RETURN TO ROWAN

JUNE 12, 2020
As we anticipate welcoming the Rowan community back to our campuses and resuming activity, we will continue to provide information to provide guidance and update everyone throughout what may be a months-long process. We appreciate everyone's continued flexibility and support.

Please visit rowan.edu/returntorowan for the latest information and answers to frequently asked questions, as well as links to resources to help all of us keep the Rowan community healthy and safe.
Rowan University is committed to returning as an on-campus living and learning environment for Fall 2020.

As always, the health and safety of our Rowan community is our top priority. To accomplish our goal of opening campus, we have developed an extensive plan that offers safe and flexible options for participation in classes and activities in compliance with government directives, public health guidance and higher education best practices.
Our commitment

- The fall semester will begin as scheduled on Tuesday, Sept. 1, and will conclude with final exam week, scheduled for Friday, Dec. 11 to Thursday, Dec. 17.

- Classes will remain as scheduled for in-person, online and hybrid sessions. In order to provide options for students who are seeking or in need of remote learning, in addition to our online and hybrid delivery formats, we are introducing HyFlex (Hybrid Flexible) formats for all traditional classes that includes expanded online learning resources and capabilities. This will allow for nearly all face-to-face classes to also be taken synchronously from a remote location. Full details regarding the operating platforms for each course are still being developed and further information will be coming in July.

- The University is invested significant resources in our IT infrastructure and will be building out an increased capacity of smart classrooms and will be providing faculty additional tools needed to provide simultaneous remote instruction. With our enhanced technologies, we will be prepared to move to fully online instruction should conditions require.

- 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.

Rowan University is in Phase 1

During the next several weeks, the University will have a better understanding of when employees will be permitted to return to our campuses for work and students to study. We fully expect regulations and guidance to change frequently throughout the summer and well into the fall semester. Our policies and plans will be updated and communicated using a variety of platforms (email, social media, newsletters, list-servs, etc.), as information changes.

To be sure, everyday life on Rowan University’s campuses is dynamic, interactive, collaborative and social. While this culture makes possible the transformative experience that is integral to our community, these times call for flexibility, diligence, teamwork, sensitivity and a commitment to the safety and welfare of all.

A Four-Phase Process

**PHASE 1:** We are now in Phase 1 with only essential employees on-campus or in medical offices, and all other employees working remotely.

**PHASE 2:** The University begins a staggered return to campus, with departments that need access to equipment and records on campus being the first to return (e.g., Bursar’s Office, Financial Aid, Facilities, Residential Learning (partial) and Research). Staging departments, as well as staggering employees, will provide for more effective implementation, testing and refining of environmental and public health protocols.

**PHASE 3:** Other staff return, but under restrictive guidelines. This phase primarily will include staff in other departments including clerical/administrative employees, Human Resources, Library, etc.

**PHASE 4:** Return of faculty and students under guidelines to be developed and adapted as public health initiatives dictate.
Student Guide for Returning to Rowan

As students return to campus this fall, Rowan University is prepared for a new normal. While none of us knows with certainty what lies ahead, we now have a flexible plan in place to guide our way back.

Safe campuses
We know that some level of risk will persist and will continue to limit in-person activities and interactions, as well as require physical distancing and safety protocols (face coverings while in buildings or at outside gatherings are required on campus until further notice) through the coming academic year. If the level of risk rises significantly, the University is prepared to operate under heightened safety precautions, including shelter-in-place or campus closure orders.
Academics

Calendar
The Fall 2020 semester will begin as scheduled on Tuesday, Sept. 1, and will conclude with final exam week, scheduled for Friday, Dec. 11 to Thursday, Dec. 17.

Class Schedules and Delivery
Classes will generally remain as scheduled for in-person, online, and hybrid sessions. In addition to our online and hybrid delivery formats, we are introducing a HyFlex format for in-person classes that includes expanded online learning resources and capabilities. We are making a substantial investment in instructional technology for high-quality delivery of all of our classes.

- **In-person attendance** will be subject to adjusted classroom capacity and safety protocols and may be scheduled on a rotating basis.
- **Remote attendance** may take the form of watching a recorded lecture, watching and participating in a live video discussion, or participating in a discussion or other online activity in Canvas.

All classes will use the same Canvas online learning management system.

- **Online classes** do not have scheduled in-person sessions; all course content is accessed in Canvas.
- **Hybrid classes** have periodic scheduled in-person sessions but the majority of course content is accessed in Canvas.
- **HyFlex classes** will have regularly scheduled in-person sessions with selected course content accessed in Canvas and will allow for both remote and in-person attendance synchronously. The Hybrid Flexible format will enable students and faculty to engage, connect, and get the most from their face-to-face, real-time interactions even if they are not together physically.

For classes in which remote attendance cannot fully replicate the in-person experience, such as art studios or science labs, specialized solutions to enable physical participation will be needed.

We are exploring alternative schedules that would permit in-person attendance, which may be periodic over the usual term as with hybrid classes, or may be intensive over a shorter term.

All classes with an in-person component will be prepared to move to fully online instruction temporarily or for the remainder of the semester, in the event that becomes necessary.
Student Success 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.

Mental health conditions may qualify students for accommodations, and temporary accommodations are available. In addition, a new software system will launch in Fall 2020 to enable students to register with the office online and to facilitate communication among students, faculty, and the office. Individual appointments for students and families are provided online; face-to-face services will resume when appropriate.

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 protocol.

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.
Student Life on our campuses

Athletics
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 enhancing health-related risks.

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.

Civic Involvement
Civic involvement and responsibility are critical elements of the experiential learning model of education. As a result, we will maintain opportunities for student growth and development through accountability, civility, engagement, respect, and volunteerism.

The University will provide students with opportunities to volunteer. The SHOP and Fresh for All will continue with staff using appropriate social distancing techniques, engaging in regular disinfecting protocol, and wearing recommended PPE (e.g. cloth masks and gloves) in order to provide essential resources to students in need of assistance.

Dining
Students, faculty, and staff will have access to dining options. All options will be implemented using social distancing protocols. Dining will continue to be offered using the Grubhub app for ordering and social distancing techniques for food distribution.

University officials will work with Gourmet Dining staff members to determine which eateries will be available for food services. Options include, but are not limited to:

- Chamberlain Student Center
- Food trucks
- Glassworks Eatery (Holly Pointe Commons)
- ICE container units
- Owls Nest
- Townhouse Apartments
- University-created distribution points throughout campus.

Campus Housing
Housing is critical to the overall Rowan experience. Even so, housing students during times of heightened health concerns requires a sophisticated system of protocols.

Rowan University is committed to providing students with housing options as a basic human need. When residence halls reopen, Rowan University will implement appropriate policies, procedures, and protocol.

When students return to residence halls, the University will clearly communicate expectations, policies, and protocol for move-in and the use of elevators using current guidelines. The following is what students can expect:

- University personnel will clean and disinfect public common areas multiple times a day using appropriate guidelines and products.
- 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.
- Residential Learning and University Housing staff members will participate in specialized training sessions to enhance their ability to identify and address health-related concerns in residence halls.
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.

University personnel will continue to offer educational and social development opportunities using appropriate social distancing techniques and/or technology-based methods.

Common areas of buildings will be open or closed based upon current guidelines. All expectations will be posted throughout buildings and online.

Student Events on Campus
To the fullest extent possible, the Division of Student Life will provide involvement opportunities such as Rowan After Hours for enrolled students in a face-to-face, fully remote or hybrid manner.

Staff members will develop and enforce attendance limits for in-person events using current guidelines, policies, procedures and protocols.

Using ProfLink, Student Life staff have a robust mechanism to implement RSVP and tracking procedures. If in-person events are not possible, staff members will live-stream events.

Staff members have 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.

Student Organizations
Student clubs and organizations provide essential peer-to-peer interactions, associations, and leadership development for students. Staff members will assist these organizations with implementing virtual meetings and activities.

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.

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

Campus Recreation
Physical well-being is important, too. As conditions allow, opportunities for in-person recreational activities will be made available to students. Staff will implement appropriate cleaning and disinfecting protocol, including:

- Scheduled cleaning and disinfecting of equipment throughout each day
- The availability and posted policies on the use of individual cleaning and disinfecting materials (such as wipes).

In the meantime, University personnel will offer virtual opportunities for recreation. Examples include yoga sessions, video game sports leagues and fitness sessions.

The vast changes of the past three months have given us the opportunity for renewed appreciation of what it means to be part of the Rowan community. While we eagerly anticipate recovering from the threat of the COVID-19 pandemic, we know that Rowan’s resilience and creativity remain some of our greatest strengths. Students can count on a Rowan community committed to a vibrant experience as well as to health and safety.
Frequently Asked Questions: Students

Q: Can we get more supplies (e.g., wipes) from the University?
A: Residential Learning & University Housing will provide students with additional cleaning supplies. Students can contact their Resident Assistants for more information.

Q: How are you keeping the residence halls and dining areas clean?
A: Housekeeping and Gourmet Dining staff have increased their sanitizing efforts. Hand-sanitizing units are available in all facilities.

Q: How should students prepare to have appropriate technology for their classes?
A: Students can refer to rowan.edu/laptop for guides on buying a laptop. Rowan University recommends that students have their own laptop whenever possible. Financial Aid counselors can assist students with options for their financial aid package to identify potential sources of funding for purchasing a device. Please email financialaid@rowan.edu to arrange consultation with a counselor. Students can also use campus computer labs if they are permitted to be open.

Q: I have a disability that may require accommodations for alternative instruction methods. What should I do?
A: If you have approved accommodations or anticipate needing to request accommodations, please contact Director of the Academic Success Center and Disability Resources John Woodruff: 856-256-4259 or woodruff@rowan.edu. Mental health conditions may qualify students for accommodations, and temporary accommodations are available.

Q: Are there resources to help students financially?
A: • The Office of Career Advancement website posts resources for employment and job opportunities.
  • Student Emergency Assistance funds are available from the Rowan University Foundation. This source can provide temporary financial assistance to students who have experienced a personal or family crisis that would jeopardize their status as a matriculated student at Rowan University. Funds are distributed through the Dean of Students.
  • Additionally, if your family has experienced a loss of income, you may qualify for an adjustment. Information about an income adjustment appeal can be found on the Financial Aid website. Students who wish to submit an appeal should email financialaid@rowan.edu.
  • The SHOP, Rowan’s free food pantry and resource center for students, and Fresh For All, which offers free fresh fruits and vegetables to students and community members each Friday, are scheduled to continue. Visit go.rowan.edu/TheSHOP for updates on hours and accessibility.
  • Gourmet Dining also provides a number of donated meals to students facing food insecurity. Meals are distributed through the Dean of Students Office and The SHOP. Email theshop@rowan.edu if you are in need.
  • The Borough of Glassboro has two food pantries. (Please check with each about eligibility requirements):
    Healing Wings
    520 E. Stanger Ave.
    Wednesdays, noon-3 p.m.
  Samaritan Center
  123 High Street East
  Wednesdays, noon-3 p.m. and Saturdays, 9 a.m.-noon. The pantry is open to one person at a time.
An Employee Guide to Returning to Work

During the next several weeks, the University will have a better understanding of when employees will be permitted to return to our campuses for work. We fully expect regulations and guidance to change frequently throughout the summer and well into the fall semester. Our policies and plans will be updated as information changes.

The goal of this initial guidance is to prepare for the return of staff over the next 90 days, while anticipating updates based on changing circumstances, health information and resources. Based on our current knowledge, we can begin to take some action, acknowledging the need for adaptability at every level and every stage.

Rowan will continue to work with leaders across higher education, the Centers for Disease Control and Prevention (CDC), public health officials and the state of New Jersey to determine the best time to resume operations.

For additional information and FAQs, please visit rowan.edu/HR
Repopulating our campuses

Once the decision has been made that employees can return to work (beyond those essential workers who have continued to work onsite), decisions will need to be made as to which employees will return to our campuses. Returning employees to the workplace during and after the COVID-19 pandemic won’t be as simple as announcing a reopening or return-to-the-workplace date and carrying on business as usual. Not only will many workplaces be altered initially, some changes may be long-term, even beyond the imagined “finish line” of a widely available vaccine or treatment.

Departments with the immediate need to access files or computer systems to prepare for the fall semester will be prioritized. Departments will be notified of which phase they are assigned. An appeal process will be in place if an adjustment is requested. The guideline will be no more than 30% of a department’s staff onsite at any time. This will be necessary to provide the required social distancing. Managers will be provided guidance regarding occupancy as part of the planning process.

A safe working environment

As part of the effort to address the ongoing pandemic situation and to establish a return-to-campus work environment, Rowan has developed a set of protocols to help ensure that reasonable measures will be in place for a safe working environment. Although some apprehension is understandable, 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
- Room-occupancy limitations

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.

A Four-Phase Process

PHASE 1: We are now in Phase 1 with only essential employees on-campus or in medical offices, and all other employees working remotely.

PHASE 2: The University begins a staggered return to campus, with departments that need access to equipment and records on campus being the first to return (e.g., Bursar’s Office, Financial Aid, Facilities, Residential Learning (partial) and Research). Staging departments, as well as staggering employees, will provide for more effective implementation, testing and refining of environmental and public health protocols.

PHASE 3: Other staff return, but under restrictive guidelines. This phase primarily will include staff in other departments including clerical/administrative employees, Human Resources, Library, etc.

PHASE 4: Return of faculty and students under guidelines to be developed and adapted as public health initiatives dictate.
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:
1. Sick Leave and Centralized Call-off Reporting, Attendance and Return to Work
2. COVID-19 Workplace Expectations
3. Accommodation Policies
4. Flexible Scheduling
5. Telecommuting
6. Reassignment Policies
7. Return to Work Complaint Process
8. Leaves
9. Ethical and Professional Requirements for a Safe Environment

In addition, all employees will be required to complete Return to Work training to ensure everyone understands and can work within the new workplace.

Testing is key to a safe return

Under the direction of the Wellness Center, plans will be in place for testing, both for disease and antibodies. The Wellness Center will provide medical oversight for tracking 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.

The Wellness Center will develop the appropriate policies and procedures to manage testing, data analysis, isolation and any change in levels of operations.

Workplace environment

A critical component in returning employees to work is an assessment of the work site and the implementation of processes and procedures, social distancing, protective equipment, engineering controls, enhanced cleaning protocols and building access control.

Below are rules likely to be required. This is NOT an all-inclusive list and will continue to evolve as more scientific data is collected and operational planning occurs. Department heads should work with their employees to post signage specific to their work areas. Facilities & Operations has pre-printed signage available upon request.

Social Distancing

- Occupancy will be restricted in the workplace. Occupancy limits will be assigned by Facilities.
- Employees should remain at least 6 feet apart to the fullest extent possible.
- Signs will be posted reminding employees 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.
- Restrooms will be marked and reconfigured as possible. Occupancy signs will be provided.
- Common areas such as kitchens, community refrigerators and other break areas will be reviewed for closure or adaptation. Employees should bring lunch and coffee from home rather than preparing them in shared kitchens.
- Sharing of phones, headsets, desks, etc. will be prohibited. Adaptations and cleaning protocols will be implemented as necessary if sharing is required.
• Building access will be as limited as possible. Employees will be scheduled so they are staggered when arriving.
• Elevator use should be restricted to those with accessibility needs and should be single-use where possible.
• Meetings should occur via video. Any in-person meetings will require the use of approved table and desk configurations.
• If weather permits, in-person meetings and other activities requiring less social distancing should be held outside.

Enhanced cleaning and building maintenance
• Main buildings’ entrances will have hand sanitizer dispensers.
• Offices, restrooms, hallways, classrooms, etc., will be equipped with soap and sanitizer.
• There will be cleaning schedules for high-touch areas.
• Deep cleaning will occur. Staggered work schedules will assist Facilities and Environmental Services to schedule more focused cleaning in areas that have been used that day.
• HVAC filters will be upgraded and changed more frequently.
• Structural barriers will be assessed and modified wherever possible.
• Badge access will be implemented where possible.
• Work orders and cleaning will be scheduled to minimize contact.

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—more details to be provided.
• Sick employees are expected to remain home and to secure appropriate clearance prior to returning.
• Employees will be required to track contacts, visitors and any areas visited outside of their assigned work area.
• 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.

Visitors
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.

Flexibility and Patience
We expect new health and safety information to continue to develop in the weeks and months ahead. It is critical that we remain flexible and seek to better understand how to protect everyone, especially the most vulnerable in our academic community and those around us.

If you have any questions, please contact Human Resources: HR@rowan.edu, rowan.edu/HR.

Thank you for your commitment to work with us in what is sure to be a dynamic and evolving work-life environment.
Monitoring & Testing: Keeping Rowan Healthy and Safe

Everyday life on Rowan University’s campuses is dynamic, interactive, collaborative and social. While this culture makes possible the transformative experience that is integral to our community, the health and safety of our Rowan community is our top priority. To reduce the risk of COVID-19 threats within and around Rowan, we must change the way we live and work together for the foreseeable future.

This document is the result of many weeks of collaborative research and planning. Based on the best public health guidance available today, it also addresses students’ and employees’ comments and concerns. As we continue to learn more about COVID-19 and its impacts on society, we expect some recommendations to change.

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.
Monitoring

Self-Reported Symptom Assessment
Once campus is open to returning students and employees, 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 with Human Resources and receive guidance prior to returning.

Testing, Investigation & Isolation

Testing
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. 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 Investigation
• Through a collaboration with the Gloucester County Health Department, the Wellness Center will train 25 contact tracers to conduct assessments throughout our campuses to help Wellness Center health care professionals make public health recommendations for students and employees.
• It is critical that students and employees participate in any investigation so we can rapidly isolate ill individuals and quarantine close contacts.
• To report a positive COVID-19 case, call the Wellness Center at 856-256-4333.

Isolation for employees and students
• On campus, we have identified space to isolate students should they not be able return home. 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.
• Employees will be required to isolate in their homes and follow return to work protocols.
Frequently Asked Questions: Health and Wellness

Q: I don’t feel well. What should I do?
A: During cold and flu season, do not make assumptions. The virus has similar symptoms. If you feel unwell, contact your primary care provider and then notify the Wellness Center at 856-256-4333 for guidance.

Students: If you have to miss assignments due to illness, please report your absence to your professor, and to the Dean of Students at go.rowan.edu/absence.

Employees: If you need to miss work due to your or an immediate family member’s possible exposure to or diagnosis with COVID-19, please contact Human Resources at HR@rowan.edu within three days of your initial absence and provide the proper documentation. You will not need to use accumulated leave time. If you need to miss work due to a non-COVID-19 illness, you will need to use accumulated leave time.

Q: This is all making me feel anxious. How can I cope?
A: Stress and anxiety are normal reactions when there is an infectious disease outbreak. It’s important to monitor your own physical and mental health. Know the signs of stress, how to relieve stress and when to seek help. If you need assistance, call the Wellness Center at 856-256-4333.

Q: If I have questions and would like to speak with someone, who should I call?
A: Faculty: Contact the Office of the Provost at 856-256-4108.

Students: Glassboro campus students should contact the Dean of Students at 856-256-4283. CMSRU, SOM and GSBS students should contact the offices of their respective deans.

Wellness Center: 856-256-4333
Visit rowan.edu/virusinfo

Q: Is a surgical mask/face mask helpful in preventing transmission of coronavirus?
A: The CDC now recommends the use of cloth face masks in public settings where other social distancing measures are difficult to maintain (such as grocery stores and pharmacies), especially in areas of significant community-based transmission.

Due to a national shortage of personal protective equipment, N95 respirators and surgical masks should only be used by healthcare workers and medical first responders.

For more guidance on the proper use of face masks, visit the CDC’s website.

Q: Where can I get more information on coronavirus?
A: For up-to-date information, please check the following websites:
- New Jersey Poison Information and Education System (NJPIES)
- U.S. Centers for Disease Control and Prevention (CDC)
- World Health Organization
- NJ Department of Health

Q: If a student requires self-quarantine or self-isolation, where will they be housed?
A: Undergraduate students on campus will be advised to go home if they can travel safely. Otherwise, we will move them to a safe place for quarantine or isolation on or near campus and provide support.
Enhanced cleaning protocols

In an effort to provide a clean and disinfected learning environment, Rowan’s custodial team has implemented 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 and Safety provided guidance and training to custodial staff on recommended disinfection practices, proper use of PPE, and evaluating social distancing guidelines.
- RULH 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 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.

Lounges, study rooms, and kitchens

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.
- Students will be encouraged to use their own wipes, disinfectant spray, or soap and water to wipe down surfaces between each user to disinfect table tops or other surfaces.

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.
Enhanced Cleaning of Academic and Administrative Locations

Cleaning, sanitizing, and disinfecting across the University

- Rowan’s Department of Environmental Health and 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.

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. See the General Guidance section for information regarding soap bottles. For immediate refill of any supplies, call 856-256-4650 from 8 a.m.-4 p.m. After hours and weekends, call 856-256-4922 or email housekeeping@rowan.edu.

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. See general guidance for information regarding soap bottles. For immediate refill of any supplies, call 856-256-4650 from 8 a.m.-4 p.m. After hours and weekends, call 856-256-4922 or email housekeeping@rowan.edu.

Computer labs
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. For immediate refill of any supplies, call 856-256-4650 from 8 a.m.-4 p.m. After hours and weekends, call 856-256-4922 or email housekeeping@rowan.edu.

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. For immediate refill of any supplies, call 856-256-4650 from 8 a.m.-4 p.m. After hours and weekends, call 856-256-4922 or email housekeeping@rowan.edu.
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. For immediate refill of any supplies, call 856-256-4650 from 8 a.m.-4 p.m. After hours and weekends, call 856-256-4922 or email housekeeping@rowan.edu.

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 Vice President for Facilities and Operations and the Student Life leadership team 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 and 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.

Cleaning, Sanitizing and Disinfecting at Campus Recreation Facilities

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. For restocking of supplies, contact Brian Calio at calio@rowan.edu or call 856-256-4982.

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. For restocking of supplies, contact Brian Calio at calio@rowan.edu or call 856-256-4982.

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 and 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
- For supplies, contact the building manager, 856-256-4605.
A guide for Researchers & Labs

This document has important information about how to access campus research space in a restarting phase formally initiated by the University. Anyone requesting access, including their lab members, must read this document carefully prior to requesting access to ensure they can meet the requirements laid out to conduct research in university space and whether they can abide by the rules at all times.

Adopted from “ReOpening Research” prepared by the University of Houston (UH) Division of Research
Rowan University’s VP for Research, Dr. Beena Sukumaran, charged the Committee to Re-Start Research with developing a plan for how to open our research facilities and operations in stages. The Committee is co-chaired by Dr. James Newell. The Committee developed the Guiding Principles for Reopening, an overall Framework for Restarting Research, the Professional Ethics Agreement Form, and the Rowan University Critical On-Campus Research Continuity Request Form | COVID-19. Environmental Health & Safety (EH&S) developed the EH&S Rowan University Research Restart Checklist and the training: Employee Training SARs CoVID-19.

Specific Units are also developed plans for restarting research. You are responsible to follow the guidance of the Re-Starting Research Plan provided in this Restarting Research–Practical Guidance (this document) as well as those plans developed by the specific unit where your research will be performed/housed in.

You can read more details about each of these documents in the Framework for Restarting Research document.

Guidance provided in the Restarting Research Plan is consistent with N.J. Governor Murphy’s The Road Back: Restoring Economic Health Through Public Health and the University’s Guidance for Rowan Researchers document issued on March 19, 2020. Note that there will be online training offered by Human Resources as well as Employee Training SARs COVID-19 offered by EH&S (both of these trainings can be located in Banner) in addition to the EH&S Rowan University Research Restart Checklist (located in BioRAFT) to complete. The overarching goal is to protect the health and well-being of students, staff, and faculty who conduct research in university research. Below, Principal Investigator (PI) refers to the person who leads a lab or research group.

These guidelines apply to research that is conducted within university research spaces and laboratories (such as the university research spaces and laboratories located on the Glassboro campus, at CMSRU, at Rowan-SOM, and the SJTP), other core research facilities, on-campus clinical sites, research offices, field stations, and Rowan University human subject research (involving direct contact with human research subjects) within and outside the University. Essential employees who are currently working on Rowan University campuses must follow the same processes outlined in these documents for gaining access to research spaces (primarily for record keeping purposes). Principal investigators or other researchers who intend to work in university research spaces and laboratories without staff or students accompanying them must also follow this process to gain access to research spaces.

These guidelines also cover research that is done at other facilities involving Rowan University faculty, staff, and students on projects led by Rowan affiliated principal investigators. Researchers performing work at national laboratories or state laboratories should follow the guidance of those laboratories (while recognizing this document as guidance for recommended best practices in cases where this guidance is deemed more cogent for safe practices). University research space also includes physical presence intended for the purpose of research such as campus libraries, archives, campus laboratories including computer laboratories, laboratories and workshops where visual arts, artistic and theatrical performance and exhibits are prepared and museums, and having access to any University facilities, materials, and equipment that cannot be accessed remotely.
There are altogether four phases in the restart (see Framework for Restarting Research for full description of the Four 4 Phases). Among them, Phases 2 and 3 are intended to bring research groups back on campus in cases for which the research cannot be conducted remotely. For example, research which requires access to facilities or databases that can only be accessed when on campus. Access requests are carefully vetted by the Vice Deans/Associate Deans of the Principal Investigator (PI).

To the greatest extent possible, research personnel should continue to work from home; in particular, all vulnerable individuals with comorbidity and compromised immune function are encouraged to continue to work from home.

While the library is closed, in order to access collections in the Libraries that are not available online, check the National Emergency Digital Library which has digitized some books often found in print in libraries. The library administrators, with input from librarians and staff, have begun planning for how re-opening the library this summer might work.

Researchers should be aware that another outbreak of COVID-19 or the issue of ‘Stay Home’ executive orders, research may have to be ramped down again with very short notice. Follow guidance from the Division of University Research for ‘Ramp Down’ procedures found in the document titled “Guidance for researchers on COVID-19 preparation (dated March 11th, 2020).” This “Ramp Down” guidance will be provided on the University’s COVID-19 dedicated page.

Consequences for faculty and staff who do not follow these guidelines could be revocation of on-site access to facilities (or remote facilities if applicable) for all researchers on the project for at least a one week period. Faculty and staff identified as the PI in the Rowan University Critical On-Campus Research Continuity Request Form | COVID-19 are held responsible for non-compliance of faculty collaborators, staff, postdoctoral trainees, and students found under their approval in the form. Therefore, it is imperative to handle shared personnel thoughtfully in the application form. Further and/or repeated non-compliance with these guidelines will be followed up with additional penalties (as determined by the Associate Deans, Deans, VP for Research, Human Resources (HR) Director, Office of Legal Counsel, and Provosts’ Office). Non-compliance may be discovered by random laboratory checks or by complaints and grievances reported to the university using the COVID-19 Research, Creative and Scholarly Works Grievance and Compliance online form. Complaints are anonymous and all identifying information about the reporter will be kept confidential.
### Steps Prior to Restarting On-Site Research

Anyone (PI, students, faculty, and staff) working in a university research space will be required to complete the following steps:

<table>
<thead>
<tr>
<th>STEP</th>
<th>PROCESS</th>
<th>COMPLETED BY</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Rowan University Critical On-Campus Research Continuity Request Form</td>
<td>PI*</td>
<td>Google form</td>
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<tr>
<td></td>
<td>• Routing Pathway (where forms must be delivered to)</td>
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<tr>
<td></td>
<td>undergraduate students, graduate students, medical students, postdoctoral trainees, and staff should be named on the form of the Principal Investigator, PI</td>
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<td></td>
<td>• Automatically goes to Deans’ offices within 1 day after completion</td>
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<tr>
<td>2.</td>
<td>Complete a basic training module (developed by HR)</td>
<td>ALL**</td>
<td>Banner (coming soon)</td>
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<tr>
<td></td>
<td>• Print Certificate of Completion and deliver to Deans’ offices</td>
<td></td>
<td></td>
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<td>3.</td>
<td>Complete and sign the Professional Ethics Agreement Form</td>
<td>ALL</td>
<td>Banner (coming soon)</td>
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<tr>
<td></td>
<td>• Print Certificate of Completion and deliver to Deans’ offices</td>
<td></td>
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<tr>
<td>4.</td>
<td>Complete the EH&amp;S Rowan University Research Re-Start Checklist</td>
<td>PI ONLY those with Research/Laboratory/Space</td>
<td>BioRaft (coming soon)</td>
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<tr>
<td></td>
<td>• Automatically gets reviewed by EH&amp;S in BioRaft</td>
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<td>5.</td>
<td>Complete the Employee Training SARs COVID-19</td>
<td>ALL</td>
<td>Banner (coming soon)</td>
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<td>created and administered by EH&amp;S</td>
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<td></td>
<td>• Print Certificate of Completion and deliver to Deans’ offices</td>
<td></td>
<td></td>
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<tr>
<td>6.</td>
<td>Cooperate with contact tracing</td>
<td>ALL</td>
<td>Each individual maintains list; makes available only upon request</td>
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<td></td>
<td>• Maintain records and make available if requested (do not hand in to any office unless requested)</td>
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<tr>
<td>7.</td>
<td>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 (check with the dean’s office for schedule of restart research meetings)</td>
<td>Undergraduate students, Graduate students, Medical students, Postdoctoral Trainees</td>
<td>Deans Offices will maintain list of attendees</td>
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<tr>
<td></td>
<td>• Deans’ offices will receive names of those who should attend from Request Form and will record attendance. No routing or forms needed.</td>
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<tr>
<td>8.</td>
<td>Check to see whether your Specific Unit (College/School/Department) has developed local plans for restarting research and follow the guidelines within that document</td>
<td>ALL</td>
<td>College/School specific guidelines may apply</td>
</tr>
<tr>
<td></td>
<td>• Read Unit specific guidance to learn about any forms needed.</td>
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</table>

*PI = Principal Investigator of the research group requesting access

**ALL = every researcher who will have on-site access. Essential employees currently having lab access must still follow (applicable) steps 1-8 for record keeping purposes.
PIs must submit the Rowan University Critical On-Campus Research Continuity Request Form COVID-19, (at least one for each college/school which houses the facility to which access is requested). This form includes a space where the list of personnel for the specified building location (including room numbers) of research activities will be conducted. The PI must receive approval from the college/school and EH&S (via the Restart of Research Notification Form located in BioRAFT) prior to commencing any research activities in university research space.

If approval is not granted, research cannot commence. Contact your Department Head (Department Chair if your Department does not have a Department Head) and the Associate/Assistant Dean for further discussion if this occurs. Any changes in personnel or spaces (after request has been made) must be submitted through the same process. The form is collected by the Division of University Research and will be routed first to the College/School of the PI for approval. The College/School may share the information with the Department Head (and Chair with Departments with no Head). The Deans (or Associate/Vice Deans) of the College/School renders a decision on approval.

If approval is granted, the Deans (or Associate/Vice Deans) must share that information with Environmental Health and Safety (EH&S) via email to ehs@rowan.edu. Instead, PIs may also forward the Deans (or Associate/Vice Deans) approval letters to ehs@rowan.edu. EH&S will coordinate with the Division of University Research, HR, Office of the Provost, Facilities Services, Building Coordinators, Campus Police, the Libraries on building access.

If approval is denied, Deans (or Associate/Vice Deans) will contact the faculty member directly. PIs are responsible for confirming adequate personal protective equipment (PPE) is available for your short-term research needs. If you do not have enough PPE, you cannot start laboratory operations.

The EH&S Rowan University Research Restart Checklist is guidance for reactivating paused research laboratory activities. Please complete the document prior to commencing research. The document is a self-inspection checklist that will be assigned by EH&S to PIs with research laboratory space. Note that a Rowan ID card is required for building access at all times. Because buildings will be closed, the PI must check that adequate arrangements are made for deliveries.

The PI is required to obtain verbal or written consent from students and employees listed on the form to work in university research space prior to submitting the form. PI should document time and date of all verbal approvals in a single location—and have those available upon request for up to two years after the date of verbal approval.

Students, faculty, and staff who have concerns about their safety, or the safety of others, regarding the implementation of a restarting research plan should report their concerns to COVID-19 Research, Creative and Scholarly Works Grievance and Compliance online form. If they have concerns, are experiencing coercion, or otherwise suspect non-compliance of any nature, they should utilize established grievance and complaint procedures, including the COVID-19 Research, Creative and Scholarly Works Grievance and Compliance online form. All identifying information will be kept confidential. The complaints will be vetted and investigated by a committee of faculty, staff, and students. In some cases, Colleges/Schools will have a local complaint committee who will help to confidentially resolve the grievance. Reminders highlighting this grievance process will be issued via the Rowan Daily Mail regularly to better publicize it.
Colleges/Schools/Departments may also develop plans for restarting research.

The College/School/Departments plans must comply with the University’s restart plan. You are responsible to follow the guidance of the Restarting Research—Practical Guidance (this document) as well as those plans developed by the specific unit your research will be performed/housed in.

The Dean’s offices approval process flow diagram for approval processes is here:
General Guidelines

Regardless of the type of research/scholarship performed, the following guidelines must be followed at all times.

• **Protect Yourself and Others**
  CDC guidelines of social distancing of 6 feet or greater, hand-washing (minimum of 20 seconds with soap), covering mouth and nose, cough etiquette, cleanliness, and sanitation should be rigorously practiced.

• **Face Coverings/Masks**
  Effective April 8th, Governor Murphy, via executive order #122 required workers and customers to wear cloth face coverings while on the premises; face coverings/masks for those faculty and staff working on-campus in situations where they are in close proximity (within 6 feet) of others should wear similar cloth face coverings. This is also directed to all who are visiting campus, including students, contractors and visitors (10 years of age or older).

• **Protective Equipment**
  It is the PI’s responsibility to determine what kind of protective equipment is needed and to ensure their availability to members of their research group while they work in university research spaces.

• **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 100.3 degrees Fahrenheit, or known close contact with a person who is lab-confirmed to have COVID-19. If you have any of the symptoms on any work day, do not come on campus. Contact your immediate supervisor as soon as reasonably possible. Follow the guidelines in the EH&S Rowan University Research Re-Start Checklist. In the case of a suspected or confirmed case of COVID-19 and contact Health Services at the Wellness Center (856-256-4333) so that we can work with Facilities to arrange for professional sanitation of the offices and lab if needed.

• **Travel**
  Travel restrictions and self-quarantine rules continue to apply and are posted on the Rowan University COVID-19 Update page under Guidance on International Travel issued on Feb. 27, 2020 and COVID-19 FAQ-Domestic Travel for Employees issued on March 3, 2020.

• **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 (i.e., lab members with whom they interact, visitors to the lab, outside funding representatives, trips to the grocery store, pharmacy, etc. by time and date). They may be required to provide the names of human subjects with whom they came in direct contact during study procedures. In the case of a coronavirus infection, they also agree to provide Rowan University with this list and understand that they shall be responsible to take any necessary steps in accordance with the IRB to protect human subjects’ information. This information will be made available to the Wellness Center (856-256-4333) to facilitate contact tracing and shall be used for public health purposes only.

• **Common Areas**
  People are discouraged from eating together or gathering in common areas, such as kitchens or break rooms. These areas, including appliances, must be cleaned regularly.

• **Closed Workspaces**
  Closed workspaces that are open to users in libraries, archives, etc. must be disinfected regularly. Single-occupancy workspaces that are small and enclosed should not be occupied by more than one person per work period.
Research in Shared Spaces

Shared Spaces are defined as research spaces where members of a research group routinely interact with each other in the same space, such as science and engineering labs, core facilities, shared spaces in institutes or centers. These guidelines apply:

- **Spacing:** The following guidelines must be adopted for shared research spaces: no more than one (1) individual per 200 sq. ft. per room/workspace unless a different density is justified and approved. For example, the density could also be lower than 200 sq. ft. per room/workspace depending upon the configuration of the room and equipment. Deans might approve one (1) individual per 100 sq. ft. per room/workspace for dry labs. The PI is responsible for ensuring that this rule is followed at all times. Space out desks and workstations: desks in common areas must be arranged so that individuals occupying desks at the same time are at least 10 ft apart (consider temporary walls between workstations if this spacing cannot be achieved). If a space is designed for single occupancy, the space should not be occupied by more than one individual during the same work period. Spaces should be disinfected between users. Any exceptions to this one (1) individual per 200 sq. ft. per room/workspace must be undergo approval and be documented by use of the [Rowan University Critical On-Campus Research Continuity Request Form | CoVID-19](#). Random inspections will be performed and noncompliant labs will be shut down.

- **Work Schedule:** Consider implementing a staggered work schedule that minimizes the number of people who are in the lab or other shared research areas at the same time. Work shifts, including work during non-regular business hours, should be considered. The work schedule must be posted inside the shared research space in an easily accessible place. Allow for at least 15-minute buffers between shifts to avoid contact of individuals during transition. Minimize rotating individuals among shifts to reduce the number of unique contacts. Work spaces should be disinfected between users.

- **Protective Equipment:** Face coverings/Masks and gloves must be available and used at all times in shared research spaces. Obtaining these items is the responsibility of the PI. Face coverings/Masks must be worn at all times in spaces that involve close proximity with other people and when other people are present. Gloves must be worn and removed properly when individuals interact with human subjects in close proximity or share devices or equipment. Face coverings/masks and gloves must be made available to human subjects and visitors prior to entering lab spaces. Human subjects and visitors must wear face coverings/masks and must be given the option to wear gloves. 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.

- **Visitors:** No visitors (including maintenance people and vendors) are allowed in shared research spaces except for the purpose of delivery, maintenance, repairs, or research collaboration that cannot be conducted remotely. Deliveries should be left outside the lab, if possible. Visitors must adhere to the same rules as lab members if they enter the lab. If visitors come to university research spaces repeatedly (more than once a month), they should be included in the [Critical On-Campus Research Continuity Request Form | CoVID-19](#). Visitors, collaborators, maintenance personnel and vendors must complete occupational health training provided by EH&S prior to entry into vivariums.

- **Meetings:** Routine lab/research group meetings should not be conducted face-to-face. If a face-to-face meeting is necessary, limit the number of participants and hold the meeting in a larger space to allow for appropriate spacing.

- **Safety:** If research is conducted by a single individual in a lab setting where under normal circumstances, two or more individuals are present, notify at least one other person outside the lab as a safety precaution prior to entering the lab and upon leaving.

- **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

Only a restricted set of human subject research should be conducted face-to-face at this time (i.e. Phase 2 or 3). Visitors must adhere to the same rules as lab members if they enter the campus (i.e. Glassboro, CMSRU, or RU-SOM) facilities. Continue to conduct human subject research online as much as possible. If face-to-face research with human subjects cannot be conducted remotely, minimize the risk by not conducting research on individuals in higher risk groups or minors. Practice sanitation and hygiene processes at all times, as explained on this page. 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. Social distancing (6 ft or more) must be maintained at all times, which may eliminate some research requiring closer contact with subjects.

If face-to-face research with human subjects is conducted, subjects must verbally confirmed (and documented by the researcher at the time of verbal confirmation) that they have not received a diagnosis of COVID-19 in the past fourteen days, do not exhibit any of the COVID-19 symptoms, and, to the best of their knowledge, have not come in close contact with a person who is lab-tested and confirmed to have COVID-19 prior to coming on campus for research-related activities.

Expectations for human subject research at this phase of reopening are categorized below. While required sanitization, verbal COVID-19 screening, use of personal protective equipment, and other safety precautions do not have to be added to the IRB protocol, should research procedures be modified for COVID-19 (ex: conducting activities online instead of in-person, or individually instead of in a group format). A modification to the protocol must be submitted and approved prior to implementing any changes to the protocol or procedures due to COVID-19 guidance and restrictions. Additionally, read carefully the section on “Working with Biohazards and Human Specimens” below if this applies to the research protocol. When possible, screening of prospective subjects must be done remotely. Likewise, consenting could be done verbally or electronically after receiving approval from the IRB.

The following are guidelines to promote a safe environment.
Online interviews, surveys or focus groups
Social, behavioral, educational and some clinical research often involves record reviews, interviewing, psychological and cognitive testing can be done without face-to-face meetings. These and other focus group meetings can also be conducted in a virtual environment or using mailed surveys or online surveys and interviews and use of telecommunication methods or technology. Remote data collection using technology can be performed without restrictions. However, any modifications to an approved study require IRB review and approval prior to implementing changes.

Individual (non-clinical) on-campus research visits
In person research may be conducted when the exposure risk is low and when the following criteria are met:

• Schedule appointments to not overlap with those of other subjects
• Sanitize research area and equipment between subjects
• Use face coverings/masks and gloves for both research subjects and investigators or their study personnel at all times.
• Social distancing must be maintained at all times.
• Frequently sanitize hands during visits.

Individual (non-clinical) off-campus interviews:
If you are planning to modify off campus interviews, surveys, screening, verbal or electronic consent, please submit a modification to the IRB and the modified procedures must be approved by the IRB before implementing changes to the study.

In Person Research in Clinical Settings
This can be broadly divided into two parts. One in which risks may be mitigated through physical distancing or use of appropriate PPE. Second in which risks cannot be mitigated. Clinical research in which research cannot be mitigated in general, these studies are not permitted until the COVID-19 risk is naturally reduced to manageable levels post COVID-19 pandemics. In the event that an emergency intervention is needed to circumvent adverse events, such circumstances must undergo IRB review and approval by the IRB and the Vice President for Research.

Research in established, non-clinical institutions (schools, prisons, etc.)
The policies of the external institution and federal regulations apply, especially in the case of prisoner population.

Research in non-institutional community settings (farmer’s market, on the street, parks, homeless shelters, etc.)
This requires prior IRB approval. If modifications are made to an approved and active protocol, such modifications must be approved by the IRB prior to implementing changes.

Face-to-face focus groups, regardless of location
Face to face focus groups with minimal risk can be conducted if physical distancing and wearing face coverings/masks are strictly followed. A preferred method is to use telecommunication methods like Webex to conduct focus group sessions.

In each of the above circumstances, the policies of the clinic/health care provider apply, regardless whether the clinical setting is at Rowan University or external.
Animal Research

The Animal Care Facilities (ACF) teams will allow face-to-face interactions between ACF staff and individual researchers who are not on the ACF staff. Both, the ACF staff and the animal users (researchers), must wear appropriate face covers. ACF staff will continue to communicate with researchers via phone and through email or other electronic communication methods such as Skype, Webex, Zoom, Google Meets, or Microsoft Teams meetings, if needed.

Restricting entrance to the animal facilities

ACF’s goal is to safely meet the needs of staff and investigators. To limit staff exposure, ACF is restricting all investigators, maintenance personnel, collaborators and vendors from entering the animal facilities until 10:30am at CMSRU. Anyone not on ACF staff who wishes to enter before 10:30 am must arrange the arrival with the Vivarium staff via e-mail to bajalo@rowan.edu. The SOM investigators, due to the nature of their studies can enter the ACF as usual, following the guidance for social distancing. This will allow the ACF staff to complete the duties within the animal facility prior to the investigators entering the facility. 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.

Animal ordering will be gradual, over the course of five weeks

Prepare for supply changes

ACF currently has 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.

Institutional Animal Care and Use Committee (IACUC) approval

If any modifications to the animal protocol are required due to the COVID-19 situation (for example, shortening procedure durations or ordering animals over the number approved by the IACUC), please ensure a modification is submitted and approved through the IACUC office in writing via the website.

Additional Q&A Information Related to the ACF is found in Appendix I
Additional Q&A Information Related to the ACF

Q: Is the target June 8th?
A: Yes.

Q: Would Spark or other researchers be able to begin ordering sooner?
A: Only if a study is not strictly age related so if we do not reopen on target day, the animals can still be used in the following weeks.

Q: For Procedure spaces or work that cannot be performed with 6 ft distancing would a PAPR or Half face respirator allow this work to be completed. We would provide this elevated PPE. For example our ocular injections require 2 people that would not be able to follow the 6 foot distancing rules.
A: Yes, provided that the protocol is amended for the use of mandatory, elevated PPE.

Q: Would new employees be allowed to go through vivarium training to allow them to work in the facility?
A: No new employees at this time or at the time of reopening. The decision will be revisited at the appropriate time.

Q: For animals bred in house can we begin planning studies to start immediately with approved staff?
A: Yes.

Q: If the stay at home is lifted on June 8th would all employees be allowed back in the facility without the need for a travel letter from Dr. Mazurek?
A: All guidances of Rowan University and those specific to CMSRU would need to be followed (even if the governor lifts stay at home orders on June 8th). Our guidances protect those using Rowan University facilities for research. Other places (e.g. beaches, grocery stores, restaurants, etc.), will likely have their own guidances even with lifting the order.

Q: We would need to add 2-3 people to the current approved list at CMSRU?
A: No new people at this time. The decision will be revisited at the appropriate time.

Q: Can the Spark employees be in the office area (not in the Vivarium) before 10:30 am?
A: Yes, as long as they follow the appropriate social distance rule and wear the face cover.

Q: Does this rule of starting at 10:30 am at CMSRU only apply to the animal rooms being changed or the entire vivarium?
A: No. The employees can start working in the rooms that are not changed that day, starting at 8 am. This will allow veterinary staff to do a daily routine check of animals.

Q: Is there a heightened cleaning protocol for the office/bathrooms/break areas?
A: Yes.
Working with Biohazardous Agents and Human Specimens

Working with Biohazardous agents
Require approval from the Institutional Biosafety Committee (IBC). If modifications are needed to change the protocol, such changes must be approved by the IBC prior to implementing changes.

Working with Human Specimens
The transportation or use of biospecimens requires prior IBC approval. Venipunctures and fingersticks must be conducted by experienced individuals. The collection of saliva and urine samples also require approval by the IBC. If biospecimen are collected with subject’s consent, the use of existing biospecimen must be consistent with subject’s consent unless the subject has agreed to use the specimen without any restrictions for other research.