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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 has been 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 after initial community feedback was obtained.

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

In the summer of 2020, St. Thomas will begin the process of gradually resuming operations while mitigating the potential for transmission of COVID-19 on campus; we intend to welcome as many students on campus this fall as we can safely accommodate, both in our classrooms and in our residence halls. 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 will be a community effort that requires full cooperation among everyone.

Although this plan will set into motion many changes to our daily operations, 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 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 will go into effect once a final version is published and will apply 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 are under development and 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 will implement a phased approach (defined as levels) to reopening individual buildings on campus. Buildings will reopen and transition through the various levels on distinct and different timelines based the activities/services approved by the President’s Cabinet to operate in specific buildings.

For an individual building to reopen, the following minimum Level One criteria and subsequent criteria for transitioning to a new level must be met.

**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.

The UART operations subcommittee will approve plans for a building reopening and will be responsible for evaluating when a building is ready to transition in level. The building level status will be posted on the COVID-19 webpage.

V. **Phased Return to Campus for Employees and Delivery of Services**
The university is committed to maintaining a safe and healthy work environment for all employees. During the summer of 2020, staff and faculty will gradually return to campus in a phased approach consistent with operational needs and state and local directives. Managers
should develop a return-to-campus plan for their departments, consulting with their supervisors and Human Resources partners. Return-to-campus plans should consider staffing needs as well as facilities and operational needs. For academic units, department chairs and program directors will work with their deans and Human Resources partners. Return-to-campus plans must 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.

**A. Summer 2020**
The university will take a staged approach for helping its employees return to campus. In the first stage, the university will prepare the campus for returning employees and students. Consistent with the governor’s May 13 and June 5, 2020, executive orders, until further notice, employees who can continue to work remotely should continue to do so. Remote work resources are available on OneStThomas. As more campus operations resume, the on-campus presence of more faculty and staff will be necessary. This means returning a group of designated on-campus essential employees who are required to prepare buildings, classrooms and operational areas for use and service by other employees and students and employees whose on-campus presence is required for student summer research or to staff buildings and offices that reopen to students or the public. A guide to determining who is an on-campus essential employee is available to managers.

Returning employees to campus may take several forms. Faculty should consult with their department chair and dean if they believe on-campus work is needed during summer. For staff, managers are encouraged to consider approaches such as staggering the return of department employees consistent with operational needs every 2-4 weeks, staggering shifts and days working from campus, and allowing employees 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. In deciding which employees to return first, managers should prioritize operational needs while also giving preference to those with greatest ability/desire to return to on-campus work. A return-to-campus checklist is available here. Departments that need furniture moved or have other facility needs should complete an RFS.

**B. Late Summer and Fall**
Additional employees, including faculty, will return to campus in late summer and fall. This will include employees who were not previously designated on-campus essential, as well as employees who may have been furloughed for summer.

For staff, managers are encouraged to consider staffing approaches that accomplish department objectives while limiting potential for virus transmission, such as staggering shifts and days working on campus and encouraging employees who do not work directly with students to continue to work remotely. A return-to-campus checklist is available here. In addition, a supervisor’s checklist for remote work is available on OneStThomas.

**C. 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

Now more than ever, the university needs its entire community 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 will be expected to sign an agreement to follow these health and safety protocols.

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

Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. To the greatest extent possible, St. Thomas activities must be in accordance with social distancing directives: maintaining a full six (6) feet of space between you and another person whenever feasible. Faculty, staff and student workers may not use another person’s personal protective equipment, phone, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. Shared equipment, such as copiers, shared workspaces and vacuums, should be properly disinfected between uses.

Social distancing is being implemented on campus through the following methods:

- Meetings will be conducted electronically when it is feasible to do so; if meetings need to be held in person, participation will be limited to 10 participants and social distancing will be maintained.
- Floor markings will indicate social distancing in areas where lines frequently form.
- Table markings will remind community members of social distancing when seated at a shared or common table.
- Plexiglass or other barriers will be placed in high-traffic service areas.
- Masks or other face coverings will be required indoors in common areas where others are present.
- Revised capacity limits for rooms will be developed and posted.
• Faculty and staff will be advised to avoid work kitchens or lunchrooms when possible. Departments should establish self-cleaning protocols for any shared spaces.
• Individuals who wish to use single-user restrooms may refer to this list for locations of single-user restrooms.
• Furniture in some areas will be removed or relocated.
• Trainings, educational programming, marketing campaigns and signage will be used to reinforce social distancing practices.
• When feasible, services may be provided on a grab-and-go or curbside basis.
• Technology for remote work and virtual events will be used more frequently than is typical with on-campus operations.

Strategies for achieving social distancing protocols in various areas of campus are detailed further in Sections VII–XIX.

Resources:
https://safety-security.uchicago.edu/emergency_management/all_hazard_safety_procedures/social_distancing/

B. Masks or Other Face Coverings
The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. On May 21, 2020, the city of Minneapolis began requiring the use of non-medical face masks indoors in public spaces, including educational institutions. On June 1, a mask ordinance also went into effect in the city of St. Paul. The state of Minnesota strongly encourages mask use in any public setting where social distancing measures are difficult to maintain. St. Thomas will promote mask use through:
• Requiring use of masks or other non-medical face coverings in indoor areas of campus where others are present, including classrooms, labs and bathrooms; face coverings will not be required by employees when they are alone in their offices or for a student in their residence hall room if guests are not present. Appropriate and limited exceptions may be made, for example while eating in dining halls and while using cardio equipment or swimming in the Anderson Athletic and Recreation Complex (AARC).
• Promoting face covering use consistent with CDC and MDH guidance
• Reminding community members that face covering use does not replace the need for social distancing
• Considering ways to teach and communicate effectively using masks, testing options (like microphones), and making accommodations when needed
• Development of Health etiquette training (including masks and other essential measures) provided in orientations and marketed online
• Distributing 10,000 cloth, non-medical masks to community members
St. Thomas will consider reasonable accommodations for individuals who cannot medically tolerate masks or other face coverings. Reasonable accommodations may include taking classes online and working remotely. Students should contact Disability Resources, and faculty and staff should contact the Benefits Office.

Resources:

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 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.

St. Thomas is encouraging hand-washing through the following measures:
- Approximately 630 hand sanitizer stations are being added around campus at building entrances, elevator lobbies, outside of restrooms, dining and retail areas, large open commons and lounges and other high-traffic areas. St. Thomas will encourage “sanitize in and sanitize out” practices for community members when using common spaces.
- Hand-washing guidelines are posted in all restrooms.
- Campus signage and online marketing/educational campaigns will promote hand-washing. Educational messages will also encourage community members to avoid touching their face.
- Paper towels will be available in restrooms.

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

Resources:
**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.

St. Thomas is encouraging respiratory etiquette through the following strategies:

- Visuals and instructions will be placed on the website and a social media campaign.
- Educational posters will be displayed on campus.
- Training on health and safety protocols will include information on respiratory etiquette.

**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, which include measures such as:

- 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.
- Frequently touched surfaces in high-traffic common areas will be cleaned at least twice daily by the Facilities Department (e.g., ASC, AARC, TMH, etc.). Frequently touched surfaces in areas with less traffic will be cleaned once daily. Please note: This change will limit other work and services performed by custodial staff. For example, private office areas may be vacuumed less. Staff can assist by moving waste to hallway receptacles and by utilizing the self-use cleaning station supplies to clean personal spaces. Resident students are responsible for cleaning their personal spaces.
- Community members will be asked to assist with additional cleaning in areas they use with provided cleaning supplies, such as classroom desks, seats and podiums. Approximately 730 self-use cleaning stations will be added around campus in areas of classrooms, labs, common gathering spaces, hallways and large office suites. They include paper towels and disinfection solution that does not require the use of gloves, although hand-washing after chemical usage is recommended. Instructions on using these supplies will be clearly posted. Community members may use the Request for Services (RFS) system to request additional supplies.
• Facilities staff will use various combinations of engineering controls, administrative controls, safe work practices and additional personal protective equipment when working or cleaning in an that has been assessed as a higher risk exposure area.

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

F. Traffic Flow
Before Level Three of reopening, common area traffic flow will be evaluated, and policies will be developed where feasible to reduce interactions and promote social distancing. Anticipated measures will include:
• Physical barriers or visual indicators will be used where appropriate (e.g., six-foot floor markings).
• Clear signage to facilitate changes to entrances, exits, occupancy limits or direction of visitor flow.
• Maximum occupancy for classrooms will be clearly posted to support physical distancing.

Resource:

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.

In addition to these self-screening protocols, some units may develop additional screening measures based on their needs in consultation with Human Resources and the Center for Well-Being. The university will develop signs and messaging to remind community members not to enter common spaces if they are feeling sick.

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 that involves informing community members of exposure, working with MDH, requiring quarantine, and cleaning measures.

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 St. Thomas if they are diagnosed with COVID-19. In summer 2020, students should report confirmed cases to the Center for Well-Being, and faculty and staff should report confirmed cases to Human Resources. 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. St. Thomas will make a web reporting option available before the start of the fall semester.

When students or employees report a confirmed case, they will be asked to share information relevant to contact tracing and university cleaning needs, such as:

- The date they first experienced symptoms
- The testing date and location
- The date test results were received
- The last day they were on campus
• The area(s) of campus where they have spent extensive time, both in the last two (2) days (for contact tracing) and over the last seven (7) days (for cleaning purposes)
• The identities of St. Thomas students, faculty and staff with whom they have had close contact. Close contact is defined as being within six (6) feet of the infected person for a period of 15 minutes or more within 48 hours prior to the development of symptoms, or had direct contact with infectious secretions of a person diagnosed with COVID-19 (e.g., being coughed on, shared utensils, kissed, etc.)

2. St. Thomas Response to Confirmed Cases
Once a case has been confirmed, the university will act promptly to mitigate virus spread. St. Thomas will work with MDH to conduct on-campus contact tracing. In addition, St. Thomas will use this information to monitor for potential outbreaks and assess cleaning needs. When a community member notifies the university of a confirmed case, a St. Thomas contact tracer will:

• Notify students, faculty and staff at St. Thomas with whom they have had close contact (see definition above). The name of the individual with COVID-19 and identifying details will not be used in this notice. These individuals will be required to quarantine (see below).

• Determine if any additional notices are required. For example, if a campus area needs to be closed for cleaning, individuals who work/live in that area will be notified. Again, the name of the individual with COVID-19 will not be used in the notice.

• Provide the individual and other impacted individuals with information related to required isolation or quarantine. Determine what, if any, additional cleaning is required.

Prior to the start of the fall semester, St. Thomas will identify a university contact tracing case manager who will assemble, train and supervise a contract tracing team.

3. Responsibility of Other Community Members
Individuals who have not had direct contact with a person with a confirmed case of COVID-19 but who have been in the same general area are not required to quarantine. They should, however, follow the same precautionary measures as all members of the community: practicing good hygiene, social distancing, wearing a face covering when sharing indoor spaces with others, monitoring their health and staying home when displaying symptoms or feeling sick. Students with particular concerns may contact the Dean of Students Office and faculty and staff may contact their HR partner.

4. Privacy and Confidentiality
St. Thomas will treat medical information received by the contact tracer 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.

5. 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.

6. 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.

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 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 72 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 or if they have been in close contact with a confirmed COVID-19 case. Fourteen days of quarantine is required for any students or employees who have had close contact with someone who has tested positive for COVID-19.

Residential students who are not able to isolate or quarantine off campus will be moved to a temporary isolation/quarantine housing unit. Residence Life has a coordinated care protocol with Dining, Health Services, Dean of Students, and the Center for Well-Being for students in need of this housing. Students will receive support to continue with their academics while in isolation or quarantine.

Faculty and staff will be supported to work remotely to the degree they are able while in isolation or quarantine.
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 academic planning group that includes faculty representation will develop temporary language around student absences that includes the following considerations:

- Faculty are asked to take attendance in all courses and/or to include activities that measure student attendance/engagement. This not only holds students accountable but may also help with identifying students in distress or assisting, if needed, with contact tracing efforts.
- Faculty should clearly outline attendance expectations in their syllabi.
- Faculty are asked to work with students who are unable to adhere to class attendance policies that would make sense under typical conditions.
- Students may be unable to attend class sessions in person if they are 1) a member of an at-risk group, 2) in isolation or quarantine due to exposure or potential exposure to COVID-19, 3) caring for a child or someone who is ill, or 4) unable to travel to campus.
- Additionally, students may be unable to attend in-person or online class sessions if they are ill.
- Students are expected to communicate with their professors about absences in a timely manner – preferably before class sessions. Students should also be proactive about working with their professors to make up missed coursework.
- Students will not be asked to make unnecessary visits to health facilities or to provide documentation of illness.
- If students are unable to finish coursework within a term or semester due to illness, they may be eligible for an incomplete grade based on current policy.
- Each college/school/department will develop specific policies regarding whether remote access to classes will be regularly available for all students or reserved for students with a clearly defined and approved reason.

For summer 2020, all courses are online, so attendance will be in a virtual setting. For fall 2020, student attendance may include either in-person or online attendance.

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.

- St. Thomas will provide faculty, staff and student workers up to 80 hours of paid COVID-19 emergency leave, which may be used for illness or quarantine. Leave amounts will be prorated for part-time employees based on FTE.
- After COVID-19 emergency leave is exhausted, employees may also use short-term disability (if applicable), paid leave time (PLT) (hourly staff), sick and safe time (faculty, exempt staff and student workers), vacation (exempt staff), and may apply for family emergency leave.
- Employees who need additional leave may request unpaid leaves. Where applicable, Family and Medical Leave Act leave will run concurrently with other leaves. A grid containing leave options is available on OneStThomas. Employees are encouraged to contact the Benefits Office.

VIII. 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. In line with the university’s phased approach to reopening campus, teaching continues online in summer, and various plans are in motion to prepare for welcoming faculty and students back in the fall.

This section provides an overview of instructional plans that relate to all academic programs, including those at the undergraduate and graduate levels. Further details will be provided by Academic Affairs, deans and department chairs/program directors. Students and faculty who have specific questions should contact the dean or department chair.

A. Summer 2020
Summer 2020 Instruction: As previously announced, all undergraduate and graduate summer courses are being delivered in a fully virtual environment.

Summer 2020 Student/Faculty Collaborative Research: The university is currently providing opportunities for student/faculty collaborative research, but all research activities are contingent on guidance from the CDC and MDH. Students and supervisors are encouraged to design projects for remote work when feasible. Faculty who would like to conduct on-campus research with students should contact their dean about the process for seeking permission. All on-campus research must be conducted in accordance with the health and safety protocols outlined in
Section VI of this plan. Students will be required to sign a form acknowledging that they will adhere to these protocols.

**Summer 2020 Off-Campus Instructional Experiences:** Guidelines for approving field experiences are taken from the American College Health Association and are subject to the CDC and appropriate state department of health guidelines. Where adequate substitutions to off-campus experiences exist, they should be given the utmost consideration. Where field experiences are employed, students will be trained by their field supervisors in basic COVID-19 health and safety and the specific protocols for their situation. Field experiences will follow the requirements of the school, college or center sponsoring the field experience; further details are available through those units.

**B. Fall 2020**

Deans, in consultation with their faculty, an academic planning work group that includes faculty representatives, and members of Academic Affairs, are currently developing plans for fall 2020 instructional experiences. These plans are based on the traditional fall academic calendar for all programs with the exception of the School of Law, which is planning a small shift in its calendar.

Fall plans are being guided by a number of considerations, including:

- 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,” and 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 will receive additional guidance that relates specifically to classroom and lab safety from Academic Affairs and their deans.
- Some faculty and students will not be able to come to campus for teaching and learning due to their own health-related risks or that of someone they live with.
- We may have periods of short-term or extended absences for students and faculty during fall, which we will need to accommodate.
- A spike in COVID-19 cases in the fall 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.

**Potential Course Delivery Models for Fall 2020:** For fall semester, three basic types of course delivery are being planned: in-person, mixed mode and online. These models 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. Guidance on making changes to fall courses in the Murphy Online/Banner system will come from deans.

We envision that most faculty who typically teach in-person but are constrained by classroom capacities in fall 2020 will choose the mixed mode: blended design. However, all of the models below – and options within them – are available and will be supported.

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. Based on classroom capacities for fall, many courses that are typically in-person courses will be delivered in a mixed-mode model.

   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 also 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 are 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: All campus classrooms (300 classrooms) are being 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 are being installed to capture a view of the instructor, whiteboard and classroom during synchronous sessions. In addition, microphones to capture lecture and classroom discussions are being installed, and faculty are being supported with resources to ensure their course design is optimized for the type of instruction offered. Audiovisual specialists from ITS are currently testing classrooms, while wearing masks, to make sure equipment can pick up both faculty and student voices. Equipment is scheduled to begin arriving at the end of June; once equipment is installed, faculty will have an opportunity to do their own testing. 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 Fall 2020: Several efforts are underway now to help support faculty as they prepare their fall 2020 courses:

- STELAR is working with academic units in developing cohort-based summer training to prepare for fall 2020. Instructional designers are assigned to each school/college.
- STELAR and the Faculty Development Center are coordinating on a variety of essential workshops and training experiences for faculty and making them available online.
- STELAR will support faculty who are developing “master courses” for fall 2020.
- A large number of staff members across the university are being trained to assist faculty in creating high-quality Canvas sites to support the mix of in-person and remote learning required for fall 2020 courses.

The Center for Faculty Development has also prepared a curated set of teaching resources for faculty aimed specifically at preparing to teach during the 2020-21 academic year.

Fall 2020 Off-Campus Instructional and Field Experiences: Each college/school will establish 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.

Fall 2020 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 fall 2020. Students have been informed and, in consultation with the Office of Study Abroad and their academic departments, are working to update their fall schedules.
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 in the fall. 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 in fall 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.

Communication to Students About Fall Instruction: Once details on fall instruction are finalized, students in Dougherty Family College and graduate students will receive updates from their deans. Students in baccalaureate programs will receive updates from the Office of Undergraduate Student Achievement and their home (major and minor) departments.

C. J-Term and Spring 2021
Determinations about J-Term and spring courses, including St. Thomas programs offered abroad, will be made in fall 2020 based on then-current conditions and guidance.

IX. Testing
The Center for Well-Being is currently prioritizing testing of symptomatic patients for COVID-19 using molecular (PCR) tests. 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. This approach is consistent with the current recommendations of MDH, the Minnesota COVID-19 Response program, and the ACHA. According to ACHA, “screening large numbers of students will likely produce no substantial public health benefit, and at very high cost.”

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.

X. Dining
Dining Services continues to create strategies to support social distancing and disease mitigation in the following locations: resident dining locations, retail locations, convenience stores and catering services. This is a continually changing challenge, and Dining Services is committed to working through guidelines from CDC, MDH and the state licensing agency to create the safest dining environment feasible.

A. Summer 2020
Dining Services will operate Summit Marketplace and limited catering options. Food options will operate on a “take-and-go” basis, and sit-down dining options will not be available in accordance with current restrictions from the state of Minnesota. Other measures will include:
- Capacity for individual locations will be reduced.
- Signs reminding of social distancing directives will be in place.
- Additional cleaning protocols will be in place.

B. Fall 2020
Dining Services will take a multipronged approach to providing an enjoyable and safe dining experience when students, faculty and staff return to campus in the fall. Patrons will notice many changes – from fewer tables and chairs and line control mechanisms, to the use of plexiglass shields and new cashless payment options. The planned strategies will include measures to help patrons and staff:
- Maintain social distancing in dining halls, including but not limited to:
  - Revised occupancy capacities
  - Fewer tables and chairs
  - Encouraging the use of to-go meals
  - Adjusted staffing levels and cleaning rotations
  - Revised scheduled meal times
  - Line control staff to help manage the number of patrons in a serving area at a time, as well as the use of floor markers, stanchions, one-way service lines, etc.
- Practice good hygiene and reduce the risk of exposure to germs, such as:
  - Requiring the use of masks or other face covering when not eating, including while in line to receive food
  - Hand sanitizers at entrances and exits
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- Cashless payment options as available, contactless credit card readers and mobile ordering
- Removal of reusable options (mugs, coffees, sodas, etc.) and self-service items
- Replacing small wares (napkins, utensils) with prepackaged items
- Cleaning and disinfecting of high-touch areas throughout the day

Guests will also notice new signage and other communications to remind patrons of social distancing practices, and other measures.

XI. 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.

St. Thomas is working closely with MDH to provide the core elements of a residential living and learning environment within the parameters of public health recommendations. Measures being put into place include, but are not limited to:

- Consultation with MDH regarding residence hall occupancy for fall 2020.
- Residence Life is holding beds for quarantine and isolation housing on campus.
- Placement of hand sanitizers and self-cleaning products, as well as regular cleaning of common areas and common bathrooms conducted by Facilities Management personnel.
- Education on mitigation measures, and expectations that resident students wear masks or other face coverings in community settings. These measures will also include information about steps students should take if they become ill.
- Resident move-in will take place according to a defined process intended to minimize crowds.

XII. Off-Campus Students
In addition to the expectation that off-campus students follow this plan and commit to self-screening before coming to campus, mask wearing and other guidance, the University of St. Thomas holds off-campus students accountable to directives from the governor, current MDH guidance and the St. Thomas student code of conduct, which states it is a violation of the code of conduct to violate any federal, state or local laws. Specifically, off-campus students are expected to adhere to the governor’s executive orders and local ordinances that limit group gathering sizes and dictate social distancing and other health and safety protocols. At the time this plan was published, the governor’s executive order prohibits indoor group gatherings of more than 10 people and outdoor group gatherings of more than 25 people. Off-campus students who violate state and local laws or other provisions of the student conduct code may be referred to the student conduct process. Off-Campus Student Life and Neighborhood Relations regularly communicate with off-campus students regarding expectations for living in the neighborhood and being a positive community member. Off-campus students should take special care to proactively implement the suggested health, safety and sanitation guidelines in their shared spaces. Off-campus students who are working, taking classes or otherwise spending time on campus should report any positive COVID-19 tests to the Center for Well-Being. If off-campus
students need to isolate or quarantine, they are expected to follow the MDH guidelines for a shared household.

XIII. 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 (see section below “Recreational Facilities and Activities”). Decisions regarding reopening will be guided by local, state and federal guidelines around safe use of exercise and fitness equipment, medical guidance for the return to play, NCAA and conference recommendations, and university protocols.

XIV. Recreational Facilities and Activities

A. Outdoor Recreational Facilities

Starting June 15, St. Thomas opened the following outdoor athletic facilities:
- Football stadium and outdoor track
- South campus outdoor fields
- Baseball field

The outdoor athletic facility hours will be 7 a.m.-7 p.m. and will be monitored by athletic personnel and/or Public Safety. Individuals who wish to access these facilities may be required to present a St. Thomas ID, and are expected to follow social distancing guidelines and obey all posted rules. Athletic facilities must be used as intended and participants will be expected to refrain from using shared equipment (balls, bats, etc.). Skateboards, bikes and other similar equipment are not allowed on the track. Individuals gaining access to athletic facilities without a St. Thomas ID or neglecting the guidelines will be asked to leave by staff or Public Safety.

B. AARC

The AARC reopened on Monday, June 22, with access restricted to St. Thomas faculty, staff, student-athletes, registered students and 2020 graduates during the hours of 6 a.m-8 p.m., Monday-Friday. Access to the AARC will be limited to the south entry doors only and all individuals are expected to “wash in” with soap or hand sanitizer prior to occupying their workspace or exercising.

Consistent with university requirements, masks and other face coverings must be worn in the AARC. However, masks are not required when swimming and are encouraged but not required when using cardio equipment.

Capacity inside the weight room and cardio rooms initially in Level One will be limited to 20 individuals per room per hour to allow for cleaning and rotation of users. The swimming pool will initially open with no more than one swimmer per lane to allow for proper distancing. The AARC locker rooms will not be available for weight room or cardio users in Level One.

Indoor athletic and campus recreation facilities summary in Level One:
• Weight and cardio rooms (opening June 22, 6 a.m.-8 p.m., Monday-Friday, 20 users per room)
• Swimming pool (opening June 22, 6 a.m.-6 p.m., Monday-Friday, 1 swimmer per lane)
• AARC offices and 2nd floor classrooms/labs (opening June 22, 6 a.m.-8 p.m., Monday-Friday)

Weight Room and Cardio Room

The AARC weight room and cardio rooms will open on Monday, June 22, from 6 a.m.-8 p.m., Monday-Friday. Weightlifting or cardio users will be required to wear a mask, have a St. Thomas ID, self-screen and wash in.

Individual workouts will be limited to 55 minutes maximum in order to allow time for cleaning and rotation of users. Initially, twenty (20) individuals will be permitted inside each respective room to ensure proper distancing, which will be monitored by facility staff. Access to the cardio or weight rooms will be on a first-come, first-served basis, although individuals may call the AARC front desk to sign up for a time or inquire about current capacity. Users are expected to maintain social distancing while occupying either room and clean equipment prior to and after each use with sanitation supplies provided.

Swimming Pool

The AARC swimming pool will open on Monday, June 22, from 6 a.m.-6 p.m., Monday-Friday. In order to ensure proper distancing, no more than one swimmer will be permitted per lane at one time in order to comply with current state guidelines. Swimmers will be required to have a St. Thomas ID, self-screen, wash in, and wear a mask except when swimming.

Swimmers will be limited to 60 minutes maximum in order to allow for cleaning and rotation of users. The pool will be staffed by certified lifeguards with locker rooms 128 and 129 available for showering and changing purposes. Swimmers are asked to use proper sanitation supplies provided and obey distancing while utilizing space inside locker rooms as well as the pool deck. Reservations will not be accepted; however, swimmers may call the AARC front desk to inquire on current capacity.

AARC Locker Rooms 128 and 129 Only

Locker rooms 128 and 129 will be the only two locker rooms available in Level One. Neither athletic team locker rooms nor staff locker rooms will be available for student-athletes or staff to change prior to or after workouts. It is strongly recommended that individuals come dressed for their workout and should not plan on having a shower facility available post workout. Cleaning will be conducted nightly by custodial staff and social distancing guidelines are to be maintained inside locker room areas.

Plans for opening additional facilities in levels two or three are under discussion and will be guided by local, state and federal guidelines and directives around safe use of exercise and fitness equipment and university protocols.
XV. 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.

XVI. Cocurricular Activities (Center for Common Good, Student Life Activities, Etc.)
Student engagement activities will follow university health and safety protocols.

- Student clubs and organizations will be encouraged to engage online through virtual fairs and meetings. Clubs will continue to manage club rosters, communication and marketing through TommieLink. Any in-person meetings will be required to follow university guidance and policies, including use of masks or other face coverings.
- Campus-wide programming will also be encouraged to engage online, with some events having the potential for in-person components (e.g., using multiple rooms with streaming for events or trainings, shifting in-person games to larger halls, etc.).
- Off-campus programming/experiences will require approvals and must follow university guidelines for transportation, site expectations, setup and waivers.
- In-person events and programs must follow university guidelines such as social distancing, cleaning processes and others.

XVII. Events
In an effort to continue to protect the community, all campus events have been canceled through Aug. 14. This includes all internal and external clients and groups.

Because of the current level of uncertainty regarding increased space needs for fall classes, St. Thomas has paused all reservations for the fall 2020. Once classes schedules and rooms have been accommodated, event reservation will return.

Events and reservations will continue to follow MDH and CDC guidance on social distancing and room and meeting capacities through the fall. St. Thomas will work with event hosts on options for social distancing events and following MDH guidelines.

XVIII. Travel
All university-sponsored travel has been suspended until further notice. Community members who are considering personal travel should read the CDC’s travel health notices and be prepared for isolation or quarantine before returning to campus. St. Thomas may impose travel-based quarantines based on public health guidance and information on community transmission. Students who travel internationally or who are coming to the U.S. from a foreign country are expected to follow CDC and/or State Department guidance on quarantine.

XIX. Transportation
Shuttle service is expected to begin regular service on Aug. 24, 2020. The transportation industry is still developing guidance regarding ridership numbers and operating standards; the university’s service will adhere to the recommended operating instructions once they are finalized. In the meantime, additional measures that will be adopted include:
Electrostatic cleaning units have been purchased and will be used on our shuttle coaches daily.

The shuttle will follow the university’s masking/face covering requirements.

Drivers will regularly sanitize high-touch point surfaces.

Other safety measures are being considered at this time, including hand sanitizing, shields for the drivers, rear door use and load capacities.

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.

XX. 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. St. Thomas may restrict visitor/guest access at its discretion.

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 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.

XXI. Campus Chapels and Other Religious Spaces
The Office of Mission will make plans to safely reopen campus chapels and other religious spaces.
The Office of Mission will gradually reopen the Chapel of St. Thomas Aquinas, the Florance Chapel (lower level of main chapel), the Chapel of St. Albertus Magnus (Sitzmann Hall), the Koch Commons chapel, and the Chapel of St. Thomas More (Law School) in accordance with the policies and protocols of the University of St. Thomas, public health guidance and directives, and the protocols of the Archdiocese of St. Paul and Minneapolis. Social distancing practices will be enforced, steps will be taken to reduce the number of common objects attendees may touch, and sanitization and cleaning protocols will be followed.

Daily Mass for groups began on June 8 at 12:10. Capacity is limited in accordance with state guidance. Streaming of daily Mass ended on June 5 but streaming of Sunday Mass will continue.

Among other steps, the following actions have or will be taken:

- Chapel services and mass will be in accordance with state directives limiting the size of group gatherings.
- Livestreaming will be offered for Sunday Mass.
- Two-thirds of pews will be roped off and new capacity limits will be observed.
- Hymnals have been put into storage.
- Holy water fonts will remain empty/in storage.
- Signage, aisle markers and pew limits will be used to enforce social distancing.
- Hand sanitizing stations will be added.
- Cleaning will take place between services.
- Masks or other face coverings will be required for attendees over age 2 who can medically tolerate masks.
- Only cantors will sing; congregational singing will be discontinued.
- Scheduled Masses normally held in smaller chapels may be moved to St. Thomas Aquinas to allow for more distancing.
- Health and safety protocols will be communicated through various means, including the newsletter and the Campus Ministry website.
- Entrance and exit processions through the assembly will be shortened or omitted.
- In observing the Liturgy of the Eucharist,
  - Procession of gifts will be omitted.
  - Collections will be moved online or placed in a common receptacle near entrances.
  - Lids will remain on ciboria during consecration.
  - Hand sanitizer will be available and Eucharistic ministers must use it before distribution.
  - If concelebrants are present, only one priest may drink from the chalice.
  - The chalice will not be offered.

The Office of Mission will review updates to public health guidance and Archdiocese of St. Paul and Minneapolis protocols and may adjust measures for chapels as permitted. The Office of Mission will develop protocols for other religious spaces that follow public health guidance and health and safety protocols.

XXII. **Planning for Potential Surge in Cases or Closing**
The university is developing plans to respond to a possible surge in cases on campus or in the community. Such plans will be 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 or a possible need to return to online classes and closure of 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.

In the event that a surge in cases locally or nationally causes St. Thomas to put some or all classes online, St. Thomas will be prepared to continue and complete courses online. Tuition and fees will not be refunded. If residence halls are closed, charges for residence hall rooms and meal plans generally will be prorated. The university refund schedule will be updated to reflect refund policies in the event of residence hall closures.

XXIII. 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. A Newsroom announcement and subsequent newsletter email will also be used to notify faculty and staff and students about the plan. 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
- 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. A task force involving students, faculty and staff will be formed to advise university leaders on implementing social and cultural changes to behavior norms to support COVID-19 mitigation efforts. St. Thomas will provide talking points 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.
XXIV. **Plan Enforcement**
The health of our community is paramount as we return to campus. St. Thomas students, faculty and staff are expected to comply with this plan and all accompanying policies and procedures. The first step in creating a community that adheres to these policies is education. Prior to returning to campus, the university will provide education for all students, faculty and staff about the spread of COVID-19, mitigation strategies, and the rationale for campus policies and procedures related to COVID-19.

We recognize that building a culture takes time. It is important that ALL members of our community take personal responsibility for their actions, follow their own personal safety plans, and remind each other of the importance of protocols such as wearing masks or other face coverings, health and safety practices such as hand-washing and social distancing.

Students are expected to uphold all policies, plans and protocols related to mitigating the spread of COVID-19. Students who are repeatedly documented for being noncompliant with COVID-19 established expectations or who engage in egregious violations will enter the student conduct process and may be subject to discipline in accordance with the Student Conduct Code. These expectations extend to students who live off-campus in our neighborhood.

Employees are also expected to uphold all policies, plans and protocols related to mitigating the spread of COVID-19. We hope that faculty and staff will willingly comply with and promote COVID-19 established expectations. Faculty and staff who violate established expectations may be subject to discipline in accordance with the St. Thomas policies, including the Corrective Action Policy and Faculty Handbook.
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.

[Signature]

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