned with a disinfecting wipe. If personal items are in spaces, the custodial crew has been advised to avoid disturbing those areas. Vacuuming will occur on a weekly basis or more frequently as needed or requested.

Restrooms

Restrooms are maintained approximately twice per day, with additional cleaning in high-traffic bathrooms and for any incident requiring attention. All sinks and toilets are thoroughly cleaned and disinfected per cleaning. All paper products are replenished and waste is removed from receptacles. All surfaces are wiped with a disinfectant solution. Door handles, stall locking mechanisms, and mirrors are wiped down and disinfected. Additional refreshing of restrooms occurs throughout the day. This includes wiping down sinks, refilling soap dispensers and paper towels, and emptying the trash.

GENERAL GUIDANCE FOR THE UNIVERSITY COMMUNITY TO ASSIST IN MAINTAINING A CLEAN ENVIRONMENT

Soap bottles are being provided in classrooms and lab spaces for occupants to use for disinfection needs in between classes. Anyone entering the room can use the solution to disinfect the area prior to occupying a seat. No assumption should be made that the previous occupant cleaned the space prior to leaving. Paper towels and waste receptacles are being provided inside each instruction space. Please place all used towels in the proper receptacle. The receptacle will be emptied once per night or as needed upon request. A soapy solution has been scientifically proven to eradicate COVID-19 virus.

Lounges, study rooms, and kitchens

When common spaces in student residential environments may be opened in accordance with state guidance, the following will apply. In the interim, references to common spaces refers to those in buildings where such spaces are permitted to be used and occupied. The use of common spaces, including study rooms, lounges, and, in some buildings, kitchens, adds significant value to students' enjoyment of the residential buildings and affords options for collaborative academic work and community building. Based on current CDC guidelines, we will:

- Post notices indicating the revised/restricted occupancy limit of common spaces to numbers that assure students can utilize the space in a manner that maintains the recommended physical distancing.
- Post notices not to share utensils and dishes and to frequently wash hands with soap and water in all common area kitchens. Common food storage by resident students will be prohibited in these locations.
- Implement enhanced daily cleaning and disinfection of surfaces in these spaces using EPA-rated products approved for disinfection purposes.

ENHANCED CLEANING PROTOCOLS IN STUDENT LIFE

Departments within Student Life will implement enhanced cleaning protocols in an effort to assist in minimizing exposure to viruses and bacteria. The University will maintain regular communications to ensure the implementation of updated guidelines and protocols.

Cleaning, sanitizing, and disinfecting areas in high-traffic areas for students

- Rowan's Department of Environmental Health & Safety provided guidance and training to custodial staff on recommended disinfection practices, proper use of PPE, and evaluating social distancing guidelines.
- The department is working diligently with custodial staff to ensure cleanliness of all instructional areas, offices, common areas, and restrooms.
- The custodial staff uses Spartan Chemicals – BNC-15 and Halt, as well as Renown – Reno 7135-SB disinfectant, Purell surface disinfectant, Lysol disinfectant spray and foaming cleaner, and Sani-professional sani-cloth wipes on a regular basis to ensure a sanitary learning environment.
- Instructional areas, common areas, and restrooms are disinfected daily.
- Fogging and spraying cleaning techniques are being incorporated.

- All staff members in Residential Learning and University Housing, Campus Recreation, Chamberlain Student Center & Campus Activities, and other appropriate staff in Student Life will receive basic training information related to how to report, handle, and assist others with cleaning-related concerns.
- Staff members will participate in additional trainings to refresh and/or enhance their knowledge and practices. Designated staff members also will regularly review daily task sheets to ensure priority is given to identified areas.

Common areas

Common areas (i.e.: The Pit, residence hall lobbies, elevators, etc.) will be cleaned once per day during normal hours by custodial staff. Trash cans will be emptied and all tabletop and horizontal surfaces will be disinfected and wiped down. Door handles (where applicable) and other high-touch items will be disinfected. The areas will be furnished with “self-use” soap bottles and paper towels. Those materials will be checked on a regular basis and replenished as needed.

Meeting spaces

Meeting rooms will be cleaned once per day and after each scheduled use. Trash cans will be emptied and all tabletop and horizontal surfaces will be disinfected and wiped down. White boards will be erased and cleaned unless information is to remain. Door handles and other high-touch items will be disinfected. The areas will be furnished with “self-use” soap bottles and paper towels. Those materials will be checked on a regular basis and replenished as needed.

Offices

Staff members will be asked to take a certain level of responsibility for maintaining personal office spaces to allow custodial staff additional time to focus on high-traffic areas. Offices will be entered daily to empty trash cans and wipe down desks and door handles. Individuals must ensure confidential information is secured within offices. The custodial crew will not remove stacks of papers or items on desks or shelves to clean. A disinfecting wipe will occur on all surfaces. If personal items are in spaces, the Custodial crew has been advised to avoid disturbing those areas. Vacuuming will occur on a weekly basis or more frequently as needed or requested.

ENHANCED CLEANING AT CAMPUS RECREATION FACILITIES

Campus Recreation is committed to providing facilities and programs to allow students, faculty, staff and community members with a safe and clean environment. Campus Recreation is enhancing cleaning protocols with several measures and will collaborate with—and request guidance from—various campus partners.

Campus Rec plans to maintain a high level of communication both on-site and on social media platforms about what steps administration is taking to ensure staff and member safety. Hand sanitizer, Flex Wipes, or soapy water with paper towels will be available in all general spaces to provide the ability of users and staff to disinfect regularly.

In addition to the protocols for custodial staff outlined in the Cleaning, sanitizing, and disinfecting section above, the Campus Rec custodial staff will work diligently with maintenance staff and Golden Eagle Cleaning Service to ensure cleanliness of all offices, common areas, fitness spaces, locker rooms and restrooms.

The maintenance staff uses Spartan Chemicals, plus Halt, Lysol disinfectant spray, Clorox disinfectant wipes, Oxivir disinfectant wipes, Flex Wipes (for fitness equipment available to members) and Lysol toilet bowl cleaner. Campus Rec is looking to incorporate Benefact Botanical Decon for carpets and Betco Pine Quat to supplement Spartan Chemicals - Xcellente for disinfection of floors.

All Campus Rec staff members are receiving enhanced education on dwell times and proper use of PPE. Additionally:

- 16 additional hand sanitizer stands are being installed in common areas in both the Recreation Center and Fitness Center.
- Antibacterial wipes or soapy water spray bottles and paper towels will be placed into locker rooms and restrooms for patrons/members to have the ability to clean as needed.
- When the Rec Center pool and Esby pool are scheduled to open, there will be a slight increase in chlorine PPM (parts per million) from 1.5 to 2.0 or 2.5. The state requirement is 1.0. The pools also are equipped with a supplemental ultraviolet light system that eliminates micro-organisms and toxic byproducts.
- Disinfection of the Intramural Field will be twice per year, in March and September.

General areas

Enhanced cleaning is planned for all general areas, including lockers and cubbies. Enhanced disinfection of all door handles and high-touch points will occur and as many doors as possible will be propped open to reduce transmission. All trash cans will be emptied daily. Lobby floors will be swept and the use of an auto scrubber with disinfection material will be applied daily. All table tops and seat backs in the lobby and conference rooms will be disinfected daily. Hand soap, hand sanitizer and soapy water with paper towels will be replenished as needed. Vacuuming of area rugs will be completed at least once per day. Restocking of supplies daily or after hours and weekends will be available upon request.

Fitness equipment

All available fitness equipment will be cleaned once per day by Campus Rec staff and all users are required to clean their equipment pre- and post-workout. Trash cans will be emptied daily. Door handles and other high-touch items will be disinfected. Hand sanitizer dispensers will be replenished as needed.

Disinfectant wipes or spray bottles with soapy water and paper towels will be readily available and restocked as needed. Restocking of supplies daily or after hours and weekends will be available upon request.

Outdoor facilities

Campus Recreation will follow University guidance and CDC restrictions for facility usage and social distancing requirements. Facilities include: tennis courts, Mimosa basketball courts, sand volleyball court and the Intramural turf field.

Offices

Office trash cans will be emptied daily. Occupants of each office will be given disinfection spray or wipes and doors will be propped open if requested. Vacuuming will occur on a weekly basis or more frequently as needed or requested.

Restrooms

Restrooms are fully cleaned twice per day and are checked regularly throughout the day. All sinks, floors, and toilets are thoroughly cleaned and disinfected. All paper products and soap dispensers are replenished and waste is removed from receptacles. All surfaces are wiped with a disinfectant solution. Door handles, stall locking mechanisms, and mirrors are wiped down and disinfected.

ENHANCED CLEANING AT THE CHAMBERLAIN STUDENT CENTER & CAMPUS ACTIVITIES

In an effort to provide a clean and disinfected learning environment, The Student Center & Campus Activities (SCCA) building maintenance team performs the following cleaning processes to assist in minimizing exposure to viruses and bacteria. Along with the new procedures, several suggestions have been included for occupants of Rowan University to complete to assist in maintaining cleanliness.

Cleaning, sanitizing, and disinfecting

- Rowan's Department of Environmental Health & Safety provided guidance and training to custodial staff on recommended disinfection practices, proper use of PPE, and evaluating social distancing guidelines.
- The department is working diligently with custodial staff to ensure cleanliness of all instructional areas, offices, common areas, and restrooms.
- The custodial staff uses Spartan Chemicals – BNC-15 and Halt, as well as Renown – Reno 7135-SB disinfectant, Purell surface disinfectant, Lysol disinfectant spray and foaming cleaner, and Sani-professional sani-cloth wipes on a regular basis to ensure a sanitary learning environment.
- Instructional areas, common areas, and restrooms are disinfected daily.
- Fogging and spraying cleaning techniques are being incorporated.
- The maintenance team uses a Clorox T360 machine to disinfect and sanitize main touch points, lounges, and bathrooms throughout the Student Center.

Restrooms

- Restrooms are maintained at least twice per day and are monitored during occupied times or as needed due to an incident requiring attention. All sinks, floors, and toilets are thoroughly cleaned

and disinfected per cleaning. All paper products and soap dispensers are replenished and waste is removed from receptacles. All surfaces are wiped with a disinfectant solution. Door handles, stall locking mechanisms, and mirrors are wiped down and disinfected. To have supplies replenished, contact the building manager at 856-256-4605.

- A Kaivac machine also is used to do a deep clean of each restroom at least once a week. This includes using the Kaibosh cleaning solution, which is a no-rinse Hospital Use disinfectant cleaner for COVID-19.
- Every Monday and Thursday, the Clorox T360 Electrostatic Sprayer system will be used to sanitize restrooms.

Offices

Offices will have the option to have the maintenance team enter their office to pick up their trash or to put it outside their door at the end of the day for the night crew to come pick it up. The night crew will sanitize the door handles on all the offices and suite doors. A request for a deeper cleaning of an office can be made through the Assistant Director of building operations. Deep cleaning of suite areas in the building, including Suite 210, Suite 220, RowanCard Office, SGA, and Suite 117a will occur at night or on the weekends so that building activity is not disrupted. This includes deep cleaning of carpeting, as well as sanitizing common areas in those suites.

Main entrances and lounge areas

Lounge spaces, including The Pit, table seating, quiet lounges, and the commuter lounge will be cleaned and disinfected every night. Staff will monitor these areas throughout the day to refresh as needed. During the day, a staff member is assigned to each area to refresh clean area as much as possible. The Clorox T360 machine is used every Monday and Thursday for enhanced cleaning and will increase frequency based on the traffic of the space. Major touch points in the building, including handrails and door handles, are wiped down as often as three times a day by staff stationed around the building who watch over the common spaces' major touchpoints.

Meeting rooms

Meeting rooms will be disinfected and cleaned after every use. Staff will coordinate with the events team to make sure there is enough time in between events to sanitize the room. All requirements regarding social distancing set forth by the University and the CDC will be followed.

Replenishing supplies

The building manager will restock supplies upon request.

How will you communicate these screening protocols to stakeholders

Rowan will continue to support student and employee well-being and academic success through extensive outreach via emails, phone calls, text messages, social media and widespread signage.

4. On-Campus Residential Housing

How will you reduce capacity in on-campus housing facilities to the extent practicable in accordance with Executive Order 155?

Rowan will restrict occupancy in its housing in the following ways. First, and significantly, Rowan will maintain one residential dormitory, Triad Hall, completely vacant for use as isolation housing should that be necessary for students who are ill or are suspected of infection but who have not yet been tested. In addition to maintaining one full dormitory for use as isolation housing, Rowan will also reduce housing capacity by restricting the use of triples. Rowan has reduced its housing capacity to approximately 80 percent.

Residential Learning and University Housing (RLUH) staff will make assignments using standard room configurations, in either double or single occupancy, in all residence halls and apartments. Unless entered into on a voluntary basis, and approved by University officials, no triple rooms will be available during the 2020-21 academic year. Students will be assigned to apartments based upon their standard configuration (double or single rooms). Apartments have common space areas, and students are encouraged to practice appropriate social distancing guidelines (e.g. not invite large numbers of guests into to apartment common space and/or bedrooms, consider wearing face coverings when guests are present).

Although all areas of residence halls will be accessible to students living in the building, policies and procedures to promote risk reduction will be developed, implemented, and communicated to students prior to their arrival for Fall 2020. Examples include, but are not limited to, required face covering in all indoor public areas on campus (including residence halls), social distancing in residential public areas (i.e. study lounges, lobbies, elevators, etc.), limitations on guest access to residential buildings and/or rooms, and immediate reporting of COVID-19 symptoms or concerns.

Housing will be established through a multi-faceted system that adheres to social distancing and health-related risk reduction guidelines.

Overall occupancy rate and your reduced occupancy rate

Bed Spaces (Doubles):	3,796
Bed Spaces (Singles):	2,839
Additional Options (Triples):	1,259
TOTAL CAPACITY:	7,894
Maximum Anticipated Occupancy:	6,432
PERCENT OF TOTAL CAPACITY:	81%
Isolation Housing (Maximum):	203
ISOLATION HOUSING (% OF CAPACITY):	3%

What criteria will your campus use to identify students for whom residential housing is necessary for an equitable education?

We will house all students who have a need for housing. On June 25th, we sent a survey to all students who have housing assignments or applications on file asking them to confirm their housing plans/needs for Fall 2020. Using available data, we will meet all student needs while maintaining a reduced housing occupancy of approximately 80 percent of total capacity. In addition, Triad Hall will be used exclusively for isolation housing. If COVID-19 requires Rowan to further limit capacity, we will reinstitute the “Emergency Housing Application” process which allows students to request on-campus housing for emergency purposes (e.g., homelessness) and/or unique circumstances (e.g., student lives in Nevada and cannot easily return home).

How will the institution ensure infection prevention measures are followed in shared or common areas (such as residence hall kitchens, game rooms, bathrooms, etc.)?

- Common areas and shared restrooms serviced by the housekeeping staff are cleaned and disinfected daily.
- Shared bathrooms are a feature of all student housing facilities at the University. In several traditional residence halls, these bathrooms are cleaned and serviced twice daily by housekeeping personnel. In suite-style residence halls as well as all apartments, cleaning restrooms is responsibility shared by student occupants.
- Restrooms serviced by University housekeeping personnel will be fully serviced twice daily. This includes emptying trash, cleaning toilets and showers, and wiping down mirrors and all high-touch surfaces, such as door handles, stall locking mechanisms, counter tops, and sink faucets. Appropriate EPA-rated disinfection products are used on all high-touch surfaces.
- Educational information and instruction will be provided to students responsible for self-cleaning their bathrooms to enhance their understanding of appropriate procedures and disinfection supplies to use.

Laundry rooms

- The University will provide daily cleaning and enhanced disinfection of high-touch surfaces, including buttons, knobs, and handles using EPA rated products approved for disinfection purposes.

What steps will the institution take to minimize outside visitors to residence halls?

We will implement a “no external guest policy” in the fall as we have in the summer. Students will be made aware that they will not be allowed to have guests in their rooms who do not live in their residence hall. The only exception will be family members who come to campus for specific circumstances (examples include, but are not limited to Move-In Day, dropping off supplies, etc.). In addition, students will not be able to have large numbers of in-hall residents in their rooms at one time. Similarly, student lounges and common areas in residential facilities will be monitored for compliance with social distancing guidelines/regulations. Residential Learning and University Housing (RLUH) staff will monitor these policies, and will refer violations for a student conduct review.

Describe routine cleaning measures to be implemented in on-campus housing, including communal bathrooms

- Prior to move-in, students living in residential facilities will be required to complete an educational module which provides them with information related to COVID-19, risk-reduction behaviors, social distancing policies, cleaning and disinfecting protocols, etc.
- Students will be encouraged to use their own wipes, disinfectant spray, or soap and water to wipe down surfaces in their personal spaces.
- Educational information and instruction will be provided to students responsible for self-cleaning their bathrooms to enhance their understanding of appropriate procedures and disinfection supplies to use.

**What protocols are in place for residents who need to isolate and quarantine?
Please list the amount of housing (single rooms/private bathrooms) available to house these individuals.**

- Rowan will restrict occupancy in its housing in the following ways. First, and significantly, Rowan will maintain one residential dormitory, Triad, completely vacant for use as isolation housing should that be necessary for students who are ill or are suspected of infection but who have not yet been tested. In addition to maintaining one full dormitory for use as isolation housing, Rowan will also reduce housing capacity by restricting the use of triples. Rowan has reduced its housing capacity to approximately 80 percent.
- Students with known or suspected exposure to COVID-19 will be required to participate in University isolation protocols. This may include relocation to isolation housing, returning home for a designated period of time, alternative methods for food access and/or delivery, participation in tracing protocol, limited access to University facilities, and/or transitioning to alternative course delivery methods. The University has set aside Triad Hall, a 218-bed residence hall, for the relocation of students who need to be isolated and cannot return to their primary residence.

- Self Isolation: Students will be required to isolate pursuant to guidance provided by Student Wellness, in accordance with public health recommendations. Students will be given the option to isolate in their place of primary residence or on campus in Triad Hall, a 218-bed residence hall reserved for self-isolated students. During periods of self-isolation, students will be provided with access to academic materials and, if isolation occurs on campus, arrangements have been made to provide for access to food, medical care, and other necessary services, as well as regular monitoring of student's health (physically, mentally and socially), etc.
- The coordination of isolation will be initiated by the contact investigation and will be supported by Residential Learning and Housing, the Dean of Students Office, the Wellness Center and Gourmet Dining.
- Enforcement: Rowan has developed an Acknowledgment of Responsibility for its students that they will be required to complete after receiving educational materials relating to COVID-19. Compliance expectations have been included in the Student Code of Conduct.

5. Libraries and Computer Labs (other facilities as needed)

What is your plan for operation of computer labs and libraries?

And How will the institution implement social distancing measures and cleaning protocols in these facilities?

The University Libraries have a five-phase plan for providing services. Phase 1 has been underway during campus closure. A modified curbside pickup service began on Monday, June 29th. Patrons request books in our online catalog, call during the service hours to notify library staff they are ready to pick it up, library staff will then bag the books and put them on a table outside the library for the patron to pick up. The service is contactless and the library staff have been issued gloves and masks in compliance with the Administrative Order that authorized curbside pickup for libraries. The service hours are currently 9 am to 1 pm, Monday to Thursday.

Campbell Library will shift to Phase 2 to provide limited in-person service exclusively to Rowan community members. Our current target date to open this service is Monday, July 14. We plan to maintain the same service hours as for the contactless pickup service and to limit additional staff presence. Before reopening we will have plexiglass barriers installed at service points and in shared staff spaces, signage to support appropriate social distancing, and sanitizing stations throughout the public areas of the library. IRT will also be readying public computer lab spaces in the library to support social distancing. We will observe the 25% of maximum capacity guideline, and any additional guidance issued by Rowan or the State.

The plan for reopening continues as follows:

Phase 2

Implement Library Pickup Service

- Prepare the building for the return of staff, according to policies and procedures laid out in Return to Rowan documentation.
- Require employees to wear masks, gloves, and maintain social distancing.
- Provide sanitizing products for staff.
- Require staff to clean areas of shared workspace before and after their shift (public desk stations, shared computers).
- Establish special cleaning procedures with maintenance crews in all areas of the building, including disinfecting of keyboards, touchscreens, tables and other surfaces.
- Share the re-entry plan with tenants and vendors and ask them to share their plans, questions, and concerns with us.
- Discuss potential changes to contracts.
- Partner with University Publications and Facilities to produce display signage regarding masks and social distancing.
- Where feasible, remove or relocate furniture in order to encourage social distancing.
- Review options for printing with IRT, Housekeeping.
- Review options for water fountains, restrooms with Housekeeping.

Library Operations

- The building should remain closed to the public until the Library has implemented the necessary procedures to comply with the Governor's forthcoming guidance on reopening libraries (as of June 29 this guidance has not been issued).
- Determine which employees are called back on an as-needed basis or for specific tasks.
- Maintain telework option for employees as possible to limit the number of people on site.
- Schedule staff in the building in phases and on a staggered basis.
- Space employee desks and workstations so they are a minimum 6 ft. apart. Use study rooms for office space as needed.
- Determine quarantine space/timeframe for materials plan based on professional recommendations.
- Continue to hold staff and committee meetings online.
- Services, Programming & Customer Support
- Offer contactless book pickup service for Rowan community members.
- Promote digital offerings.
- Continue ILLiad electronic interlibrary loan.
- Provide programming via live-streaming or pre-recorded videos.
- Provide customer support via phone, chat platform, email or other virtual means.

Phase 3

Campbell Library Resumes Limited In-Person Services

Resume limited in-person operations and services in alignment with Return to Rowan guidelines and State guidance.

- Require staff to wear masks and maintain social distancing.
- Continue special cleaning schedules as defined in Phase 2.
- Implement materials management protocols.
- Display signage regarding masks and social distancing. Post signage by entrance and exits.

Library Operations

- Closed to the broader public; open for Rowan University faculty, staff, and students (up to 25% of capacity).
- Re-evaluate the need for more on-site employees and schedule staff in the building in phases and on a staggered basis.
- Implement team-based staffing model with alternating schedules (Team 47 (Delsea Drive) and Team 322 (Mullica Hill Road)).
- Cross-train across teams to support continuity of service.
- Continue telework option for employees as possible to limit the number of people on site.
- Refine plans for Phase 4 in preparation for expanding services.
- Continue contract negotiations and subscription reviews pending release of budget.
- Continue to hold staff and committee meetings online.
- Implement materials management plan developed in Phase 2.

Services, Programming and Customer Support

- Encourage continued use of digital materials.
- Introduce scanning service for reserve materials. Upload into Canvas and/or Alma.
- Limit number of people in building using recommendations from health officials (25% capacity).
- Require members of the public entering the building to wear masks.
- Provide distance markers where lines form.
- Reconfigure public spaces to encourage social distancing--remove furniture, spread out seating, public computers etc.
- Continue to provide Library Pickup service for items in the Campbell Library collection.
- Implement E-Z Borrow using IDS delivery.
- Continue ILLiad electronic interlibrary loan.
- Consider live-streaming programs hosted at library with no public attendance.
- Provide customer support via phone, chat platform, email or other virtual means.
- To enable continued services within the building while maintaining physical distance introduce a Virtual Service Point (VSP). The VSP enables a real-time personalized response to queries within the building while providing our front-line staff with the ability to offer this service from a remote location.
- Encourage study groups to rely on virtual group options.
- Post signage related to printing, procedural changes.

Phase 4

Libraries Provide Additional Services to Support a Return to On-Campus Instruction

This phase will allow libraries to expand operations and increase services as students return to campus for the Fall semester.

- Require staff to wear masks and maintain social distancing.
- Continue special cleaning schedules as defined in Phase 2.
- Maintain and refine materials management protocols, including specialized handling for Course Reserves materials.

Library Operations

- Closed to the broader public; open for Rowan University faculty, staff, and students.
- Re-evaluate the need for more on-site employees and schedule staff in the building in phases and on a staggered basis.
- Maintain the team-based approach to scheduling and cross-training to support continuity of service.
- Continue telework option for employees as possible to limit the number of people on site.
- Modify Phase 4 service plans as need to maintain alignment with Return to Rowan and State guidance.
- Continue contract negotiations and subscription reviews pending release of budget.
- Hold staff and committee meetings online.
- Refine materials management plan developed in Phase 2.

Services, Programming and Customer Support

- Provide access to public computers by appointment and offer assistance using remote desktop tools.
- Offer and encourage self-checkout, self-service holds pick up, remote printing, and other self-service solutions.
- Open stacks and collections to public. Use signs or floor tape to indicate one-way or one-person-at-a-time access for aisles.
- Encourage continued use of digital materials.
- Continue scanning service for print course materials, upload into Canvas.
- Limit number of people in building using recommendations from health officials (currently projecting 33% capacity).
- Require members of the public entering the building to wear masks.
- Provide distance markers where lines form.
- Reconfigure public spaces to allow for social distancing--remove furniture, spread out seating, public computers etc.
- Continue to provide Library Pickup service for items in the Campbell Library collection.
- Continue E-Z Borrow ILL service using IDS delivery.
- Continue ILLiad electronic interlibrary loan.
- Consider live-streaming programs hosted at library with no public attendance.
- Provide customer support via phone, chat platform, email or other virtual means.
- Encourage study groups to rely on virtual group options.

Phase 5

Adapt to New Normal at Campbell Library

This phase will prepare libraries for an extended period of disruption as we follow public health directives for cleaning of surroundings, wearing masks and social distancing.

Library Operations

- Open buildings to the public with regular hours of operation.
- Spread seating and workstations apart and mark areas for social distancing.
- Reevaluate materials management plan developed in Stage 2.

Services, Programming and Customer Support

- Resume regular programming following social distancing guidelines.
- Resume regular in-person and virtual customer support, including one-on-one appointments
- Continue digital services, scanning services, and electronic ILL.

Appendix – Required Equipment

- Sanitizer
- Disinfectant
- Antiseptic wipes
- Antiseptic wipe stations for computer labs

- Nitrile gloves
- Face masks
- Plexiglass for Access Services staff and receptionist in library administration
- Individual telephone headsets for front desk staff
- Closed containers/bins to place shared materials that will be set aside for a certain time period before being reused (e.g., markers, tape dispensers, etc.)
- Cubicle dividers for the Access Services office desks
- Virtual Service Point (monitor, speaker, microphone)

How will the institution follow state occupancy restrictions in these facilities and reduce occupancy?

Room capacities in classrooms, labs, and computer labs were revised based on 6-foot bubble standards. Signage and decals will identify the seating locations that comply with the 6-ft social distancing.

How will the institution clean and disinfect high-touch areas in these facilities, such as computer terminals?

When computer labs are permitted to be opened, in an effort to enforce social distancing recommendations, IRT will remove keyboards and power cords from every other computer station to maintain six feet of separation for users. The desktops and monitors will remain in place, unusable. Following Environmental Health & Safety training explained above, custodial crews will wipe down horizontal surfaces, including keyboards, door handles, computer mice, and other high-touch areas once per day. Occupants shall utilize soap bottles and towels to disinfect before each use. No assumption should be made that any area was disinfected by the previous occupant. Care should be given not to spray the solution directly onto the electronic equipment.

Soap bottles and/or disinfectant wipes will be provided in classrooms and lab spaces for occupants to use for disinfection needs in between classes. Anyone entering the room may use the solution or wipes to disinfect the area prior to occupying a seat. No assumption should be made that the previous occupant cleaned the space prior to leaving. Paper towels and/or wipes and waste receptacles are being provided inside each instruction space. All used towels should be placed in the proper receptacle. The receptacle will be emptied once per night or as needed upon request.

**Will the institution utilize curbside pickup for libraries?
If so, how will the plan for curbside pickup be implemented?**

Campbell “Curbside” Library Plan

Access Services Staff will work in groups of two or three, each group assigned to a specific day of the week, to provide a “curbside” pickup service for members of the Rowan community. This service will run four days a week (Monday to Thursday) from 9 am to 1 pm. This service will only apply to print materials (including scores, but not dissertations and theses); no media or technology will be available to borrow at this time.

The workflow to supply this service will be as follows:

1. A patron will request a book using a modified version of the “pull-and-hold” service currently available through Alma/Primo;
2. Staff will page the book and update the request in Alma so the patron is notified it is available, placing the book on the hold shelf;
3. The patron will call the Library Service Desk during the service hours to notify staff that they are on site and ready to pick up their book;
4. Staff will locate the book on the hold shelf, check it out to the patron, bag it for them, and then place the bag in a bin on a table set up by the 322-facing entrance to Campbell, waiting inside the foyer to verify that the patron picks up the materials they requested
5. Staff will wipe down the bin and bring it inside after the patron has retrieved their bag;
6. Staff will bring the table inside at the end of each day’s shift.

Staff members will observe social distancing and public health guidelines, wearing masks (Rowan-provided or self-supplied) at all times, and gloves (Rowan-provided) while handling books.

In addition to providing the curbside pickup service, Access Services Staff may work on the following tasks, where feasible:

- Processing and reshelving returned items;
- Returning Interlibrary Loan items to those partner libraries that are ready to receive them;
- Rehousing and shelving DVD collection;
- Deaccessioning technology and equipment that will no longer circulate due to public health concerns (e.g. headphones);
- Evaluating the Course Reserves collection and coordinating with teaching faculty about which items need to be digitized to support remote learners;
- Inventory and shelf reading;
- Remove and store map boxes in open cubicle space;
- Remove periodicals from the current periodical room; place in piles in alphabetical order spaced on the shelves where the map boxes were previously located.

This plan is compliant with NJ Administrative Order 2020-15, issued by Patrick Callahan, State Director of Emergency Management.

6. Research

What is the institution's plan for the operation of research and research labs?

- Anyone (PI, students, faculty, and staff) working in a university research space will be required to complete the Employee Training SARs COVID-19 created and administered by EH&S;
- Students and Postdoctoral Trainees will be required to have a mandatory meeting with the Associate Dean and/or Dean prior to returning to the laboratory;
- Visitors, collaborators, maintenance personnel and vendors must complete occupational health training provided by EH&S prior to entry into vivariums.
- A full description is available at www.rowan.edu/research. The plan has been shared electronically.

How will researchers be encouraged to reduce personal contact and engage in social distancing?

If face-to-face research with human subjects cannot be conducted remotely: Research areas must be thoroughly cleaned and disinfected in between visits and best practices dictate that appointments are scheduled at least 20 minutes apart to facilitate the cleaning and disinfecting.

What will be the cleaning protocol for research labs and research materials?

Disinfect common research areas and frequently touched surfaces (lab benches, doorknobs, sink handles, freezer doors, fume hood sashes, keyboards, microscopes, etc.) at the end of each shift prior to the next shift arriving at the workplace. Designate one or more individuals responsible for cleaning and disinfecting and have them initial on the daily work schedule that they completed the cleaning.

7. Student Services

What is the institution's plan for student services?

We will continue to offer student services remotely, while adding face-to-face services modified to accommodate social distancing and health guidelines.

The addition of online options for services is a permanent change that will benefit many students who may be completing their degrees fully online or at other campuses or whose schedules do not permit attending appointments on campus.

Academic Support

In addition to resuming some face-to-face services, University Advising Services and Tutoring Services will continue to provide high-quality virtual support options. Physical distancing and health precautions will be implemented in advisors' offices and tutoring locations. In addition, Rowan will continue to support student well-being and academic success through extensive outreach via emails, phone calls, and text messages.

Career Advancement

The Office of Career Advancement (OCA) provides all aspects of student and alumni support in virtual environments, including one-on-one appointments, group presentations to classes and student organizations, employer engagement and virtual career events and fairs.

- In Fall 2020, all career fairs will be hosted virtually.
- In collaboration with the Office of Alumni Engagement, the OCA is preparing to launch an alumni mentoring platform that will aid in student and alumni engagement and partnership, along with supporting job and internship searches for the Rowan University community. Individual and small group services will resume in person when permitted, following health and safety protocol.
- OCA will continue to support student internships, co-ops and other professional experiences.

Disability Resources

Students registered with the office may experience particular challenges due to remote learning environments, heightened health risks and mental health strain.

Testing Services

Placement testing is offered remotely. Accommodated testing for students registered with Disability Resources is available in online and remote course platforms. When conditions permit, both services will resume offering an in-person option, following health and safety protocols.

Military Services

Students registered with Military Services can be assured their needs will be met through virtual services. In-person services will also resume when appropriate. Students who are deployed are provided support with enrollment and course completion options.

How will student service departments reduce in-person interactions and implement safeguarding measures, particularly in waiting areas?

- All offices will implement social distancing protocols.
- We will continue to offer [student services remotely](#), while adding face-to-face services modified to accommodate social distancing and health guidelines.

How will students, staff and faculty who are immunocompromised, or otherwise in an at-risk category, or those with a positive diagnosis, be able to access student services remotely?

We will continue to offer [student services remotely](#), while adding face-to-face services modified to accommodate social distancing and health guidelines.

8. Transportation

What is the institution's plan for transportation on campus?

Rowan University appreciates that the shuttle provides important services for many students, faculty, and staff. As a result, University officials are working with South Jersey Transit Authority (SJTA) to create a plan that will provide shuttle services to the fullest extent possible while implementing protocols to reduce health-related risks. The following procedures will be implemented for the Fall of 2020 shuttle service:

- SJTA has instituted a cleaning and disinfecting approach for all shuttles and for every ride, which includes disinfecting frequent touchpoints such as handholds, armrests, seating, and door handles, before and after each trip.
- Hand-sanitizer and/or wipe dispensers will be provided on each shuttle.
- Shuttle passengers will be required to wear a cloth face covering.
- Shuttle drivers will not use recirculated air for shuttle ventilation. Instead, they must use shuttle vents and/or lower the vehicle's windows to bring in fresh outside air.
- In order to maintain a safe distance between each passenger, passenger limits will be 50% of the posted capacity per trip. The shuttle pick-up will be first come, first served.
- Passengers will be asked to social distance (6 feet minimum) while entering a shuttle.
- Passengers must maintain one empty seat between them and the next passenger on the shuttle.
- Information will be posted on-line and around campus as shuttle routes may change to enhance efficiencies and/or due to other University policy changes.
- Riders who fail to comply with the safety measures outlined below will not be allowed to ride the shuttle and may face disciplinary action for noncompliance.

What is the protocol for transporting sick students who may reside on campus to essential appointments?

Following standard student wellness policies, Rowan will continue to provide transportation services for essential appointments via University EMS and Public Safety.

9. Dining

What is your plan for food service and dining operations, including compliance with health and safety standards, as well as applicable Executive Orders?

Students, faculty and staff will have access to dining options University wide. Gourmet Dining will be implementing operational changes that follow current NJ State and Board of Health guidelines with regard to food service, social distancing and group gatherings.

In an effort to best meet the needs of the community, mobile ordering (Grubhub) will be expanded to incorporate all current dining locations, including the addition of advance order/to go offerings from Glassworks Eatery at Holly Pointe Commons. Additional preventative measures designed to protect the community include the conversion of all self-serve dining options to full service and the temporary exclusion of reusable to-go containers and mugs.

To allow for social distancing and support the safety of guests and staff, dining locations will be operating as pick-up locations only. Outdoor dining tables will be available from late August through October near the Chamberlain Student Center, Engineering Hall and Holly Pointe Commons on the Glassboro campus. When health and safety guidelines permit, limited dine-in seating may be available in Glassworks Eatery and Prof's Place.

Gourmet Dining will continue to support student wellness and campus life through programming via social media. Special events will be hosted throughout the semester that align with current gathering restrictions.

University officials will work with Gourmet Dining staff members to determine which eateries will be available for food services. For the fall term we anticipate options to include:

Cooper Medical School of Rowan University

- Stat Café

Glassboro Campus

- Au Bon Pain Express (Science Hall)
- Einstein Bros Bagels (Engineering Hall)
- Glassworks Eatery (Holly Pointe Commons)
- We Proudly Brew (Holly Pointe Commons)
- Market Place (Chamberlain Student Center)
 - Absurd Bird, Bowl Life, Brkfst & Co, Chef Jet, Crust, Freshens, Sono, Pop Up, Smoked
- Owls Express (James Hall)
- Peet's Coffee (Chamberlain Student Center)
- Prof's Place (Chamberlain Student Center)
 - Grill Nation
 - Jersey Mikes
- Sushi Do (Chamberlain Student Center)

Rowan School of Osteopathic Medicine

- Top Docs

Common food storage by resident students will be prohibited in all common area kitchens.

If you have on-campus student housing, how will those in isolation/quarantine access dining services?

Arrangements have been made with Rowan's dining vendor to provide food to residential students in isolation through food delivery.

How will dining employees be trained on appropriate sanitization and social distancing practices and protocols?

Gourmet Dining will implement operational changes that follow current NJ State and Board of Health guidelines with regard to food service, social distancing and group gatherings.

How will institutions limit the number of individuals in a single facility, both indoors and outdoors, in accordance with the state occupancy guidelines?

Gourmet Dining will implement operational changes that follow current NJ State and Board of Health guidelines with regard to food service, social distancing and group gatherings.

10. Study Abroad and International Travel

What is the institution's plan for study abroad programs, domestic and international travel?

Rowan University has taken the following steps regarding university-related travel:

- All Rowan-led study abroad programs are suspended for the summer.
- All Rowan-led international spring break programs were canceled.
- All students in third-party study abroad programs were strongly encouraged to return.
- All Rowan-sponsored international travel is suspended.
- Any member of our community returning from international travel is required to self-isolate in accordance with CDC guidance before returning to campus.
- All international travel must be reported to Rowan through the Student Wellness Center.

Study Abroad

All Rowan-led study abroad programs have been canceled for summer 2020. Study abroad and Student Exchange Programs for fall 2020 have also been cancelled. Students may defer their programs to Spring 2021.

Students in partner university or other third-party programs are urged to consider delaying participation in those programs. While we strongly recommend against your participation in these programs and recommend that you consult information available from the CDC and the Department of State prior to making any financial commitments, please know that the final decision on participation in those programs is up to the affected students and their families.

Employee Financial Considerations for Travel Cancellations

All Rowan-sponsored international travel is suspended and domestic travel is not recommended until further notice.

How will the institution communicate with students and employees regarding changing travel restrictions?

Rowan will continue to support student well-being and academic success, including Study Abroad programs, through extensive outreach via emails, phone calls, text messages and signage.

11. Athletics

What is the institution's plan for resumption of athletic programs on campus?

Given the experiential nature of intercollegiate athletics for student-athletes, coaches, officials, and fans, we will use appropriate information from NCAA, local, state, federal and health care officials to participate in the maximum number of athletic competitions as possible without significantly increasing health-related risks.

Sport Clubs will follow guidance used by Athletics as it is developed and implemented by University personnel.

What is the institution's protocol for mandating frequent screening and testing for coaching staff and student-athletes?

Each head coach will be given a touchless thermometer to use. They will keep the thermometer for the season. No sharing between teams of thermometer. Full-time staff (not part-time) and coaches will conduct temperature checks on every athlete (even if they are not participating due to injury) and coaching staff members in attendance prior to the start of every practice. Temperatures will be recorded on the appropriate sheet and handed to the Administrator attending practice. Any athlete with a temperature of 100.4 will not be able to participate until they have a COVID test done and the result is negative.

Athletics staff members will work with trainers and health care professionals to develop protocols for effectively monitoring student athletes and coaches. Examples include, but are not limited to:

- practices and skill-development using appropriate social distancing techniques
- tracking the temperatures and symptoms of student-athletes and coaches
- implementing enhanced travel precautions and maintaining competition venues in a manner that limits health-related risks to the fullest extent possible
- Student-athletes, coaches, and other personnel associated with Athletics will be evaluated and restricted from participation/work using appropriate isolation protocol for known and/or suspected exposure to COVID-19.

What are the written protocols for student-athlete and staff orientation/trainings regarding the transmission of COVID-19 and the handling of high-touch items?

We will use two documents (subject to continued review and edits until they are implemented) to educate coaches, staff, and student-athletes. (see below). In addition, we will conduct regular meetings with student athletes and coaches to ensure that accurate information is being shared, protocols are being followed, and questions are being addressed. Practices and meetings will be conducting using social distancing standards, shared equipment will be limited to the fullest extents possible, and all high-touch items will be disinfected based upon a schedule created by training and Wellness Center staff.

How will the institution limit equipment-sharing?

To the extent possible, student-athletes and coaches will not share equipment. When sharing is unavoidable, full-time coaches will be responsible for cleaning any shared equipment by their team at practice. Student-athletes will be instructed to avoid touching any shared equipment unless necessary.

How will the institution ensure team meetings are socially distanced with general safeguarding protocols?

All student-athletes coaches, staff, etc. will be required to wear face coverings and/or social distance (keeping 6 feet apart) at all times when not involved in aerobic activities where a face covering may inhibit adequate breathing. An administrator or athletic trainer will attend meetings and practices to ensure compliance. Only those in compliance will be allowed to attend meetings or practices. No guests or family members will be allowed to attend practices. Locker rooms will remain closed. Athletes will be required to come dressed to train in personal gear. The equipment room be closed until the official start of training camp. Only public restrooms at the Team House and Esby Gym will be available and restrooms occupancy will be limited. A mask must be worn while in the restroom and hands must be washed thoroughly.

What is the institution's quarantine/isolation protocol for student-athletes who have tested positive for COVID-19, come into contact with those who have tested positive, or who have developed symptoms?

The Wellness Center and Interim Vice President of Student Life/Dean of Students will implement established protocol in these instances. Students will be asked to self-isolate (this could be at home, in a single room, or in designated isolation housing on-campus. While in isolation, students will be required to check in with designated University personnel to monitor their temperature and symptoms. Student-athletes will not be allowed to attend any form of in-person practices or meetings without written authorization from the designated University personnel. In addition, the University has developed a robust contact tracing protocol to determine if any individuals require assistance and/or monitoring based upon contact with a known or presumptive COVID positive individual.

How will the institution limit nonessential visitors, staff, volunteers, vendors, and media?

Game management will be conducted by those in the Rowan "bubble" (known to have been participating in all monitoring and following all guidelines/protocols). Coaches, student-athletes and administrators will perform game management, eliminating outside personnel. There will be no concessions or vendors. A decision for fan attendance may be no spectators, students only or students and a small number of fans (2 passes per student). The NJAC may make a conference-wide decision. Media will be restricted to student outlets and will be assigned broadcast or viewing areas outside of the press box. Priority for broadcast space will be given to the Rowan Athletics streaming broadcast team and in the case of inclement weather, student media may be precluded from covering that particular contest.

How will student-athletes and athletic staff be educated on policies and protocols prior to arrival on campus?

Each sport will have a virtual team meeting before July 30 where all are in attendance to discuss the Athletic Training requirements with the training staff and for the Athletic Director to address each team. The Pledge (see above) will be explained in detail. In addition to hearing from coaches and trainers, all student-athletes will hear important information, instructions, and expectations from the Athletic Director, Interim Vice President of Student Life/Dean of Students, and Director of the Wellness Center.

What are the institution's protocols for traveling for games or hosting teams in competition?

NJAC institutions will adopt conference-wide requirements that departments and teams are expected to follow in order to compete. The NJAC Athletic Trainers will define what is necessary, from a health and safety perspective, for athletics competitions to occur within the guidelines from campus, local, state and federal medical and public health authorities.

Mandatory Gameday Screening

A standardized gameday screening process will be in place that applies to all teams as we have a shared responsibility to protect all student-athletes as they engage with individuals on other campuses:

Visiting Team Screenings

- COVID-19 history screening required within 24 hours of travel for the entire travel party. Bus driver temperature check before departure.
- Temperature check for all team personnel before departure.
- Upon arrival on site, the visiting team will present the game management representative with a list of all bus personnel who were screened prior to departure. Only individuals on that list will be permitted to enter the competition venue.
- The visiting team will go directly to the team bench area, and with the exception of access to restrooms and athletic training facilities, will remain in the bench area until departure from the site of competition.

Host Team and Athletic Personnel

- COVID-19 history screening within 24 hours of game time.
- Temperature check before warm-ups begin.

Officials Assigned to the Event

- This will be a coordinated effort between the conference office and league assigners.
- Each official will complete a COVID-19 history screening prior to arrival on campus.
- Temperature checks will be performed once the officials arrive at the event venue by the host institution personnel.

How will the institution work with local, state, and conference partners to ensure the safety of student-athletes, employees, and other athletic stakeholders?

Rowan Athletics personnel (trainers, coaches, staff, etc.) will continue to take the lead in initiating conversations to ensure that all reasonable risk-reduction protocol/practices are in place. Regular meetings are occurring with conference athletic directors, institutional presidents, and others. In addition, the Athletic Director and Interim Vice President of Student Life/Dean of Students engage in several conversations a week with Wellness Center personnel to monitor information and ensure that appropriate questions/concerns are being considered.

ROWAN UNIVERSITY ATHLETICS

Professional Responsibility Statement — Coaches

NAME _____ BANNER ID _____

To minimize the risk to public health while performing work at Rowan students, staff and faculty are expected to adhere to public health practices to minimize the spread of COVID19. As an academic and healthcare entity, we are ethically responsible to provide for the care and safety of our patients, colleagues and students. By signing this form you agree to adhere to the behaviors and expectations below.

These have been discussed with you by _____ on _____
DEPARTMENT SUPERVISOR DATE

As a Rowan employee, I understand it is my responsibility, to the best of my ability, to promote and enforce these public health behaviors. Please initial each.

_____ I will limit my exposure to COVID-19 by maintaining social distancing guidelines professionally and personally.

_____ I will wear the appropriate personal protective equipment and practice proper handwashing techniques frequently.

_____ I agree to closely monitor my health and will not enter a University or clinical building or participate in face-to-face research activities if I develop or display symptoms of COVID-19, including but not limited to fever, respiratory distress and dry cough.

_____ As required, I will monitor my temperature daily. I will not enter a University or clinical building or participate in face-to-face research activities if my temperature exceeds 100 degrees Fahrenheit. I will respond accurately to daily intake procedures and will provide notification immediately if I feel I have become symptomatic during the work day.

_____ I agree to decontaminate work surfaces at the beginning and end of my work or as directed.

_____ I agree to follow other Rowan guidelines developed to protect our patients and to protect the public health as necessary.

_____ I understand that failure to follow these expected behaviors would be detrimental to the Rowan community and to public health efforts and may result in disciplinary action.

_____ I will comply with the policies and procedures established by Rowan University and affiliates for the protection of our students, patients, colleagues and visitors.

Signing this commitment to public health practices means that you have read, understand and respect the efforts described above.

Signature _____ Date _____

ROWAN UNIVERSITY ATHLETICS COVID 19 INFORMATION

Assumption of Risk and Pledge Form — Student-Athletes

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization.

COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact.

As a member of Prof Nation I have an important role to play in keeping our fellow students and the Rowan community safe by doing our part to stop the spread of COVID-19. As a member of Prof Nation I know that I must take steps to stay well in order to protect others and promote a safe return to campus for all Profs. Because of this, I pledge to take responsibility for my own health and help stop the spread of COVID-19

Rowan University's highest priority is the safety of its students, faculty, staff and visitors. I know that engaging in campus activities, including classes, pursuing my education, living on campus, eating in the dining halls, attending activities, participating in sports and recreation, I may be exposed to COVID-19 and other infections. I also understand that despite all reasonable efforts by the university, I can still contact COVID-19 and other infections. In order to reduce my risk, I agree to be an active participant in maintaining my own health, well-being and safety of others, by following all the guidelines and expectations outlined by the university.

As more information is gathered and known, I understand that Rowan University may modify these guidelines and expectations. It is my responsibility to make every effort to keep myself apprised of these changes to protect myself and the university community.

It is my Prof Pledge to protect myself, my peers and the Rowan community by doing the following.

- I will monitor the wide range of symptoms reported from COVID-19, ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
 - A fever of 100.4 degrees or higher
- If I develop the above symptoms, to contact my athletic trainer, and to follow the medical staff's instruction which include being tested for COVID-19 and self-quarantining while the test results are pending, and/or being evaluated by the Athletic Training staff. This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.
- Agree to be tested for COVID-19 and potential subsequent self-quarantining if I am identified as a contact of anyone who has been determined to be positive for COVID-19
- If test positive for COVID-19, I agree to self-quarantine in a designated location until; my symptoms have resolved, it has been at least ten days since the start of my symptoms and I have a negative COVID-19 test result.
- Timely report any known or potential exposures to COVID-19 to the Athletic Training staff

- Stay at home if I am feeling sick.
- Get a flu vaccination.
- Participate fully and honestly with the Athletic Training/University official staff for contact tracing to determine whom I might have potentially exposed to COVID-19
- Wear a mask or PPE in all public places.
- Practice physical distancing as much as possible.
- Frequently wash and/or sanitize my hands
- Keep my personal space, shared common space, and my belongings clean.
- If I need to sneeze or cough I will immediately remove myself from the vicinity to be as remote as possible.
- I will refrain from spitting, touching, team huddles, and blowing of my nose without a tissue.
- I also agree to inform the Rowan University Athletic Training Staff when I become aware that a teammate is experiencing signs and symptoms of a COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by participating in Rowan Athletics and that such exposure or infection may result in personal injury, illness, mental trauma, permanent disability, and death.

I acknowledge acceptance and assumption of the risk that the disease can spread, even in ideal conditions.

I freely acknowledge that I am aware of and accept the risks associated with such participation. I also acknowledge that my participation in such activities is wholly voluntary and is not required in any way by Rowan University.

My signature below indicates that I have read this entire document, understand it completely and agree to be bound by its terms.

DATE _____

NAME _____

SPORT _____

SIGNATURE _____

WITNESS _____