

RETURN TO ROWAN

Rowan’s operations plan during the pandemic

Institution Name: Rowan University

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

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

Components of Institutional Plan

- 1. General Safeguarding
- 2. Screening, Testing, and Contact Tracing Protocols.....
- 3. Instruction
- 4. On-Campus Residential Housing
- 5. Computer Labs/Libraries
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- 10. Study Abroad and International Travel
- 11. Athletics.....
- 12. Other Information/Appendices (throughout document)

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



Signature of President or Appropriate Designee

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The University’s plan allows for it to operate in any stage and easily transition between stages in response to state directives and public health conditions. Rowan is providing in-person instruction, student housing and dining services in accordance with state restrictions. It maintains readiness for expanded or reduced operations in the event that Gov. Murphy adjusts restrictions. Per the general safeguarding standards, remote instruction will continue in all stages for faculty and/or students who are unable to participate in in-person instruction. Items highlighted in blue are processes and protocols updated since the last report.

General overview of Rowan’s restart plans (See plan for details.)

	Stage 1	Stage 2	Stage 3
Staffing	Employees working remotely; only essential employees on campuses.	On-campus staffing ramps up, but still at reduced levels, according to operational needs and distancing mandates.	A/B scheduling continues to reduce on-campus footprint; many staff remain 100% remote, based on job functions.
Facilities	Buildings locked with access only for essential employees. Library and computer and research lab operations limited. Students live on campus.	Building open for limited staff. Student can make in-person appointments in critical student-support offices (i.e., Financial Aid, Housing, Registrar).	Buildings open to additional staff and Rowan community members.
Academics & Services	in-person instruction for curricula that require labs, technical, clinical rotations, and hands-on instruction. continues. All other classes are remote only. Video calls to provide support and to conduct business.	The University will gradually transition to more in-person learning in additional courses throughout the semester. A/B scheduling to reduce on-campus footprint.	Dictated by state mandates. Prepared for remote learning, classes offered as HyFlex; limited extra-curricular offerings; eateries to offer indoor seating; limited access to recreation facilities.

1. General Safeguarding

How has the institution implemented safeguarding measures during each stage?

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

These safeguards include but are not limited to:

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

CLEANING AND SANITIZATION

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

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

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

Rowan's Division of Student Life 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.

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

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

Enhanced Cleaning of Academic and Administrative Locations

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

General classrooms

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

Lab spaces

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

Computer labs

When computer labs are permitted to be opened, in an effort to enforce physical distancing recommendations, IRT removes keyboards and power cords from every other computer station to maintain six feet of separation for users. The desktops and monitors remain in place, unusable. Custodial crews wipe down horizontal surfaces, including keyboards, door handles, computer mice, and other high-touch areas once per day. Occupants 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 is given not to spray the solution directly onto the electronic equipment.

Offices

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

Building access

Building access will be controlled via swipe-card. Door signage will indicate level of access in a given stage.

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. Frequency and scope of restroom cleaning will be adjusted based on the stage and limitations in building usage.

Enhanced Cleaning of Residence Halls

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

Shared bathrooms

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

- Restrooms serviced by University housekeeping personnel are 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 is provided to students responsible for self-cleaning their bathrooms to enhance their understanding of appropriate procedures and disinfection supplies to use.

Laundry rooms

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

Lounges, study rooms, and kitchens

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

Based on current CDC guidelines, the University will:

- Post notices not to share utensils and dishes and to frequently wash hands with soap and water in all common area kitchens. Common food storage by resident students will be prohibited in these locations.

- Implement enhanced daily cleaning and disinfection of surfaces in these spaces using EPA-rated products approved for disinfection purposes.

Enhanced Cleaning Protocols in Student Life

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

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

- Rowan's Department of Environmental Health & Safety provided guidance and training to custodial staff on recommended disinfection practices, proper use of PPE, and evaluating physical 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 receive basic training information related to how to report, handle, and assist others with cleaning-related concerns.
- Staff members participate in additional trainings to refresh and/or enhance their knowledge and practices. Designated staff members also regularly review daily task sheets to ensure priority is given to identified areas.

Enhanced Cleaning at Campus Recreation Facilities

- Campus Rec custodial staff 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 uses Benefact Botanical Decon for carpets and Betco Pine Quat to supplement Spartan Chemicals - Xcellente for disinfection of floors.
- All Campus Rec staff members receive enhanced education on dwell times and proper use of PPE.
- Hand sanitizer, Flex Wipes, or soapy water with paper towels is available in all general spaces to provide the ability of users and staff to disinfect regularly.
- Hand sanitizer stands have been installed in common areas in both the Recreation Center and Fitness Center.
- Antibacterial wipes or soapy water spray bottles and paper towels have been 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 occurs in all general areas, including lockers and cubbies. Enhanced disinfection of all door handles and high-touch points occur and as many doors as possible are propped open to reduce transmission. All trash cans are emptied daily. Lobby floors are swept and the use of an auto scrubber with disinfection material is applied daily. All table tops and seat backs in the lobby and conference rooms are disinfected daily. Hand soap, hand sanitizer and soapy water with paper towels are replenished as needed. Vacuuming of area rugs are completed at least once per day.

Fitness equipment

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

Outdoor facilities

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

Offices

Office trash cans are emptied daily. Occupants of each office are given disinfection spray or wipes and doors will be propped open if requested. Vacuuming occurs 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. Frequency and scope of restroom cleaning will be adjusted based on the stage and limitations in building usage.

Enhanced Cleaning at the Chamberlain Student Center & Campus Activities

- Rowan's Department of Environmental Health & Safety provides guidance and training to custodial staff on recommended disinfection practices, proper use of PPE, and evaluating physical distancing guidelines.
- The department works 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 is used to sanitize restrooms.
- Frequency and scope of restroom cleaning will be adjusted based on the stage and limitations in building usage.

Offices

- Offices have the option to have the maintenance team enter individual offices to pick up 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 sanitizes 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 high-traffic areas, 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 are cleaned and disinfected every night. Staff 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 are disinfected and cleaned after every use. Staff coordinate with the events team to make sure there is enough time in between events to sanitize the room. All requirements regarding physical distancing set forth by the University and the CDC are followed.

Cleaning in Shared Research Spaces

Disinfecting Labs

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

Disinfecting Equipment

Sharing of equipment and devices is minimized. If they need to be shared, equipment is thoroughly disinfected between uses by different individuals.

Human Subject Research

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

Cleaning Campus Shuttles

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

REQUIRING FACE COVERINGS AND PPE

- **Students are required to supply their own face covering/mask.** The University, however, will provide students with one cloth mask, upon request. Residential students receive theirs upon check-in and commuter students can pick up theirs at the dean of Students Office in Savitz Hall in September.
- **Employees were supplied one reusable cloth mask upon their return to campus.** They are responsible for cleaning of their own masks. Depending on the type of work employees are engaged in, they will receive the appropriate OSHA-required mask for that setting.
- **The University has purchased a supply of disposable masks to share with individuals who forgot or lost their mask on a particular day.** Each building has a designated office where disposable masks can be requested.
- **Employees who forget their masks are supplied with a disposable mask or a reusable plastic mask designed by the College of Engineering.** It is designed for easy cleaning (soap and water), however, the filter will need to be changed periodically. Instructions for cleaning and changing of the filter come with the reusable mask.

- Principal investigators are responsible for obtaining and confirming adequate personal protective equipment (PPE) is available for short-term research needs. Laboratory operations may not resume unless enough PPE is available.
- Researchers who don't use proper PPE will have their facility access removed.
- Animal Care Facilities currently have enough inventory of PPE and cleaning agents to cover current needs within the animal facility. Researchers are prohibited from removing PPE and cleaning supplies from the animal facility. Failure to adhere to this policy may result in denial of future access to the animal facility during the pandemic.
- Face coverings/masks and gloves must be made available to human subjects and visitors prior to entering lab spaces. If other protective equipment is needed, the PI must ensure their availability. If any of these are needed and not available to the lab, the lab is not allowed to remain open.

REQUIRING INDIVIDUALS TO ENGAGE IN PHYSICAL DISTANCING PRACTICES AT ALL TIMES

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

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

Classrooms:

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

Residence halls:

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

Restrooms:

- Restrooms are marked and reconfigured as possible. Occupancy signs are posted.

Other areas:

- Guests are discouraged from visiting campus in Stages 1 and 2. Their visits should be scheduled in advance to prevent physical distancing concerns. Visitor logs are required. Visitors must follow face covering and physical distancing policies. Rowan employees who host visitors must inform their guests of all public health policies.

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

Training students, staff and faculty sanitization and physical distancing practices and protocols

- Rowan's plan for operating during the pandemic is heavily reliant on raising awareness. Rowan has developed a training module for students. The modules focus on COVID-19, means of infection and reducing the risk of infection, including: hand and respiratory hygiene, face covering, physical distancing, and cleaning and disinfecting. Students were required to participate in the training prior to return in September. In addition to training modules, Rowan has developed significant signage to remind its community of the importance of the health and safety protocols outlined above.
- All staff members in Residential Learning and University Housing, Campus Recreation, Chamberlain Student Center & Campus Activities, and other appropriate staff in Student Life

received basic training information related to how to report, handle, and assist others with cleaning-related concerns.

- All trainings will be completed before students arrive on campus for move-in.

Researchers & Labs:

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

Animal Care Facilities:

- The attending veterinarian hosts mandatory workshops to train investigators on entrance procedures. Every person is trained on entrance procedures. The researchers attend wearing the proper face cover. The face covers and gloves are worn all the time during the work in ACF.
- To allow a proper physical 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 shares 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 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. 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. 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 physical distancing guidelines or use of a proper PPE will have their animal facility access removed.

Residential Learning and University Housing:

- Prior to move-in, students living in residential facilities are required to complete an educational module which provides them with information related to COVID-19, risk-reduction behaviors, physical distancing policies, cleaning and disinfecting protocols, etc.
- Although all areas of residence halls are accessible to students living in the building, policies and procedures to promote risk reduction have been developed, implemented, and communicated to students prior to their arrival for Fall 2020. Examples include, but are not

limited to: required face covering in all INDOOR public areas on campus (including residence halls), physical distancing in residential public areas (i.e. study lounges, lobbies, elevators, etc.), limitations on guest access to residential buildings and/or rooms, and immediate reporting of COVID-19 symptoms or concerns. Students are not required to wear masks or face covering while in their living spaces (rooms/apartments). Students will complete an Acknowledgment of the policies and requirements and will agree to compliance with same, and have agreed to be subject to expulsion from university housing for failure to comply, in addition to other appropriate consequences.

- Students are encouraged to use their own wipes, disinfectant spray, or soap and water to wipe down surfaces in their personal spaces.
- Educational information and instruction has been provided to students responsible for self-cleaning their bathrooms to enhance their understanding of appropriate procedures and disinfection supplies to use.

Laundry rooms

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

- Notices posted indicate the number of users allowed in these rooms to assure that physical distancing of 6 feet can be maintained.
- Soap and paper towels for hand washing are provided 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.
- Custodial staff provide daily cleaning and enhanced disinfection of high-touch surfaces, including buttons, knobs, and handles using EPA rated products approved for disinfection purposes.
- Guidelines for washing laundry are posted.

Policies and Training

- Human Resources, in partnership with the Wellness Center, Facilities, Public Safety and others, have revised policies and training to ensure that employees understand processes, procedures and expectations.
- Policies will be created or revised as follows:
 - Sick Leave and Centralized Call-off Reporting, Attendance and Return to Work
 - COVID-19 Workplace Expectations (Completed)
 - Accommodation Policies (Completed)
 - Workplace Assignments (In Process)
 - Return to Work Complaint Process (Completed)
 - Leaves (Completed)
 - Ethical and Professional Requirements for a Safe Environment (Completed)
- In addition, all employees are required to complete Return to Work training to ensure everyone understands and can work within the new workplace.
- Under the direction of the Wellness Center, plans are in place for testing, both for disease and antibodies in accordance with applicable law. The Wellness Center provides medical oversight for tracking body temperatures and symptoms, and will engage actively with recovered

employees prior to their return to work. All tracking will be maintained with the strictest medical confidentiality.

- The Wellness Center, on behalf of Gloucester County Health Department, trains contact tracing specialists to provide investigation and communication with individuals who may have been exposed to a positive-testing individual. Individuals testing positive will be monitored for appropriate isolation or quarantine.
- Employees who demonstrate symptoms, have experienced a close contact as defined by public health, or who are suspected of infection for other appropriate reasons will not be permitted to participate in in-person employment. They will be required to perform their duties remotely if possible or to use appropriate leave to the extent permissible by law. Employees are not permitted to return to campus until they have an adequate period of self-isolation. Rowan will assist employees in procuring a test to the extent test supplies at Rowan permit. If Rowan is unable to procure a test for an employee, employees are provided with other testing resources. Employees are not required to test at Rowan; they may test with their own provider or at another location of their choosing. The Wellness Center has developed the appropriate policies and procedures to manage testing, data analysis, isolation and any change in levels of operations.

Protocols

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

- Staggered shifts
- Temperature scans
- Physical distancing

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

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

Employee Safety

Protocols are 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 physical 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 physical distancing.

- Employees are required to document temperature and symptoms upon logging onto their Rowan computers each day.
- Sick employees are expected to remain home and to secure appropriate clearance prior to returning.
- Employees must abide by safety rules including building access, touch surface contact (i.e., time clocks, shared copiers, lab equipment)
- Employees must complete assigned training and follow policies and procedures as required.

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

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

2. Screening, Testing, and Contact Tracing Protocols

What screening measures are in place?

MONITORING

Self-Reported Symptom Assessment

When campus is open to students and employees, everyone is 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 is critical for symptomatic individuals to avoid all face-to-face interactions and public gatherings regardless of physical distancing practices.

Return to Work Following Illness

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

Health Checks

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

Health checks at log-in

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

Overview of the Daily Screening Process

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

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

Overview of the User Experience

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

- Do you intend to visit any of the Rowan University campuses today?
- Do you have a fever of 100.4°F or greater?
- Do you have any of the following symptoms, not associated with existing conditions: shortness of breath, cough, chills, muscle pain, loss of taste or smell, or headache?
- In the last 14 days, have you traveled to or from a high risk COVID-19 state or country for personal reasons, other than work or school, or have you been exposed to anyone known to be positive for COVID-19? (This excludes healthcare workers exposed while wearing recommended PPE)

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

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

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

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

IRT is able to set the populations that will be required to complete a Daily Screening form each day.

What is the testing protocol?

Rowan has multiple streams of testing, including a rapid point of care testing solution, saliva testing through a Rutgers-affiliated laboratory, and standard nasal swab testing through two testing partners. Rowan has implemented a testing protocol for asymptomatic testing, as well as testing of close contacts. Rowan has also implemented random voluntary testing in certain key populations, including athletes, students in performing arts and ROTC.

Testing, Investigation & Isolation

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

- Symptomatic testing: Employees with COVID-19 symptoms are recommended to test 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 are selected at random and invited to participate in sentinel screening as a way to monitor the health of our community. Note: Targeted testing for asymptomatic employees who cannot practice physical 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. We are currently exploring offering antibody testing to our students to assess possible immunity across the campus.

Contact Tracing

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

Students are required to participate in public health investigations, including contact tracing. The Wellness Center, on behalf of Gloucester County Health Dept., trains contact tracing specialists to provide investigation and communication with individuals who may have been exposed to a positive-testing individual. Individuals testing positive are monitored for appropriate isolation or quarantine.

Attendance

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

Visitors

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

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

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

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

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

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

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

3. Instruction

For in-person courses, how does the institution comply with the physical distancing and other general safeguarding measures for classrooms?

GENERAL SAFEGUARDING

All requirements regarding physical distancing set forth by the University and the CDC are followed. Physical distancing (6 feet or more) must be maintained at all times.

Additionally:

- Occupancy of classrooms are restricted according to physical distancing standards. In consultation with the academic deans, the Division of Facilities & Operations has updated the database of classrooms to indicate room capacities adjusted to reflect reduced density.
- Employees and students should remain at least 6 feet apart to the fullest extent possible.
- Signs are posted reminding employees and students of physical distancing requirements.
- Floor markings are used to identify 6-foot parameters in high-traffic where waiting lines for services form.
- Handshakes and physical contact are prohibited.
- Guidelines for common areas follow physical distancing protocols. Common areas may be restricted or reconfigured to ensure distancing depending on student use of such spaces.
- One-way directional traffic flow is implemented, where possible.
- Sharing of phones, headsets, desks, etc. is prohibited. Adaptations and cleaning protocols have been implemented as necessary if sharing is required.
- If weather permits, activities should be held outside to further support safe distancing as appropriate to the class.

DELIVERY OF INSTRUCTION

Rowan University's strategy for delivery of instruction is based on programmatic need, defined as the set of priorities that best support student learning and success in accordance with our institutional mission. These priorities are not new, but they are more complex and dynamic under the conditions of the COVID-19 pandemic:

- Provide opportunities for students to interact with instructors and peers in the classroom and to benefit from being in our on-campus learning spaces.
- Ensure compliance with government directives, public health guidance, and higher education best practices.
- Offer flexible options to meet the needs of all students.

In Fall 2020, Rowan resumed in-person instruction in compliance with the applicable restrictions and modifications corresponding to the State-defined stage of reopening as well as guidance specific to institutions of higher education. The University is prepared to transition between stages in response to government directives and public health conditions and maintains readiness for strengthened restrictions on in-person instruction in the event that a return to a Stage 2 or Stage 1 status becomes

necessary. Per the General Safeguarding standards, remote instruction will continue in all stages for faculty and/or students who are unable to participate in in-person instruction.

The framework for the overall instructional strategy is outlined below.

All AY2020/21 courses have been categorized per OSHE Restart Standards. To facilitate alignment to programmatic need, the category definitions were further elaborated as follows:

- Category 1 **Curricula that require labs, technical, clinical rotations, and hands-on instruction.** Achievement of student learning outcomes involves use of equipment, studio or clinical hours, conduct of procedures, or other physical operations or interactions requiring touch and/or direct non-simulated observation. Experience or competence must be demonstrated for purposes of professional practice, certification, licensure, or accreditation. **Physical presence is mandatory.**
- Category 2 **Classes that involve activities in which students are more active than sedentary and may therefore be emitting more aerosols or droplets than normal talking (such as theater, music, or dance).** Achievement of learning outcomes involves motion or physical expression, performance, and/or non-simulated actions. Experience or competence must be demonstrated for purposes of professional practice, certification, licensure, or accreditation. **Physical presence is necessary in most cases.**
- Category 3 **All other classes (including lectures, seminars, and those that can otherwise be conducted through remote instruction).** Achievement of learning outcomes involves physical interaction, interpersonal rapport and sensitivity, frequent and recursive assessment, or other spontaneous or relational feedback. **Physical presence is beneficial.**

Hybrid-Flexible (HyFlex) is the format for most AY 2020/21 courses that are normally described as “traditional.” The typical mode of delivery for traditional courses is instructional time scheduled in a physical classroom with faculty and students present in the same place at the same time. HyFlex allows students the option to be virtually present from a remote location for some or all of scheduled instructional time, which may be live or asynchronous. To ensure safe options for all and to make the best possible use of instructional time, Rowan has invested in significant classroom technology enhancements and professional development for faculty and is strategically scheduling classes across multiple modes of delivery. The HyFlex mode of delivery permits us to shift as needed between in-person and remote instruction in response to changing public health conditions or individual needs.

Online asynchronous delivery also supports the instructional strategy. Rowan offers online extension programs through its Division of Global Learning & Partnerships. A significant number of traditional courses have also been developed through Rowan Online for fully asynchronous online delivery and are offered to students in any program of study. The online portfolio of traditional courses has been strategically expanded since the onset of the pandemic to make this option more widely available.

Under this plan, Fall 2020 Category 1 courses resumed in-person instruction and all Category 2 and Category 3 courses complied with applicable restrictions during Stage 2. Following government guidance to institutions of higher education and the statewide move to Stage 3, Category 2 and Category 3 HyFlex classes designated as physical presence optional gradually resumed in-person instruction with reduced density. Select HyFlex classes remain fully remote as planned per the academic department’s classroom utilization and faculty accommodation strategy. Physical presence is subject to adjusted classroom capacity limits and health and safety protocols and may be scheduled on a rotating

or intermittent basis. Remote options for students continue. Category 1 and some Category 2 courses generally require physical presence with accommodations to be considered on an individual basis. Category 2 courses have implemented additional safeguards owing to greater risk associated with those types of learning activities.

The same instructional delivery strategy will be implemented for Spring 2021. The University made two changes to the academic calendar to facilitate ongoing efforts in support of health and safety:

- The start date for full-term 15-week classes will be Monday, January 25, 2021 – a week later than originally scheduled. This change will allow a gradual return to campus after the Winter Break.
- The University will cancel its Spring Break and instead will remain open with classes in session during the week of March 15 to March 20, 2021.

All classes will be remote during the start of the semester followed by a phased return of in-person instruction that will begin with hands-on classes and expand to other class types as allowed under public health guidance and government directives. In-person instruction will continue to be at reduced density and remote options will remain available.

Students will be able to select classes based on their preference for in-person or remote instruction and/or request accommodations for remote instruction if needed.

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

Central to the policies for keeping Rowan healthy and safe is our commitment to protect the most vulnerable among us, including individuals over the age of 65 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 benefited as we helped ensure that the most vulnerable may work and learn by reducing their exposure risk. Employee accommodations, however, depend on the severity of the situation.

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

- Students with known or suspected exposure to COVID-19 are required to participate in University isolation protocols. This may include relocation to isolation housing, returning home for a designated period of time, alternative methods for food access and/or delivery, participation in tracing protocol, limited access to University facilities, and/or transitioning to alternative course delivery methods. The University has set aside Triad Hall, a residence hall, for the relocation of students who need to be isolated and cannot return to their primary residence.

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

How has the institution encouraged physical distancing through signage and layout of classrooms?

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

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

How has the institutions ensured high-touch areas and shared surfaces in classrooms are cleaned and sanitized after every use?

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

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

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

Restrooms

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

Offices

Offices are 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 do not remove stacks of papers or items on desks or shelves to clean. All surfaces will be cleaned with a disinfecting wipe. If personal items are in spaces, the custodial crew has been advised to avoid disturbing those areas. Vacuuming will occur on a weekly basis or more frequently as needed or requested.

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

ENHANCED CLEANING OF RESIDENCE HALLS

Cleaning, Sanitizing, and Disinfecting

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

- Common areas and shared restrooms serviced by the housekeeping staff are cleaned and disinfected daily.

Shared bathrooms

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

- Restrooms serviced by University housekeeping personnel are 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 is provided to students responsible for self-cleaning their bathrooms to enhance their understanding of appropriate procedures and disinfection supplies to use.

ENHANCED CLEANING OF ACADEMIC AND ADMINISTRATIVE LOCATIONS

Cleaning, sanitizing, and disinfecting across the University

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

General classrooms

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

Lab spaces

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

Computer labs

When computer labs are permitted to be opened, in an effort to enforce physical distancing recommendations, IRT removes keyboards and power cords from every other computer station to maintain six feet of separation for users. The desktops and monitors remain in place, unusable. Custodial crews wipe down horizontal surfaces, including keyboards, door handles, computer mice, and other high-touch areas once per day. Occupants 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 is given not to spray the solution directly onto the electronic equipment.

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. Frequency and scope of restroom cleaning will be adjusted based on the stage and limitations in building usage.

Offices

Offices are 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 do 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.

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

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

Lounges, study rooms, and kitchens

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

- Posted 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.

- Posted 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.

Beginning in Stage 2, common/shared kitchens in residence halls may open for the use of cooking, however, with limited occupancy and without any furniture for the purpose of congregation.

ENHANCED CLEANING PROTOCOLS IN STUDENT LIFE

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

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

- Rowan’s Department of Environmental Health & Safety provided guidance and training to custodial staff on recommended disinfection practices, proper use of PPE, and evaluating physical 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 maintains a high level of communication both on-site and on physical media platforms about what steps administration is taking to ensure staff and member safety. Hand sanitizer, Flex Wipes, or soapy water with paper towels are available in all general spaces to provide the ability of users and staff to disinfect regularly.

In addition to the protocols for custodial staff outlined in the Cleaning, sanitizing, and disinfecting section above, the Campus Rec custodial staff 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 receive enhanced education on dwell times and proper use of PPE. Additionally:

- Hand sanitizer stands have been installed in common areas in both the Recreation Center and Fitness Center.
- Antibacterial wipes or soapy water spray bottles and paper towels are placed in 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 occur and as many doors as possible are propped open to reduce transmission. All trash cans are 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 are disinfected daily. Hand soap, hand sanitizer and soapy water with paper towels are replenished as needed. Vacuuming of area rugs are completed at least once per day. Restocking of supplies daily or after hours and weekends will be available upon request.

Fitness equipment

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

Outdoor facilities

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

Offices

Offices are 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 do 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. Frequency and scope of restroom cleaning will be adjusted based on the stage and limitations in building usage.

ENHANCED CLEANING AT THE CHAMBERLAIN STUDENT CENTER & CAMPUS ACTIVITIES

In an effort to provide a clean and disinfected learning environment, The Student Center & Campus Activities (SCCA) building maintenance team performs the following cleaning processes to assist in

minimizing exposure to viruses and bacteria. Along with the new procedures, several suggestions have been included for occupants of Rowan University to complete to assist in maintaining cleanliness.

Cleaning, sanitizing, and disinfecting

- Rowan’s Department of Environmental Health & Safety provided guidance and training to custodial staff on recommended disinfection practices, proper use of PPE, and evaluating physical 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.
- Frequency and scope of restroom cleaning will be adjusted based on the stage and limitations in building usage.

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

How does the institution communicate these protocols to stakeholders?

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

4. On-Campus Residential Housing

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

Rowan has restricted occupancy in its housing in the following ways. First, and significantly, the University maintains one primary residential dormitory, Triad Hall, completely vacant for use as isolation housing for students who are ill or are suspected of infection but who have not yet been tested. In addition, Rowan reduced housing capacity by restricting the use of triples. Rowan has reduced its housing capacity to approximately 50 percent.

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

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

Housing was established through a multi-faceted system that adheres to physical distancing and health-related risk reduction guidelines.

Overall occupancy rate and our reduced occupancy rate

Bed Spaces (Doubles):	3,796
Bed Spaces (Singles):	2,839
Additional Options (Triples):	1,259
TOTAL CAPACITY:	7,894
Maximum Anticipated Occupancy:	4,300
PERCENT OF TOTAL CAPACITY:	55%
Isolation Housing (Maximum):	128
ISOLATION HOUSING (% OF CAPACITY):	2%

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

We house all students who have a need for housing. On June 25th, we sent a survey to all students who had housing assignments or applications on file asking them to confirm their housing plans/needs for Fall 2020. Using available data, we met all student needs while maintaining a reduced housing occupancy of approximately 50-60 percent of total capacity. In addition, Triad Hall is being used exclusively for isolation housing. If COVID-19 requires Rowan to further limit capacity, we will reinstitute the “Emergency Housing Application” process which allows students to request on-campus housing for emergency purposes (e.g., homelessness) and/or unique circumstances (e.g., student lives in Nevada and cannot easily return home).

Students who have a need to remain on campus during traditional break periods (i.e. Thanksgiving, winter break, etc.) will be allowed to submit a request for consideration. Rowan University defines the need for emergency/special circumstances to include, but are not limited to:

1. Homelessness
2. Food insecurity
3. Lack of access to technology (i.e., WiFi, internet, computer, etc.).
4. Lack of access to reasonable accommodations off-campus (i.e. over-crowding at permanent address).
5. At-risk individuals living at permanent address.
6. Comprehensive healthcare concerns.
7. Employment on-campus or in Glassboro area.

Students who remain on campus during breaks and/or under emergency/special circumstances will be required to register with designated University officials and comply with all regulations.

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

- Common areas and shared restrooms serviced by the housekeeping staff are cleaned and disinfected daily.
- Shared bathrooms are a feature of all student housing facilities at the University. In several traditional residence halls, these bathrooms are cleaned and serviced twice daily by housekeeping personnel. In suite-style residence halls as well as all apartments, cleaning restrooms is responsibility shared by student occupants.
- Restrooms serviced by University housekeeping personnel are 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 are provided to students responsible for self-cleaning their bathrooms to enhance their understanding of appropriate procedures and disinfection supplies to use.

Laundry rooms

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

What steps has the institution taken to minimize outside visitors to residence halls?

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

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

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

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

- Rowan restricts occupancy in its housing in the following ways. First, and significantly, Rowan has one residential dormitory, Triad Hall, completely vacant for use as isolation housing should that be necessary for students who are ill or are suspected of infection but who have not yet been tested. In addition to maintaining one full dormitory for use as isolation housing, Rowan also reduced housing capacity by restricting the use of triples. Rowan has reduced its housing capacity to approximately 50-60 percent.

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

What protocols are in place for the balance of the academic year?

Spring 2021 Housing Plan

The safety and well-being of our students, faculty, and staff is our top priority, and living on campus provides students with essential resources and services that are not always available on the same levels for students when they are off-campus. Adhering to all public health and legal guidelines, the following housing plan will be implemented:

1. New, or continuing, students who did not have a fall 2020 room assignment and wish to live on campus for spring 2021, should contact the RLUH Office to complete a request.
2. An email message will be sent to all students who have requested spring 2021 housing. The message will provide detailed information about the housing plan. Additionally, students will be asked to notify the University as to whether they wish to keep their housing assignments.
3. Because course delivery format is not a factor in determining eligibility for a housing assignment — students can live on campus even if all of their classes meet remotely — we will remain flexible with deadlines for those who would like to reconsider their housing commitments, and we will accept students back into housing even after the semester begins, if space is available.
4. An extended move-in schedule will start the week of January 18, 2021 to allow us to observe distancing protocols. University Housing will notify students of their assigned move-in date and time.
5. Rowan will restrict occupancy in its housing in the following ways. First, and significantly, Rowan will maintain one residence hall, Triad Hall, completely vacant for use as isolation housing

should that be necessary for students who are ill or are suspected of infection but who have not yet been tested. In addition to maintaining one full residence hall for use as isolation housing, Rowan also will reduce housing capacity and will eliminate triple accommodations. By reducing triples and by leaving a full residence hall vacant, Rowan has reduced its housing capacity to approximately 50-60 percent.

6. Residential Learning and University Housing (RLUH) staff will make assignments using standard room configurations, in either double or single occupancy, in all residence halls and apartments. Students will be assigned to apartments based upon their standard configuration (double or single rooms). Apartments have common space areas, and students are encouraged to practice appropriate physical distancing guidelines (e.g. not invite large numbers of guests into apartment common space and/or bedrooms, consider wearing face coverings when guests are present).
7. RLUH will use a move-in process that adheres to physical distancing guidelines while being as timely and efficient as possible.
8. RLUH will provide staff extensive training to best prepare them to reduce health-related exposure and risks to all students. All trainings will be completed before students arrive on campus for move-in.
9. The RLUH Housekeeping and Building Maintenance staff will implement robust enhanced cleaning protocols to ensure that all common areas of residential facilities are appropriately cleaned and disinfected. This will be achieved through consistent, seamless communication and training so that all cleaning and disinfection protocols are followed to the fullest extent possible.
10. Prior to move-in, new students (as of spring 2021) living in residential facilities will be required to complete an educational module which provides them with information related to COVID-19, risk-reduction behaviors, physical distancing policies, cleaning and disinfecting protocols, etc.
11. Although all areas of residence halls will be accessible to students living in the building, policies and procedures to promote risk reduction will be developed, implemented, and communicated to students prior to their arrival. Examples include, but are not limited to, required face covering in all INDOOR public areas on campus (including residence halls), physical distancing in residential public areas (i.e. study lounges, lobbies, elevators, etc.), limitations on guest access to residential buildings and/or rooms, and immediate reporting of COVID-19 symptoms or concerns. Students will not be required to wear masks or face covering while in their living spaces (rooms/apartments). Students will complete an Acknowledgment of the policies and requirements and will agree to compliance with same, and will agree to be subject to expulsion from university housing for failure to comply, in addition to other appropriate consequences.
12. The University will build a culture of caring for the health of oneself and each other through emails, postings and widespread signage.
13. First-year and sophomore students who wish to request an exception to live off campus, as well as Juniors and Seniors who wish to cancel their housing assignments, will be required to submit a written request with supporting documentation where applicable. Although each request will be appropriately evaluated individually, approvals typically will be limited to criteria outlined in

law or public order, immunocompromised students with appropriate documentation and/or students with significant, unavoidable special circumstances. Students should not enter into leases unless they've received written approval of an exception request.

14. In the event that a residential student has known or suspected exposure to COVID-19, RLUH staff, in conjunction with the Interim Vice President of Student Life/Dean of Students and the director of the Wellness Center, will implement a comprehensive isolation protocol for that student. The plan includes, but is not limited to, isolation housing on campus, dining accommodations, contact tracing, regular monitoring of student's health (physically, mentally and physically), etc.
15. The University has developed and implemented a user-friendly concerns/information reporting system in conjunction with the Wellness Center Director or designee. Additionally, regular COVID-19 forums for students to receive updates, express concerns, and share ideas will be implemented.
16. Students will be encouraged to use their own wipes, disinfectant spray, or soap and water to wipe down surfaces in their personal spaces. Educational information and instruction will be provided to students responsible for self-cleaning their bathrooms to enhance their understanding of appropriate procedures and disinfection supplies to use.
17. To the extent possible under applicable legal orders and public health guidance, the University will implement a "shelter-in-place" model to continue to house students who wish to remain on campus in the event of a spike in COVID-19 cases during the 2020-21 academic year.

What are the housing protocols for Stage 1?

For health and safety considerations and given 1) the resources in place for students on campus and 2) that students are already living in pod type arrangements on campus and returning them to another environment will expose the students and their families to new persons, the following shall be applicable:

- Students who wish to continue to reside on campus may continue to do so but with a plan for conducting the majority of classes in virtual formats.
- Students may leave their dorms to obtain food and bring it back to their rooms for eating or eat outdoors.
- Students may engage in physical activity outdoors.
- Students will not be permitted to have guests in their rooms.
- There will be rigorous adherence to physical distancing, cleaning/sanitation protocols and general safeguards.
- Common areas, such as lounges and shared areas typically open to all residents within a housing facility, remain closed.
- Staff will discourage visiting between rooms within a building.

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

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

COMPUTER LABS

All general use computer labs, including those located in library facilities, remain open during all stages. Computer labs will be open to students with physical distancing and cleaning protocols in place and occupancy restrictions enforced.

Rowan is aware that many of our students may not have sufficient access to devices and/or internet connectivity. To ensure students are not disadvantaged by lack of technology and to maintain reduced density in computer labs open to all students, we have identified two additional computer labs which can be allocated by approval to students with the most need. One is a resource library in the Office of Career Advancement, which can be made available to any qualifying student as per the criteria, and the second is in the office of the ASCEND program, which houses Rowan's EOF students and would be available for their use.

Rowan's Testing Center enables students' use of computers for exams and can allocate any capacity beyond meeting the needs of students with disability-related accommodations to students with other types of need. Rowan's wireless network is accessible from any campus building and many public spaces on campus.

Both residential and commuter students have free access to the Rowan network at any time. In addition to computer labs, there are avenues for students to obtain their own devices, including financial support such as grants from student emergency funds and a modest supply of Chromebooks that can be given or loaned to students demonstrating need.

LIBRARIES

The libraries will remain open, with a modified curbside pickup service (described in a subsequent section below), during Stage 1.

Campbell Library added a limited in-person service exclusively to Rowan community members in compliance with the relevant sections of Executive Order 157 as required by the Governor's guidance issued on June 30th. The Library maintains the same service hours as for the contactless pickup service and to limit additional staff presence. Plexiglass barriers are installed at service points and in shared staff spaces, signage to support appropriate physical distancing, and sanitizing stations throughout the public areas of the library. IRT prepared public computer lab spaces in the library to support physical distancing and appropriate cleaning protocols. We have put procedures in place to ensure we observe the 25% of maximum capacity guideline, and any additional guidance issued by Rowan or the State.

Upon authorization by the Governor to enter Stage 3, we will extend our service hours and bring in additional staff to prepare for and support the return of students to campus, while still observing all overarching State requirements for libraries. We are implementing an A/B staff schedule and maximizing remote work options to ensure we remain below 33% staff occupancy, and cross-training staff across teams to ensure continuity of service. We are also removing furniture and adding signage to support physical distancing in classroom and lab spaces in the library.

Additional detail on each stage of the plan is provided below. They will **open in accordance with state overarching requirements for libraries.**

	Stage 1	Stage 2	Stage 3
Staffing	Limited staff working on campus	>90% of staff remain fully remote; rotating teams of 2 staff to provide curbside pickup service, 4 days/week.	A/B scheduling to reduce on-campus footprint; many staff remain 100% remote, based on job functions.
Facilities	Building open, limited access.	Building open to additional staff and Rowan community members. Limited hours.	Building open to additional staff; additional hours provided, including evenings and Sundays.
Services	Video calls to provide research support and information literacy instruction. InterLibrary Loan of electronic resources continues. Limited staff to provide curbside pickup service. Students can access study areas and computer labs.	Virtual service point to support self-checkout and reference services. InterLibrary Loan of electronic resources continues.	Course reserves service resumes with UV Book Sanitizer; digital course reserves will also be offered to ensure students remaining 100% remote have equitable access to needed resources. InterLibrary Loan of print materials will restart when possible. InterLibrary Loan of electronic resources continues.

How does the institution implement physical distancing measures and cleaning protocols in these facilities?

COMPUTER LABS

When computer labs are permitted to be opened, in an effort to enforce physical distancing recommendations, IRT removes keyboards and power cords from every other computer station to maintain six feet of separation for users. The desktops and monitors remain in place, unusable. Custodial crews wipe down horizontal surfaces, including keyboards, door handles, computer mice, and other high-touch areas once per day. Occupants 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 is given not to spray the solution directly onto the electronic equipment.

LIBRARIES

Rowan University Libraries will comply with State- and Rowan-issued guidance as follows:

- Require employees to wear masks, gloves, and maintain physical distancing.
- Provide sanitizing products for staff.
- Require staff to clean areas of shared workspace before and after their shift (public desk stations, shared computers).

- Establish special cleaning procedures with maintenance crews in all areas of the building, including disinfecting of keyboards, touchscreens, tables and other surfaces.

In addition, we will address measures specific to the library facilities:

- Share the re-entry plan with tenants and vendors and ask them to share their plans, questions, and concerns with us.
- Discuss potential changes to contracts.
- Partner with University Publications and Facilities to produce and display signage regarding masks and physical distancing.
- Where feasible, remove or relocate furniture in order to encourage physical distancing.
- Review options for printing with IRT, Housekeeping.

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

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

Building access will be controlled via swipe-card. Door signage will indicate level of access in a given stage.

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

Following Environmental Health & Safety training explained elsewhere in this plan, custodial crews wipe down horizontal surfaces, including keyboards, door handles, computer mice, and other high-touch areas once per day. Cleaning supplies also available for individual use.

Does the institution utilize curbside pickup for libraries? If so, how is the plan for curbside pickup implemented?

Campbell “Curbside” Library Plan

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

The workflow to supply this service is as follows:

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

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

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

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

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

6. Research

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

- Anyone (PI, students, faculty, and staff) working in a university research space will be required to complete the Employee Training SARs COVID-19 created and administered by EH&S;
- Students and Postdoctoral Trainees will be required to have a mandatory meeting with the Associate Dean and/or Dean prior to returning to the laboratory;
- Visitors, collaborators, maintenance personnel and vendors must complete occupational health training provided by EH&S prior to entry into vivariums.
- A full description is available at www.rowan.edu/research. The plan has been shared electronically.
- Labs will remain open during Stage 1 operations, follow strict safety and distancing protocols.

How are researchers encouraged to reduce personal contact and engage in physical distancing?

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

What are the cleaning protocols for research labs and research materials?

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

7. Student Services

What is the institution's plan for student services?

We continue to offer student services remotely, while adding face-to-face services modified to accommodate physical 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 provide high-quality virtual support options. Physical distancing and health precautions are implemented in advisors' offices and tutoring locations. In addition, Rowan continues 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 were 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. Staff will help students through virtual meetings.

Testing Services

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

Military Services

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

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

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

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

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

8. Transportation

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

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

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

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

Following standard student wellness policies, Rowan provides transportation services for essential appointments via University EMS and Public Safety.

9. Dining

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

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

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

Gourmet Dining continues to operate within the NJ State guidelines of safe food service at Glassworks Eatery at Holly Pointe Commons, The Market Place, Rogo and Prof's Place. Glassworks Eatery is open for both take out and dine in services daily. In order to accommodate students for dine in while maintaining physical distancing and the proper safety and sanitation requirements, students are required to make a reservation to enter the dining hall. Reservations can be made via the GrubHub app and are available for 45-minute blocks each day. If a student prefers to order in advance for pick up, Holly Pointe to Go also continues to be available via the Grubhub App. The Market Place, open Monday through Friday is available for take-out services only at this time. A heated tent is available on the rear patio of the student center for convenient outdoor seating. Prof's Place, open 7 days, offers both take out and dine in, however seating is limited due to physical distancing requirements. Please visit the Gourmet Dining website for additional information <https://sites.rowan.edu/dining/>

Gourmet Dining supports student wellness and campus life through programming via physical media. Special events are hosted throughout the semester that align with current gathering restrictions. University officials will work with Gourmet Dining staff members to determine which eateries are available for food services. Current options include:

Cooper Medical School of Rowan University

- Stat Café

Glassboro Campus

- Glassworks Eatery (Holly Pointe Commons) – dine in and take out available
- We Proudly Brew (Holly Pointe Commons)
- Market Place (Chamberlain Student Center) – take out only
 - Absurd Bird, Bowl Life, Brkfst & Co, Chef Jet, Crust, Freshens, Sono, Pop Up, Smoked
- Prof's Place (Chamberlain Student Center) – dine in and take out available
 - Grill Nation
 - Jersey Mikes
- RoGo Convenience Shop (Chamberlain Student Center)
- Sushi Do (Chamberlain Student Center) – take out only

Rowan School of Osteopathic Medicine

- Top Docs

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

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

How are dining employees trained on appropriate sanitization and physical distancing practices and protocols?

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

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

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

10. Study Abroad and International Travel

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

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

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

Study Abroad

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

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

Employee Financial Considerations for Travel Cancellations

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

Personal travel policy

For the most up to date information about travel, contact Human Resources or visit its website. The policy is located [here](#).

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

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

11. Athletics

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

In an effort to promote the safety, health, and well-being of student-athletes, coaches, and other University personnel, Conference and University leaders are currently reviewing options for winter/spring 2021 activities and competitions. Our student-athletes, coaches, and other staff remain a high priority for Rowan as we examine essential data, recommendations, and guidelines to inform future decisions.

Sport club and intramural sports will follow guidance used by Athletics as it is developed and implemented by University personnel, and will follow standards set by state and local entities, including the "Guidance for Sports Activities" published by the DOH.

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

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

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

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

Rowan uses two documents to educate coaches, staff, and student-athletes. (see below). In addition, we conduct regular meetings with student athletes and coaches to ensure that accurate information is being shared, protocols are being followed, and questions are being addressed. Practices and meetings

are conducted using physical distancing standards, shared equipment is limited to the fullest extents possible, and all high-touch items are disinfected based upon a schedule created by training and Wellness Center staff.

How does the institution limit equipment sharing?

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

How does the institution ensure team meetings are physically distanced with general safeguarding protocols?

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

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

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

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

Game/training management will be conducted by those in the Rowan “bubble” (known to have been participating in all monitoring and following all guidelines/protocols). Coaches, student-athletes and administrators will perform game/training management, eliminating outside personnel.

When games do resume, there will be no concessions or vendors. A decision for fan attendance may be no spectators, students only or students and a small number of fans (2 passes per student). The NJAC may make a conference-wide decision. Media will be restricted to student outlets and will be assigned broadcast or viewing areas outside of the press box. Priority for broadcast space will be given to the Rowan Athletics streaming broadcast team and in the case of inclement weather, student media may be precluded from covering that particular contest.

How are student-athletes and athletic staff educated on policies and protocols prior to arrival on campus.

Each fall sport had virtual team meetings where all are in attendance to discuss the Athletic Training requirements with the training staff and for the Athletic Director to address each team. In addition to hearing from coaches and trainers, all student-athletes hear important information, instructions, and expectations from the Athletic Director, Interim Vice President of Student Life/Dean of Students, and Director of the Wellness Center. Students also sign a pledge to adhere to University policies.

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

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

Mandatory Gameday Screening

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

Visiting Team Screenings

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

Host Team and Athletic Personnel

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

Officials Assigned to the Event

- This will be a coordinated effort between the conference office and league assigners.

- Each official will complete a COVID-19 history screening prior to arrival on campus.
- Temperature checks will be performed once the officials arrive at the event venue by the host institution personnel.

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

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

ROWAN UNIVERSITY ATHLETICS
Professional Responsibility Statement — Coaches

NAME _____ BANNER ID _____

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

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

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

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

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

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

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

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

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

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

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

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

Signature _____ Date _____

ROWAN UNIVERSITY ATHLETICS COVID 19 INFORMATION

Assumption of Risk and Pledge Form — Student-Athletes

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact.

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

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

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

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

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

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

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

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

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

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

DATE _____

NAME _____

SPORT _____

SIGNATURE _____

WITNESS _____