

University of St. Thomas COVID-19 Preparedness Plan

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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 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.

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. 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.

A. Remote Work and Other Staffing Approaches to Minimize Transmission

Consistent with the governor's executive orders, until further notice, employees who can effectively work remotely should continue to do so. [Remote work resources](#) are available on OneStThomas. A manager's decision about whether an employee can work remotely must consider business needs. While students are on campus and campus is open, the on-campus presence of more faculty and staff will be necessary. Managers are expected to consult with their Human Resources Business Partner on staffing levels and 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. So long as department objectives are met, employees who can work from home are expected to work from home. 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

Now more than ever, 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.

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, and St. Thomas community members and guests must practice social distancing: 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:

- The Common Good Commitment requires students to maintain social distancing whenever feasible.
- St. Thomas has determined a “Common Good Capacity” for classrooms and meeting rooms, the capacity limit at which social distancing may be maintained.
- **Faculty and Staff Meetings:** Faculty and staff meetings will be conducted electronically whenever it is feasible to do so; if meetings or activities need to be held in person, participation will be limited to the posted Common Good Capacity for the room, not to exceed 10, and social distancing must be maintained.
- **Student Club and Organizations Meetings and Events:** Officially recognized student clubs and organization meetings are strongly encouraged to hold meetings virtually whenever possible. However, clubs and organizations may hold in-person meetings and events provided that they follow all Campus Life requirements and create a plan to mitigate transmission risk that includes:
 - Social distancing
 - Face coverings
 - Health checks
 - Virtual attendance options
 - Taking attendance
 - Recording seating arrangements
 - Limiting indoor gatherings to 25 or the Common Good Capacity (whichever is less)
 - Obtaining approval from the Office of Campus Life if food or beverage is served
 - No banquets are permitted at this time
- **Department-Sponsored Events:** The guidelines below apply to extracurricular student meetings or activities sponsored by a St. Thomas department (e.g., STAR events):
 - Events that are directly related to classroom instruction may be held in-person in accordance with [MDH guidance](#) for classroom activities and this Plan.
 - Daily Mass and Prayer Hour may be held in person in accordance with [MDH guidance](#) for worship and this Plan.
 - At least one St. Thomas employee must be present to monitor social distancing and other health and safety protocols; if more than 50 people attend the event, there must be at least one St. Thomas employee monitor for every 50 attendees.
 - Participation for any event is limited to the posted Common Good Capacity of the space. Social distancing must be maintained and face coverings worn. Event

organizers should consider requiring registration and taking attendance to assist with contact tracing, if necessary. Event organizers must create and implement a plan to ensure health and safety protocols are followed and to minimize contact between attendees, including a plan to avoid crowding when entering or leaving the event.

- In accordance with the Governor’s January 6, 2021 Executive Order, social gatherings with individuals outside of a person’s immediate household are limited to no more than 10 people from two households indoors and are limited to no more than 15 people from three households outdoors. Residence Life will communicate with resident students about how this requirement will apply to interactions in the residence halls. Off-campus students are expected to comply with this order.
- 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 cloth face coverings will be required indoors in common areas where others are present and outdoors in groups or when distancing is difficult to maintain.
- 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://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

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. [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%. The state of Minnesota requires individuals in Minnesota to wear face coverings indoors in businesses and public settings. St. Thomas will promote mask use through:

- Requiring use of masks or cloth face coverings that cover the nose and mouth in indoor areas of campus, 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 or when swimming in the Anderson Athletic and Recreation Complex (AARC).
- Requiring masks and cloth face coverings outdoors on campus; masks may be removed outdoors when social distancing can be maintained and when away from groups of people. Masks may also be removed while engaging in exercise outdoors when the level of exertion makes it difficult to wear a face covering and while eating, provided that social distancing is maintained in both situations.
- Consistent with the Minnesota law, the mask or cloth face covering must be worn to cover the nose and mouth completely, and can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.
- Promoting masks and cloth face covering use consistent with CDC and MDH guidance and state law.
- Reminding community members that masks and other cloth 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 cloth face coverings. Reasonable accommodations may include taking classes online and working remotely and in some cases, the use of face shields. Students should contact Disability Resources, and faculty and staff should contact the Benefits Office.

Consistent with Minnesota law, the University may permit face shields to be worn as an alternative to face coverings in limited circumstances, including when faculty are teaching a class or giving a lecture and it is important that their face be seen. Guidance will be provided to faculty on face shields.

Resources:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.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](#) 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:

<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.

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

- Visuals and instructions will be placed on 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 by cleaning in and out of shared spaces, such as classroom desks, seats and podiums, with provided cleaning supplies. 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 area that has been assessed as a higher risk exposure area.

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

F. Traffic Flow

Common area traffic flow has been evaluated, and practices have been developed to reduce interactions and promote social distancing where feasible. Measures implemented include:

- Installed physical barriers or visual indicators where appropriate (e.g., six-foot floor markings).
- Installed wayfinding signage to facilitate changes to entrances, exits, occupancy limits or direction of visitor flow.
- Maximum occupancies for classrooms are clearly posted to support physical distancing.

Resource:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/non-us-settings/hcf-visitors.html>

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 close contact, 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 the contact-tracing team 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 with the contact tracing team are not required to complete the self-report form.

When students or employees report a confirmed case, they will be asked to share information relevant to contact tracing, 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, in the two (2) days prior to their first symptoms or two days prior to their COVID-19 test.
- 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 cumulative 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). MDH will perform contact tracing with respect to off-campus close contacts.
- 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.

All faculty are expected to keep seating charts for classrooms in order to assist with contact tracing. Event/meeting hosts are asked to keep attendee lists and seating charts, if feasible, in the event needed for contact tracing.

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 mask or other cloth 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 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. 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

Residential students who are not able to isolate or quarantine off campus may 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.

In some situations, community members may be advised to “self-quarantine” or engage in a “mini-quarantine,” even if they have not been confirmed to be a close contact of a person who has tested positive (for example, after travelling). The goal of a self-quarantine or a mini-

quarantine is to minimize contact with people outside your household. During a self-quarantine or mini-quarantine, individuals may continue engaging in essential activities including: class, work, required academic activities, grocery shopping, eating in the dining hall or picking up food, religious services, and medical appointments. Individuals must wear face coverings and social distance while engaging in essential activities. An individual who experiences any COVID-19 symptoms or has been notified they have been in direct contact with a known positive person should quarantine in place and contact their health care provider or the Center for WellBeing.

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.

- 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. 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 continue to be provided by Academic Affairs, deans and department chairs/program directors. Students and faculty who have specific questions should contact their dean or department chair.

A. J-Term and Spring 2021

Academic Calendar: J-term and spring will follow the [traditional academic calendar](#) with the exception of the School of Law, which is planning a small shift in its [calendar](#).

Instructional Modalities: Similar to the fall, J-Term and spring course design will include in-person, mixed-mode and online instructional modalities. In-person learning opportunities will be prioritized for spring. Many J-Term courses are being offered on-line, but some J-Term courses will be offered in person.

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. During fall 2020, we found no evidence of COVID-19 transmission in classrooms or labs; to help ensure this carries on into J-term and spring, we will continue to follow all health and safety protocols put in place for fall.
- 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 living in their household.
- 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 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. 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 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.

IX. 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.

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.

Dining Services will take a multipronged approach to providing an enjoyable and safe dining experience for students, faculty and staff. 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
 - 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 a mask or other cloth face covering when not eating, including while in line to receive food
 - Hand sanitizers at entrances and exits
 - Cashless payment options as available, contactless credit card readers and mobile ordering
 - Removal of reusable options (mugs, coffees, sodas, etc.) and self-service items
 - Cleaning and disinfecting of high-touch areas throughout the day

Guests will also notice 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.
- 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 cloth face coverings in community settings. These measures will also include information about steps students should take if they become ill.
- Resident move-in took place according to a defined process intended to minimize crowds.
- After move-in, residents will not be allowed to have guests/outside visitors in their residence halls until further notice.
- Residence Life communicates with residents about changes to residence hall rules and policies.

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 Common Good Commitment and 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 last updated, the governor's executive order limits indoor social gatherings to 10 people from two different households and limits outdoor social gatherings to 15 people from up to 3 households. 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. St. Thomas may take significant disciplinary action, including suspension, of students who host parties or other gatherings that violate the Common Good Commitment or the governor's executive order. 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 must [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 are guided by local, state and federal guidelines, medical guidance for the return to play, NCAA and conference recommendations, and university protocols, [including MDH Intercollegiate Sports Guidance](#) for Higher Education. These measures include:

- Social distancing: Athletics will comply with social distancing whenever possible, consistent with NCAA and MDH recommendations. Participants are expected to maintain six feet of distance outside of drills and open play.
- Practices will be conducted in pods with 25 or fewer people. Pods will remain separated from other pods by at least 12 feet of distancing.
- Spectators are not allowed at practices or competition.
- Promoting routine testing in accordance with NCAA standards, including testing participants in high-risk sports three times per week and participants in intermediate and low risk sports at least once per week.
- Requiring face coverings, with limited exceptions consistent with MDH guidance for swimmers and divers while in water and for competitions for athletes subject to routine testing.
- Promoting health checks.
- Locker room protocols to minimize transmission risks.
- Limiting travel and following public health guidance on travel.
- Requiring compliance with quarantine and isolation requirements.
- Following University health and safety protocols.
- Preparing to respond to possibility of team-based outbreaks and potential need to cancel or reschedule practices and competitions.

The Department of Athletics provides additional information and protocols to participants and Athletics personnel.

XIV. Recreational Facilities and Activities

A. Outdoor Recreational Facilities

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. In accordance with the governor’s executive order, individuals using outdoor recreational facilities must not engage

activities where they will come into close proximity with individuals they do not live with and must observe the limitations on social gathering size. 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 and McCarthy Gym

In accordance with the Governor's Executive Order and MDH guidance, the weight room, cardio room and pool at the Anderson Athletic and Recreation Complex (AARC), as well as the field house and arena and the McCarthy gym, are operating at 25% capacity and an overall capacity limit of 250 people per facility for recreational use. Certain individuals, including student athletes gathering for a team practice or game and people using the facility for a course or practicum, do not count toward the 250 cap. Individuals must wear masks or other face coverings at all times, except when swimming or showering, and must maintain at least 9-foot distancing while exercising. Student athletes must follow the protocols of the Athletics Department for practices and competitions.

Classroom and office space at the AARC will remain open and the field house may be used for non-recreational or fitness purposes as approved by the University (e.g., for testing events).

Registered student athletes may be evaluated in person or receive rehabilitation services inside the AARC training room by making an appointment with the sports medicine personnel via telephone or text.

C. Alumni, Community and Guest Memberships

Alumni, community and daily guest memberships will not be offered for the Spring 2021 semester at either the AARC or McCarthy Gymnasium.

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.

- Officially recognized student clubs and organization meetings are strongly encouraged to meet virtually but in-person meetings are allowed subject to the conditions in [Section VI.A](#) above.
- 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 cloth face coverings, and required six-foot

distancing. See [Section VI.A](#) above. Clubs and organizations should consider ways to de-densify any in-person meetings that are held (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.

XVII. Events

In an effort to continue to protect the community, all external campus events have been canceled through at least April 6, 2021. This includes all external clients and groups.

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. Exceptions may be approved by the Executive Vice President and Provost. Community members who are considering personal travel should read the [CDC's travel health notices](#) and [state guidance](#) 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.

Individuals who have traveled should follow CDC and/or State Department guidance.

The [CDC](#) currently advises that all travelers take the following actions:

- Consider getting tested with a [viral test](#) 3–5 days after your trip and reduce [non-essential activities](#) for a full 7 days after travel, even if your test is negative. If you don't get tested, consider reducing non-essential activities for 10 days.
- **If your test is positive**, [isolate](#) yourself to protect others from getting infected.

For 14 days after your trip:

- When you are around others, [stay at least 6 feet](#) (about 2 arm lengths) from anyone who did not travel with you, particularly in crowded areas. It's important to do this everywhere — both indoors and outdoors.
- [Wear a mask](#) to keep your nose and mouth covered when you are in shared spaces outside of your home, including when using [public transportation](#).
- If there are people in the household who did not travel with you, [wear a mask](#) and ask everyone in the household to wear masks in shared spaces inside your home for 14 days after travel.
- [Wash your hands](#) often or use hand sanitizer with at least 60% alcohol.
- Watch your health: Look for [symptoms](#) of COVID-19 and take your temperature if you feel sick.

Individuals who travel internationally or who are coming to the U.S. from a foreign country should follow [CDC recommendations](#) for international travel. Those recommendations include all of the steps above. In addition, it is recommended that community members:

- [Get tested](#) 3-5 days after travel **AND** stay home for 7 days after travel.
 - Even if you test negative, stay home for the full 7 days.
 - If your test is positive, [isolate](#) yourself to protect others from getting infected.
- If you don't get tested, it's safest to stay home for 10 days after travel.
- Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.

XIX. 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.
- The shuttle will follow the university's masking/face covering requirements. Individuals who do not have 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.

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. Guests are not allowed in the residence halls. St. Thomas may restrict visitor/guest access to other campus areas 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 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.

XXI. Campus Chapels and Other Religious Spaces

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) are operating 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 are enforced and sanitization and cleaning protocols are followed.

Among other steps, the following actions have been taken:

- Chapel services and mass are in accordance with state directives limiting the size of group gatherings. Livestreaming is offered for Sunday Mass.
- Two-thirds of pews are roped off and new capacity limits will be observed. The Common Good Capacity of the Chapel of St. Thomas Aquinas is 72.
- Hymnals have been put into storage.
- Holy water fonts remain empty/in storage.
- Signage, aisle markers and pew limits are used to enforce social distancing.
- Hand sanitizing stations have been added.
- Cleaning takes place between services.
- Masks or other cloth face coverings are required for attendees over age 2 who can medically tolerate masks.
- Only cantors will sing; congregational singing has been discontinued.
- Scheduled Masses normally held in smaller chapels have been moved to St. Thomas Aquinas to allow for more distancing.
- Health and safety protocols are communicated through various means, including the newsletter and the Campus Ministry website.
- Entrance and exit processions through the assembly are shortened or omitted.
- In observing the Liturgy of the Eucharist,
 - Procession of gifts is omitted.

- Collections have been moved online or placed in a common receptacle near entrances.
- Lids remain on ciboria during consecration.
- Hand sanitizer is 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 to participants.

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 has developed and continues to update 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. If residence halls are closed, charges for residence hall rooms and meal plans generally will be prorated.

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 may 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
- 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.

XXIV. 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.

The first step in creating a community that adheres to these policies is education. The University continues to 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 cloth face coverings, and 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. All undergraduate students who live, work, or learn on-campus are required to follow the Common Good Commitment. 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, where Neighborhood Relations and Public Safety will continue to educate and respond to reports.

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.

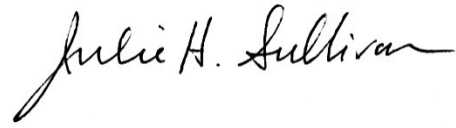
XXV. Certification

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.

University of St. Thomas Preparedness Plan

Published June 23, 2020

Most recent update: February 15, 2021

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

Julie Sullivan, Ph.D.

President, University of St. Thomas

XXVI. 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.