

University of St. Thomas COVID-19 Preparedness Plan

- I. Table of Contents
- II. Background on Plan and Principles 3
- III. Applicability 4
- IV. Phased Reopening of Campus Buildings..... 4
- V. Staffing Considerations and Remote Work 5
 - A. Remote Work and Other Staffing Approaches to Minimize Transmission 5
 - B. Accommodations..... 6
- VI. Health and Safety Protocols..... 6
 - A. Social Distancing..... 6
 - B. Masks or Other Face Coverings 7
 - C. Hand-washing..... 7
 - D. Respiratory Etiquette..... 8
 - E. Cleaning and Sanitization 8
- VII. Screening for Signs and Symptoms of COVID-19 and Reporting Concerns 9
 - A. Screening Expectations 9
 - B. Going Home When Sick 10
 - C. Reporting and Responding to Confirmed Cases 10
 - 1. All Community Members Must Report If They Have a Confirmed Case 10
 - 2. St. Thomas Response to Confirmed Cases 10
 - 3. Privacy and Confidentiality..... 10
 - 4. Coordination with State and Local Health Officials 10
 - 5. Community Alerts 11
 - D. Isolation and Quarantine 11
 - E. Leave Policies for Students and Employees 11
 - 1. Students 11
 - 2. Faculty, Staff and Student Workers 11
 - A. Summer 2021 12
- VIII. Testing..... 16
- IX. Dining 17
- X. Residence Life 17
- XI. Athletics 17
- XII. Recreational Facilities and Activities 17

XIII. Support Services 17

XIV. Events..... 17

XV. Travel 17

XVI. Transportation 18

XVII. Campus Guests..... 18

XVIII. Planning for Potential Surge in Cases or Closing 19

XIX. Communications and Training..... 19

XX. Plan Enforcement..... 20

XXI. Certification 20

XXII. Appendix A – Summary of Updates 21

II. Background on Plan and Principles

The University of St. Thomas' COVID-19 Preparedness Plan was drafted by the University Action and Response Team (UART) in consultation with the Scenario Planning Steering Committee, the President's Cabinet, the Faculty Affairs Committee, student government executive board, and other members of the St. Thomas community. Additionally, the plan was reviewed by external public health experts, including leaders of major health systems in Minnesota. Open forums were held to solicit additional input from faculty, staff and students. The plan was approved by St. Thomas President Julie H. Sullivan on June 23, 2020, after initial community feedback was obtained. The plan has been updated periodically based on public health guidance and changing state and local requirements.

Because of the changing conditions related to COVID-19, the university takes an adaptive approach to this plan and its implementation. The plan and its implementation is reviewed regularly and updated based on current conditions, public health guidance and community feedback.

In the summer of 2020, St. Thomas began the process of gradually resuming operations while mitigating the potential for transmission of COVID-19 on campus. The goal of this plan is to [protect the health and safety](#) of the university community while conducting the essential work of educating students. Implementation of this plan is a community effort that requires full cooperation among everyone.

Although this plan changes our daily operations compared to years past, the University of St. Thomas will stay true to its mission of educating students to be morally responsible leaders who think critically, act wisely and work skillfully to advance the common good. As such, we will continue to be guided by and find inspiration in Catholic intellectual tradition and Catholic social thought as we strategize and make decisions. Specifically, we employed the following principles in crafting and implementing this plan:

- The University of St. Thomas is committed to providing a safe and healthy campus for all students, faculty, staff and visitors.
- University decisions will be guided by standards and recommendations from the Centers for Disease Control and Prevention (CDC), the Minnesota Department of Health (MDH), the Occupational Safety and Health Administration (OSHA), and the American College Health Association (ACHA). St. Thomas will follow the law, including all public health directives.
- We will actively encourage each other to adopt a culture of care for others. We will practice health and safety measures to protect ourselves, our families and the wider community.
- We will promote a culture of respect and sensitivity. We recognize that this pandemic impacts community members differently based on socioeconomic status, health, geography, race, age and culture. We will be sensitive to and support all members of our community.
- We will prioritize providing a personalized and holistic student learning experience and caring for the whole person. Real-time interaction is important in allowing students to be

creative, innovative and entrepreneurial. We will strive to prioritize the richness and robustness in learning that in-person interaction and communication brings while using virtual platforms as necessary and when they enhance learning.

- We will support community members from diverse backgrounds in these policies and practices. As this is a time for unity, we cannot let the COVID-19 pandemic drive us apart by sowing fear and discrimination. We can never allow our fears to assign blame for this – or any – situation to any individual or group of people based on their skin color, race, ethnicity or country of origin.
- We will seek to accommodate students, faculty and staff who are in [high-risk groups](#) or whose households include members of high-risk groups.
- We will communicate openly, compassionately and in a timely manner to the community and break down communication barriers that have existed. We will seek to make messages simple, clear and easy to follow.
- We recognize the mental health toll that the pandemic has on our community members and will respond to these needs.
- We will seek input from members of our community as we develop and improve our policies and procedures.
- Campus leaders will follow all best practices and participate fully in our campus initiatives that promote health and safety. All students, faculty and staff will be expected to participate in our culture of care and practices that help us maintain healthy conditions.

III. **Applicability**

This preparedness plan applies to all members of the St. Thomas community: students, faculty, staff and any campus visitors and licensees. The plan will be reviewed regularly and updated based on current conditions and public health guidance.

Plans for reopening the Bernardi Campus will follow the directives of the Italian government and Italian public health authorities.

This plan is a summary document. Individual departments and units are responsible for maintaining detailed protocols.

IV. **Phased Reopening of Campus Buildings**

To help ensure as safe an environment as possible for all community members, the University of St. Thomas implemented a phased approach (defined as levels) to reopening individual buildings on campus over the summer of 2020. All buildings are currently operating at Level III.

Level One: Initial, Limited Reopening

- Ensure faculty, staff and students have access to basic information about COVID-19 and education/training is available on reducing transmission.
- An approved preparedness plan is in place and communicated to faculty, staff and students.
- Hand sanitization stations are installed in the building.
- Disinfecting stations to allow individuals to clean areas before and after each use are installed in the building.

- Appropriate signage for physical distancing and other preventative behaviors are installed throughout the building. This includes revised social distancing capacity for classrooms/meeting rooms and public areas.
- Plexiglass barriers are installed at high-visited areas such as reception desks and check-in points.
- Buildings are controlled by card access with increased St. Thomas community members granted access, including students, faculty and staff.
- Sufficient faculty and staff are available to accommodate increased activity in the building.
- Facilities Management has reviewed HVAC function to the building following American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRE), CDC and MDH guidelines for indoor air quality. Adjustments to building operations will be made when needed and within the practical limits of the HVAC systems.

Level Two: Increasing Operations

- All protocols identified in Level One are successfully implemented in the building without significant setbacks.
- Need has increased for on-campus student and faculty services in the building. Additional administrative functions are working in the building.
- Building doors are unsecured, but with reduced hours based on needs and highest demand.
- Sufficient faculty and staff are available to accommodate increased activity in the building.

Level Three: Normal Business Hours and Operations Resume

- All protocols identified in Levels One and Two are successfully implemented in the building without significant setbacks.
- Traffic flow has been reviewed and appropriate changes implemented where feasible.
- Offices in building are open and operating under normal business hours.
- Sufficient faculty and staff are available to accommodate increased activity in the building.

V. Staffing Considerations and Remote Work

The university is committed to maintaining a safe and healthy work environment for all employees. During the summer of 2020, staff and faculty began to gradually return to campus in a phased approach consistent with operational needs and state and local directives. Managers developed a return-to-campus plan for their departments based on departmental staffing needs as well as facilities and operational needs. Return-to-campus plans were required to be consistent with this plan and be approved by the member of the President's Cabinet with the most direct responsibility for the department's operations. Many faculty and staff continued to work from home.

A. Remote Work and Other Staffing Approaches to Minimize Transmission

Starting April 15, 2020, employees who can effectively work from home are encouraged, but no longer required, to work from home. Consistent with current practice, employees may be required to work on campus based on business needs. Between July 1, 2021 – August 2021, the University expects to return all employees to on-campus work, except those who have been approved to work from home under the remote work program. Managers should consult with their Human Resources Partner about return-to-work plans.

Managers are encouraged to consider staffing approaches that accomplish department objectives while limiting potential for virus transmission and minimize the number of employees on campus, such as staggering shifts and days working on campus and encouraging employees who do not work directly with students to continue to work remotely. Managers should also consider business continuity and make staffing plans that allow continuity of operations if multiple members of the department are sick or in quarantine.

B. Accommodations

Employees who are in a high-risk group for COVID-19 or who live with someone or otherwise have significant contact with someone in a high-risk group should contact the [Benefits Office](#) to discuss a request for reasonable accommodation. Individuals should consult with their health care providers about their level of risk and need for an accommodation. The Benefits Office will work with the employee and their managers or deans on appropriate accommodations, which may include remote work. Faculty who would like to seek an accommodation to teach online may speak to the Benefits Office (which will work with the faculty member's dean) or may contact their dean directly.

COVID-19 has led to a loss of childcare for some employees. Employees with childcare needs should consult with their manager (staff) or department chair and dean (faculty) and their HR partner about possible accommodations that will meet both the employee's and the university's needs.

VI. Health and Safety Protocols

The university needs all community members to adhere to best practices for protecting their own health and the health of others. As such, all faculty, staff and students on campus will be expected to follow health and safety protocols. Managers will be responsible for implementing these protocols in their areas. Students are expected to follow these health and safety protocols on and off campus.

A. Social Distancing

Per the CDC, social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms' length) from others (per current guidelines)
- Stay out of crowded places and avoid mass gatherings, including parties or other social events off campus that violate social distancing guidelines.

Starting in June 2021, social distancing requirements will be lifted. Community members who are not fully vaccinated are encouraged to continue to maintain at least six feet of distance from individuals from other households. Room capacities will gradually increase over summer 2021.

- Common Good Occupancies will continue to be used in June for classrooms, conference rooms and other smaller indoor gathering spaces before phasing out in July.
- Events and meetings held in auditoriums and large event spaces will increase in June (50% of normal capacities) and July (75% of normal capacities) before returning to normal capacities in August.

Resources:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf

[\[security.uchicago.edu/emergency_management/all_hazard_safety_procedures/social_distancing/\]\(https://safety-security.uchicago.edu/emergency_management/all_hazard_safety_procedures/social_distancing/\)](https://safety-</p></div><div data-bbox=)

B. Masks or Other Face Coverings

The CDC recommends that individuals who are not fully vaccinated wear cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. [Research](#) has found that wearing a tightly fitted mask, or doubling up with both cloth and surgical masks, could reduce virus transmission by up to 96.5%. On June 2, 2021, consistent with the lifting of state and city mask requirements, St. Thomas announced that individuals who are fully vaccinated are not required to wear masks or face coverings on campus. St. Thomas will continue to promote mask use through:

- Requiring use of masks or cloth face coverings by individuals who are not fully vaccinated.
- Creating a culture that supports individual decisions to wear masks or face coverings.
- Continuing to require masks or other face coverings on the campus shuttle and in the Center for Well-Being.

Resources:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

[https://www.who.int/publications-detail/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-\(2019-ncov\)-outbreak](https://www.who.int/publications-detail/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak)

C. Hand-washing

Per the CDC, hand hygiene is an integral part of the COVID-19 pandemic response. Practicing hand hygiene, which includes the use of alcohol-based hand rub (ABHR, i.e., hand sanitizer) or hand-washing, is a simple yet effective way to prevent the spread of pathogens. All community members are expected to wash or sanitize their hands regularly in accordance with public health guidance.

Hands should be washed for at least 20 seconds with soap when visibly soiled, before eating and after using the restroom. During the COVID-19 pandemic, the [CDC](https://www.cdc.gov) also recommends washing hands after you have been in a public place and touched an item or surface that may be frequently touched by others, such as door handles or tables. Per the FDA, there is currently no evidence that consumer antiseptic wash products (i.e., antibacterial soaps) are more effective than plain soap and water.

Regarding hand sanitizer, the CDC recommends using products with greater than 60% ethanol or 70% isopropanol. Campus hand sanitizers meet CDC recommendations.

Resources:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

<https://www.fda.gov/drugs/information-drug-class/qa-consumers-hand-sanitizers-and-covid-19>

<https://www.fda.gov/regulatory-information/search-fda-guidance-documents/policy-temporary-compounding-certain-alcohol-based-hand-sanitizer-products-during-public-health>

D. Respiratory Etiquette

To prevent the transmission of **all** respiratory infections (including COVID-19 and influenza), we expect community members to implement appropriate respiratory/cough etiquette as a standard precaution. Per the CDC, the following measures to contain respiratory secretions are recommended for all individuals:

- Cover your mouth and nose with a tissue when coughing or sneezing.
- Use the nearest waste receptacle to dispose of the tissue after use.
- If you don't have a tissue, cough or sneeze into your elbow, not your hands.
- Perform hand hygiene (e.g., hand-washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic hand wash) after having contact with respiratory secretions and contaminated objects/materials.

Resource:

<https://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm>

E. Cleaning and Sanitization

Cleaning surfaces followed by disinfection is a best practice for preventing COVID-19 and other viral respiratory illnesses in community settings. The university has established cleaning protocols consistent with CDC and MDH guidance, these measures include:

- Routinely cleaning and disinfecting frequently touched surfaces and objects in common areas. This includes cleaning objects and surfaces such as tables, desks, countertops,

common area furniture, handrails, elevator buttons, doorknobs, light switches, computers, vending/ATM machines, toilets, faucets and sinks. Disinfection cleaning by Facilities Management will be done with EPA-registered disinfectants approved for use against the virus.

Resources:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

https://www.ashrae.org/file%20library/technical%20resources/ashrae%20journal/2020journaldocuments/72-74_ieq_schoen.pdf

https://www.osha.gov/SLTC/covid-19/controlprevention.html#environmental_cleaning

VII. Screening for Signs and Symptoms of COVID-19 and Reporting Concerns

St. Thomas is striving to create a culture of well-being and health for its community. In the past, students and employees may have come to campus while sick intending to “tough it out” or thinking “I’m not that sick.” Going forward we must build a new culture in which anyone feeling sick stays home to protect fellow community members. With this in mind, all faculty, staff and students who come to campus are expected to self-screen for signs and symptoms of COVID-19. The below instructions are based on guidance from MDH and the CDC.

A. Screening Expectations

All St. Thomas students, faculty, staff, contractors and licensees should take their temperature twice each day, in the morning and the evening. In addition, *before* coming to campus each day, individuals should ask themselves the following questions:

1. Is your temperature 100°F or higher today?
2. Have you had or felt like you have had a fever in the last 24 hours?
3. Do you have a new or worsening cough?
4. Are you having trouble breathing that cannot be explained by an existing condition, like asthma?
5. Do you have new or worsening body aches that can’t be explained by other activities?
6. Do you have a sore throat, different from your seasonal allergies?
7. Are you experiencing loss of taste or smell?
8. Are you experiencing diarrhea, vomiting or nausea?
9. Have you had close contact with anyone suspected of having or confirmed to have COVID-19?

If you answered **yes** to any of the above questions:

- Stay at home or in your residence hall room and isolate yourself from others. Do not come to campus. You may work or attend classes virtually if you are able to do so.
- Call your primary health care provider for further advice.
- If you are a student, contact your primary care provider or the Center for Well-Being at (651) 962-6750.
- If you are a faculty or staff member, report your absence as soon as is practicable to your supervisor. You may do this by phone or by email.

- Your health care provider or the Minnesota Department of Health will inform you of when you can safely return to campus.

B. Going Home When Sick

Individuals who become ill while they are on campus must go home. If a manager observes that an employee is working on campus while sick, the manager must send the employee home. Students who are ill should be directed to return to their home or residence hall room and to contact the Center for Well-Being to speak with a triage nurse for further direction.

C. Reporting and Responding to Confirmed Cases

In order to mitigate the spread of COVID-19 on campus, St. Thomas has implemented a protocol for responding to confirmed cases of COVID-19.

1. All Community Members Must Report If They Have a Confirmed Case

All members of the St. Thomas community who are working, living, learning or otherwise spending time on campus are required to notify the Center for Well-Being if they are diagnosed with COVID-19 by submitting the [Student Self-Report Form](#) or [Faculty/Staff Self-Report Form](#), which are available on OneStThomas. Faculty and staff should also notify their supervisor/department chair of their inability to come to campus using normal call-in procedures for the department. Students who are tested at the Center for Well-Being and who consent to the sharing of their positive test results are not required to complete the self-report form.

2. St. Thomas Response to Confirmed Cases

St. Thomas will work with MDH, which will conduct contact tracing. In addition, St. Thomas will monitor for potential outbreaks.

3. Privacy and Confidentiality

St. Thomas will treat information as confidential and will share information only as needed to ensure compliance with public health guidelines, directives and this plan. Names of impacted individuals will never be shared in public communications.

All community members are expected to help maintain the privacy and anonymity of individuals who have been diagnosed with COVID-19 or are quarantining due to COVID-19 exposure. Individuals who are able to identify the individual based on the circumstances are expected to be discreet. For example, it is OK to share you are quarantining due to a direct contact with an individual with COVID-19, but do not share the individual's name. We want to be respectful and supportive of all community members through this crisis.

4. Coordination with State and Local Health Officials

The confirmed COVID-19 diagnosis will be reported to local and/or state health authorities by the health care provider that conducted the test, including the Center for Well-Being if it conducted the test. St. Thomas may also share the information provided by students and employees directly with MDH. St. Thomas will work closely with state and local health officials on any recommended measures to reduce the spread of COVID-19. St. Thomas community

members who have been in direct contact with a person with a confirmed diagnosis may be contacted by both St. Thomas and state or local health officials as part of contact tracing efforts.

5. Community Alerts

In accordance with the Clery Act, St. Thomas will inform the community if there is a confirmed outbreak of COVID-19 on campus that could pose an immediate threat to the health or safety of the campus community. The determination of whether cases are linked and constitute an outbreak will be made in accordance with Clery Act and public health guidance. The University publishes a dashboard with weekly information regarding on-campus cases in order to keep the community updated.

D. Isolation and Quarantine

Any member of the St. Thomas community who is diagnosed with COVID-19 is expected to follow the CDC [isolation guidelines](#) to help protect the health of the greater community and prevent disease transmission. They should work under the care and direction of their medical provider and collaborate with campus contact tracers to determine when they are able to return to campus or to the classroom. In general, individuals are [expected to stay home](#) until they have been fever-free for 24 hours (without use of medicine that reduces fever) **and** at least 10 days have passed since symptoms first appeared **and** other symptoms have improved.

All members of the St. Thomas community should comply with recommendations to stay home and [quarantine](#) if feeling sick.

E. Leave Policies for Students and Employees

To support community members who cannot work or attend class due to illness or quarantine, St. Thomas will provide flexible leave policies.

1. Students

St. Thomas has faculty-approved attendance policies that were developed before the era of COVID-19. Since the arrival of the pandemic, faculty have been flexible in accommodating student needs that relate to COVID-19. An ad hoc faculty academic planning group, in consultation with the Faculty Affairs Committee, has developed temporary guidelines around student absences. These guidelines are linked [here](#) and available on the [OneStThomas COVID-19: Resources for Faculty page](#) in the Policies and Practices section.

2. Faculty, Staff and Student Workers

Faculty and staff may be unable to come to campus if they are 1) a member of a high-risk group or live with someone in a high-risk group, 2) in isolation or quarantine due to exposure or potential exposure to COVID-19, or 3) caring for a child or someone who is ill.

Faculty, staff and student workers in a high-risk group or who live with someone in a high-risk group should contact the Benefits Office or their dean regarding reasonable accommodation options.

St. Thomas has numerous paid and unpaid leave options in place for all employees who are not able to work due to illness or quarantine. Employees who are quarantined but able to work from home are expected to do so. Employees who are not able to work may use available leave time. Where applicable, Family and Medical Leave Act leave will run concurrently with other leaves. Instructional Experiences (In-Person and Remote)

St. Thomas is committed to creating a safe instructional experience for students and faculty, while continuing to provide the holistic and personalized education for which the university is known.

A. Summer 2021

Instructional Modalities: Summer course design will include in-person, mixed-mode and online instructional modalities.

Course design is guided by a number of considerations:

- The in-person learning component is highly valued by students in many of our programs who seek it out as part of the “St. Thomas experience.” Being on campus and in the classroom provide crucial social and intellectual support for many of our students, especially those who have experienced marginalization.
- In-person instructional experiences will be designed around the health and safety protocols outlined in Section VI of this plan. Faculty and students have received additional guidance that relates specifically to classroom and lab safety from Academic Affairs and their deans.
- A spike in COVID-19 cases or other factors could require a return to fully virtual teaching and learning. There may be limited exceptions for activities that cannot be done virtually, that are considered indispensable to the university's core mission, and that can be conducted within rigorous standards of safety and welfare.

Three basic types of course design – in-person, mixed mode and online – provide flexibility based on programmatic, faculty and student needs, while aligning with [best practices in teaching and learning](#) to promote student success.

[Additional details on each of these models](#), including a decision tree for faculty, are available on the Student Data and Registrar OneStThomas page. Faculty who would like to consult on which model works best for their courses are encouraged to contact their department chair, dean, STELAR or the Center for Faculty Development.

Below is a description of the three models and the options within each of them:

1. **In-Person:** These classes meet 100% in person in the classroom. In-person classes are contingent on having adequate classroom capacity. These courses will have a Canvas presence that allows for online delivery if needed. (Murphy Online/Banner code: INP)

2. **Mixed-Mode Participation:** These are courses that combine in-person experiences with varied levels of online engagement.

In these courses, online engagement will be achieved largely through use of the two platforms most familiar to students: Zoom and Canvas, although faculty may use and adapt various platforms for this purpose. In-person class time will typically range from 25% to 75% in mixed-mode courses.

Mixed-mode options include:

- Blended Design (sometimes called Hybrid): This model accommodates both in-person and online learning based on a predetermined schedule that indicates when students are required to be in the classroom and when they are not. When not in the classroom, students engage in synchronous learning during the scheduled class time or in asynchronous learning. (Murphy Online/Banner code: BLEN)
- CoFlex Design (in person and online synchronous): Students choose between two participation models each class period with classroom participation limited by classroom size capacity. In addition to the in-person option, the instructor offers participation through simulcast web conferencing. Synchronous sessions are scheduled at the same time as the in-person option. (Murphy Online/Banner code: CFXW)
- CoFlex Design (in person and online asynchronous): Students choose between two participation models each class period with classroom participation limited by classroom size capacity. In addition to the in-person option, the instructor records the in-person session for asynchronous learning or designs an equivalent asynchronous option for instruction. (Murphy Online/Banner code: CFXA)
- HyFlex Design: Students choose between three participation models each class period with classroom participation limited by classroom capacity. In HFX, in addition to the in-person option, the instructor offers participation through simulcast web conferencing and either records the in-person session for asynchronous participation or designs an equivalent asynchronous option. (Murphy Online/Banner code: HFX)

3. **Online:** These are courses offered in a fully online or almost fully online setting.

Online options include:

- Online Asynchronous: 100% of instruction is delivered online. Course has no required scheduled meeting times, and students control when they complete their course requirements. Instructor can require deadlines for activities and/or assignments throughout the term, as well as offer optional online synchronous opportunities where appropriate. (Murphy Online/Banner code: WWA)

- Online Some Synchronous: 75% to 100% of instruction is delivered online. Course has some synchronous class participation (daily/weekly/biweekly) at scheduled times throughout the course with the option for additional asynchronous work. All students are taught at the same time and complete other coursework outside of class meetings. (Murphy Online/Banner code: WWW)
- Online Synchronous Distributed: 100% of instruction is delivered online. Course has all synchronous class participation (all sessions) via web conferencing at designated times throughout the course. All students are taught at the same time and complete other coursework outside of class meetings. (Murphy Online/Banner code: WWD)
- Online Flex: 100% of instruction is delivered online. Students choose between two fully online participation models each class period, with an opportunity for either synchronous class participation via web conferencing or participation via an equivalent asynchronous option. (Murphy Online/Banner code: WWF)

Faculty have been asked to consult with their chair, program director or dean when choosing a course design, and those teaching in a mixed-mode format may develop alternative mixed-mode designs that fit for their particular discipline or course content. *All* course planning, however, must incorporate ways to respond to these conditions:

- Course design needs to be responsive to classroom seating capacity constraints.
- Instruction needs to be accessible for students who need to be absent.
- Courses need to be designed in ways that allow for a pivot to remote learning if necessary.
- Course plans and materials need to be made available to faculty colleagues should it be necessary for someone to take over your class.

Generally, the last three conditions can be met through development of a robust Canvas site. It is strongly recommended that faculty follow guidelines in the [Best Practices for Teaching](#) document.

Technology to Support Instructional Models: Prior to the start of fall semester, all campus classrooms (300 classrooms), along with some additional spaces that are temporarily being used as classrooms, were fitted with the appropriate technology to offer synchronous learning to students who are accessing a course virtually. Document cameras are available in each classroom to support remote capture of documents, and new mobile cameras were installed to capture a view of the instructor, whiteboard and classroom during synchronous sessions. In addition, microphones to capture lecture and classroom discussions were installed, and faculty continue to be supported with resources to ensure their course design is optimized for the type of instruction offered. A [classroom technology update](#) that includes a video preview of new classroom technology is available via the OneStThomas COVID-19 faculty site.

Faculty who will teach remotely and who need access to specific equipment or technology will receive information from ITS this summer about the checkout process for fall.

Faculty Instructional Support for J-Term and Spring 2021: As faculty prepare their courses for new modes of delivery for J-Term and spring semester, please note the availability of faculty training and instructional support services:

- STELAR and the Faculty Development Center are coordinating on a variety of essential workshops and training experiences for faculty and making them available online. A new four-week course titled “Improving Your Online Course” is available over J-Term, along with two of the online teaching certificate courses, and a new series of one-hour workshops designed for adjunct instructors is also scheduled for J-Term.
- A STELAR instructional designer has been assigned as a liaison to each of the academic departments; these liaisons are available for departmental presentations, training, course template development, online course quality reviews, and other instructional support needed as identified by department chairs and faculty.
- STELAR instructional designers and instructional technologists are available for 1:1 online consultations with faculty Monday through Friday on a wide range of topics, with appointments available through Bookings. Faculty Peer Teaching consultants are also available through Faculty Development for help with a range of teaching questions.
- The new ITS Knowledgebase contains many articles on instructional technologies and techniques, and online teaching workshops from summer and fall 2020 are archived on the Faculty Development website.
- Online workshops for infusing/strengthening DEI themes into online instruction will be delivered by Faculty Development and the HHMI program during J-Term and spring 2021.
- The Center for Faculty Development also has prepared [a curated set of teaching resources](#) for faculty aimed specifically at teaching during the 2020-21 academic year.

Student Attendance and Seating Charts

To assist with contact tracing, faculty are expected to take attendance in all courses and should have a seating chart for the in-person component of any courses that meet on campus.

Off-Campus Instructional and Field Experiences: Each college/school established protocols for its fall 2020 off-campus instructional and field experiences, including service learning and volunteering, in alignment with public health guidelines and the guidelines of the host organization. Those protocols will remain in place for J-Term and spring 2021.

Study Abroad Experiences: All study abroad experiences, including St. Thomas programs in Rome and London and programs offered through partner organizations, have been cancelled for J-Term and spring 2021.

Accommodating Faculty Who Cannot Come to Campus for Courses: Faculty and academic leaders alike recognize the importance of in-person teaching and learning experiences for our undergraduate programs and for many of our graduate programs.

We also recognize, however, that not all faculty will be able to return to campus. St. Thomas is committed to providing accommodations for faculty who themselves are, or who live with

someone, in a [high-risk group](#). Additionally, COVID-19 has led to the loss of childcare for some employees. Section V of this plan provides guidance for accommodations relating to St. Thomas employees.

Teaching virtually is one reasonable accommodation available to faculty members who meet the criteria for a formal accommodation due to risk, and deans have sent guidance on requesting an accommodation. Priority for remote work will be given to faculty who themselves are, or live with someone, in a [high-risk](#) group. Additional documentation may be required through the Benefits Office.

Faculty members who are not seeking an accommodation due to elevated risk but who would prefer to teach fully online should consult with their department chair and/or dean to discuss options that balance their preferences with the needs of their program and their college. Guidance and process for making these requests will come from deans.

Accommodating Students Who Cannot Come to Campus for Courses: Students who are in a [high-risk group](#) for COVID-19, who live with someone in a high-risk group, or who are otherwise unable to come to campus, will have opportunities for online coursework. If a required course is not available in a fully online setting, departments and deans will work with students to ensure they are able to enroll in courses that allow them to continue making progress toward their degree. Students will receive details on requesting accommodations for online coursework.

Disability Resources Support: Support from Disability Resources is available for students taking courses in all modalities, although some accommodations may need to be delivered in a different way if a student is unable to come to campus. Disability Resources staff will work with faculty on individual student needs and appropriate accommodations based on the course modality.

VIII. Testing

The Center for Well-Being is currently prioritizing testing of **symptomatic** patients for COVID-19 using molecular (PCR) tests; asymptomatic testing may be available at the Center for Well-Being as space permits. Additional contact tracing/expanded testing of asymptomatic individuals may be utilized in specific situations, such as localized clusters of COVID-19 cases on campus and other appropriate situations. St. Thomas will continue to work with MDH to provide options for mass-testing events and targeted testing of areas of concern.

The Center for Well-Being has partnered with University of Minnesota/Mayo Lab System as well as Quest Diagnostics to ensure that there is adequate access to testing supplies and services in the event that recommendations change and expanded testing is recommended.

Faculty and staff who are sick should contact their primary health care provider for testing. In addition, the Minnesota Department of Health currently has several free testing sites available and is offering free at-home tests. See the [MDH website](#) for additional information.

Important: All individuals who are notified of a positive test result must notify St. Thomas using the [self-reporting form](#) on OneStThomas.

IX. Dining

Dining Services is committed to working through guidelines from MDH and the state licensing agency to create a safe dining environment.

X. Residence Life

Residence Life will communicate with all resident students prior to their arrival to inform them of the expectations to take responsibility for their own health and safety, to do their part to contribute to a healthy community living environment, and to follow university health and safety protocols. The university has and will continue to take measures to mitigate disease and will provide education to support student responsibility for health and safety.

XI. Athletics

Athletics has assembled a cross-functional work group to address the resumption of intercollegiate athletics as well as a phased reopening of athletics and campus recreational facilities. Decisions regarding reopening are guided by local, state and federal guidelines, medical guidance for the return to play, NCAA and conference recommendations, and university protocols..

XII. Recreational Facilities and Activities

Individuals who wish to access recreational and athletic facilities may be required to present a St. Thomas ID, and are expected to obey all posted rules.

XIII. Support Services

The university will continue to offer traditional support services to students. Support services, including student life and student academic support services, may be offered in-person or remotely. Health and safety protocols will be followed.

XIV. Events

The University is taking reservations for events after April 5. Events and reservations will continue to follow room and meeting capacities established by the University.

XV. Travel

As of May 6, 2021, we have relaxed restrictions on university travel. New guidelines for faculty, staff and student groups are listed below:

- Restrictions on domestic travel have been lifted. Approval for domestic travel will revert to the process followed pre-pandemic.
- All international travel will require provost approval. International travel requests must be submitted to [Tim Lewis](#), chair of the Travel Risk Advisory Committee. That committee will make a recommendation to the provost.
- All travelers are required to follow [CDC travel guidance](#) on vaccinations or testing.
- Further information is available on the [Travel Risk Management OneStThomas page](#).

XVI. **Transportation**

The university's shuttle service will adhere to the recommended operating instructions. Measures that will be adopted include:

- Limiting bus capacity to 20
- Electrostatic cleaning units have been purchased and will be used on our shuttle coaches daily.
- Requirements to wear a mask or cloth face covering continue to apply on the campus shuttle. Individuals who do not have a mask or cloth face coverings will not be allowed to board.
- Drivers will regularly sanitize high-touch point surfaces.
- Seats will be marked so that alternate seats are available to be used at each stop and cleaned after use.
- Riders will enter and exit from the rear door only to minimize contact between the students and driver.
- The windows to the buses will remain open at all times – weather permitting.

Additionally, the university occasionally utilizes the services of Lyft, Uber and taxis to support essential, nonemergency transportation needs of our campus community. Because the cleanliness and sanitization for these transportation units is outside our control, users are advised to follow the health and safety tips of any such provider.

XVII. **Campus Guests**

The University of St. Thomas is committed to ensuring a safe environment for its guests and visitors to campus. These guests will also have important roles to play in safeguarding the health of our community members. As such, the university will require all visitors and guests to campus to follow all university-established protocols while on campus. All St. Thomas community members (students, faculty and staff) are expected to communicate these expectations to guests before they arrive to campus. Departments on campus that regularly meet with off-campus guests (Admissions, University Advancement, Conference and Events, etc.) should prepare plans for communication to visitors as well as have available single-use masks.

As with community members, any guest who is sick is expected to stay home and not come to campus. Guests will be required to wear masks or other cloth face coverings while on campus, use hand sanitizer/wash hands, and answer the following questions before coming to campus.

1. Is your temperature 100°F or higher today?
2. Have you had or felt like you have had a fever in the last 24 hours?
3. Do you have a new or worsening cough?
4. Are you having trouble breathing that cannot be explained by an existing condition, like asthma?
5. Do you have new or worsening body aches?
6. Do you have a sore throat, different from your seasonal allergies?
7. Are you experiencing loss of taste or smell?

8. Are you experiencing diarrhea, vomiting or nausea?
9. Have you had close contact with anyone suspected of having or confirmed to have COVID-19 in the last 14 days?

If a guest answers “yes” to any of these questions, they are expected to stay home.

XVIII. Planning for Potential Surge in Cases or Closing

The university has developed plans to respond to a possible surge in cases on campus or in the community. Such plans are consistent with public health guidance and directives. A surge in cases or other external factors may impact campus operations, including changes to dining hall or residence hall operations, changes to service levels or building hours, or a possible need to place additional or all classes online and closure of some residence hall(s). Factors that will be considered include government directives, the level of transmission, options for reducing transmission risks, community compliance with protocols, and the ability of the university to effectively manage on-campus cases. A list of [“Key Considerations”](#) for changes in operation is on OneStThomas.

In the event that a surge in cases locally or nationally causes St. Thomas to put some or all classes online, tuition and fees will not be refunded.

XIX. Communications and Training

This Preparedness Plan will be communicated to all faculty, staff, students and visitors once finalized by posting the plan on the university’s website and promoting through email. Additional communication and training regarding COVID-19 prevention and mitigation measures will be ongoing through a variety of means, including:

- Campus signage
- Social media
- The St. Thomas website and OneStThomas
- Direct communication from St. Thomas leaders and managers
- Guidance posted on OneStThomas
- Leadership Academy and safety skills training opportunities
- Communication with students as they prepare to move to campus and start classes
- New employee and new student orientation
- Ongoing communications to the community as circumstances and regulations related to COVID-19 and this plan change

Communications will convey accurate and timely information, send a unified message, be simple and clear, and align with the core mission and values of St. Thomas. St. Thomas will provide guides and messaging to faculty, staff and students to facilitate understanding and implementation of this plan.

Supervisors are expected to monitor implementation of the plan and report observations and concerns to their HR partner and the VP for their area.

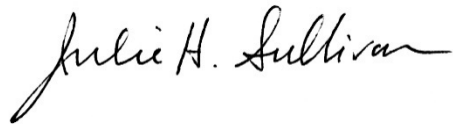
St. Thomas will establish a web reporting mechanism to accept ongoing feedback from the community related to the plan and its implementation.

XX. Plan Enforcement

The health of our community is paramount. St. Thomas students, faculty and staff are expected to comply with this plan and all accompanying policies and procedures.

XXI. Certification

As President of the University of St. Thomas, I approved and certified this Preparedness Plan effective June 23, 2020. I affirm the commitment of St. Thomas and its leaders to implement and follow this Plan.

A handwritten signature in black ink that reads "Julie H. Sullivan". The signature is written in a cursive style with a long, sweeping underline.

Julie Sullivan, Ph.D.
President, University of St. Thomas

XXII. Appendix A – Summary of Updates

- Original publication: June 23, 2020
- July 14, 2020 update: Clarifying changes regarding face covering requirement and expectations for students to avoid large group gatherings.
- July 31, 2020 update: Clarifying changes incorporating language from the Governor’s Executive Order 20-81 on masks, change to meeting/activity size limits in accordance with Executive Order 20-74, and changes to incorporate new hours and capacities for athletic and recreational facilities.
- August 25, 2020 update: Clarifying change strongly encouraging outdoor use of masks in crowded areas, links to self-report forms added, clarification on student sanctions for violations of health and safety protocols, references to Common Good Commitment added, resident hall guest restrictions added, reference to key considerations for change in operations added, transportation section updated, events information updated.
- September 11, 2020 update: Language added requiring mask use outdoors but allowing removal of masks when not in groups and where social distancing can be maintained; clarifying changes regarding masks and social distancing expectations.
- October 8, 2020 update: Increased capacity limit for department-sponsored student events and meetings and clarified expectations for other events and meetings; language added to clarify expectations regarding seating charts, taking attendance, and cleaning in and out of spaces; clarifications regarding contact tracing questions; added an exception process for university-sponsored travel prohibition.
- November 16, 2020: Updates to reflect quiet period and limitations on group gatherings from Governor’s Executive Order; updates to reflect course flexibility following Thanksgiving; updates to reflect new testing opportunities.
- November 24, 2020: Updates to reflect new requirements of the Governor’s November 18, 2020 Executive Order.
- December 23, 2020: Updated for J-Term and the Spring 2021 semester; updates made in accordance with December 16, 2020 Executive Order.
- February 4, 2021: Updated to reflect new provisions related to quarantine, AARC and McCarthy gyms, Athletics and travel and to reflect Governor’s January 6, 2021 Executive Order.
- February 15, 2021: Updated to reflect end of quiet period and Governor’s February 12, 2021 Executive Order.
- March 17, 2021: Updated to reflect changes based on Governor’s March 12, 2021 Executive Order.
- March 26, 2021: Updated to clarify limits on outdoor student club events and information about events involving external clients.
- May 10, 2021: Updated to reflect changes to domestic travel policies, changes to outdoor face covering requirements and changes based on Governor’s May 6, 2021 Executive Order.

- June 4, 2021: Updated to reflect change to mask and social distancing requirements and other changes resulting from new state guidance.