



WHERE *REAL* HAPPENS

OUR RETURN
TO CAMPUS PLAN

SAFEGUARD McMURRY UNIVERSITY

Safety First. Protect Each Other.

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CAMPUS PLANNING TO SAFEGUARD McMURRY



WHERE **REAL** HAPPENS

CAMPUS PLANNING

McMurry University will strive to create an environment that is conducive to safe and effective interaction within the daily activities associated with academics and campus living. Providing a safe campus environment will require each War Hawk community member to follow and adhere to recommended guidelines so that we can protect each other.

In the McMurry University Return to Campus Plan (RCP), the faculty and staff team has outlined protocols needed to resume effective, on-campus academic instructions and activities. We realize that the year ahead may be challenging. McMurry leadership, faculty, and staff, with the support of the Board of Trustees, is committed to making the 20-21 academic year productive and successful for our students and workforce while keeping our community safe and healthy. As the COVID-19 environment continues to evolve, this plan will be updated based on our ongoing monitoring, new information, and interactive planning to allow the campus to adapt quickly.

PLANNING CONSIDERATIONS

Based on the Centers for Disease Control and Prevention (CDC) "Considerations for Institutions of Higher Education (Addendum 1), McMurry is designing an on-campus experience focused on fulfilling students' desires to return to face-to-face instruction by incorporating CDC guidelines into the campus plan. Plans also align with guidance from local, state, and federal governmental agencies and public health officials.

McMurry continues to educate and inform our campus about safety and wellness recommendations regarding the pandemic sourcing information from:

- The Centers for Disease Control and Prevention (CDC)
- Johns Hopkins Coronavirus Resource Center
- Texas Department of State Health Services, participating weekly on the DSHS update call
- Abilene Taylor County Public Health District, collaborating with the district and other area universities
- Hendrick Health System, as well as other regional health systems
- Texas Higher Education Coordinating Board
- Educational & Institutional Insurance Administrators, Inc. (EIIA), a member-driven consortium of private, faith-inspired colleges, universities and seminaries committed to protecting the promise of higher education through the delivery of innovative insurance and risk management solutions
- National Collegiate Athletic Association (NCAA)
- American College Health Association (ACHA)
- Independent Colleges and Universities of Texas (ICUT)

State of Texas Guidance

McMurry referred to and continues to receive guidance from:

- Opening the State of Texas
<https://www.dshs.state.tx.us/coronavirus/opentexas.aspx>

Campus Planning and Action Teams

McMurry developed work groups to help address campus needs facing the University in preparing to deliver face-to-face instruction beginning with summer terms, as well as complex challenges relating to a fall return to campus.

- McMurry Infectious Disease Response Team (MID)
- McMurry Academic Transition Team (MATT)
- Screening Protocols Taskforce
- Return to Campus Taskforce
- Supplies Taskforce
- Contact Tracing Team

McMurry Health Safety Guidance

- Face coverings are required to be worn in all inside common spaces or when in close proximity to others.
- All McMurry community members will be encouraged to follow good hygiene guidance such as regular hand washing, avoiding touching your face, practicing safe covering of mouth and nose when sneezing or coughing, disinfecting touched items, and regular cleaning of personal spaces.
- All community members will take personal responsibility by following all health measures, including remaining at home when ill and supporting contact tracing protocols.
- All community members, including faculty, staff, and students, are to practice 6 feet of physical distancing to the greatest extent possible.
- Community members with increased risk will be allowed to continue to learn remotely.
- Increased cleaning of commonly touched spaces, bathrooms, and common areas will remain in place.
- Testing, contact tracing, and response to illness protocols will be established to respond to potential cases of COVID-19 in coordination with the Abilene Taylor County Health District and other local colleges and universities.

EXPECTATION FOR CAMPUS COMMUNITY



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EXPECTATION FOR CAMPUS COMMUNITY

Commitment to Safeguards Pledge

Protecting the health of the McMurry community will require long-term effort and commitment, cooperation, teamwork, and understanding – all values that our community has shown in a multitude of ways in recent months. The phrase you see at the end of many communications (Safety First. Protect Each Other.) reminds us that by following guidelines, you are doing your part to protect our McMurry community. When returning to campus, we will ask that you sign the War Hawk Pact acknowledging your role to help keep our campus safe.

McMurry's Pledge to Students

- Educate and inform students, faculty, and staff about requirements that will ensure that they are responsible McMurry community members.
- Implement and enforce safety protocols to ensure students, faculty, and staff are in compliance. Make adjustments as needed to promote campus safety.
- Provide instruction to students, faculty, and staff on CDC health safety guidelines.
- Implement health and safety changes and protocols in shared physical spaces.
- Deliver protective equipment (face mask or covering) to each student, faculty, and staff.
- Clean and disinfect common spaces daily and provide resources to help students ensure their personal spaces are cleaned regularly.
- Ensure social distancing protocols can be adhered to during all campus activities.
- Share updates and information in a timely manner with students, faculty, and staff.
- Ensure messaging and protocols are consistent and clear to students, faculty, and staff.
- Commit to ongoing evaluations to anticipate future campus needs.

Students' Pledge to McMurry

- Educate myself and personally practice campus safety protocols to reduce the risk of introducing the coronavirus to campus.
- Wear a facial covering when in common areas and in the presence of others.
- Adhere to symptoms screening and notification guidelines established by the McMurry safety teams.
- Be informed and aware of symptoms and immediately contact McMurry Health Services if you feel you have symptoms.
- Adhere to Contact Tracing guidelines by sharing contact names if you become infected.
- Avoid community locations where you may come into contact with someone who is not following safe practices.
- Off-campus guests are not permitted access to or allowed in residence halls. Only residents will be allowed in campus housing during the 20-21 academic year.
- Commit to and sign the War Hawk Pact.
- I understand that failure to comply may put others at risk and result in disciplinary actions through the Dean of Student Affairs office.

THE WAR HAWK PACT



As McMurry University plans for a safe return to campus for the Fall 20 semester, we realize that COVID-19 presents us with an opportunity to reinforce our commitment to the safety not only of ourselves, but also of everyone in our campus community. Therefore, we are asking all students, faculty, and staff to agree to this campus pledge, the War Hawk Pact. This Pact is a way to let friends, fellow students, and colleagues know that you are committed to doing your part to help keep the McMurry community safe during this time.

Safety Practices:

In order to assure as safe a campus as possible, I pledge to the following:

- Daily health screenings
 - Complete screenings before reporting to work or class.
 - Contact Health Services if any signs/symptoms on screenings are answered yes.
 - Students, faculty, and staff are asked to stay in their room or at home if they are sick.
- Social Distancing
 - Maintain a social distance of six feet (6') between yourself and others.
- Wearing a Mask or Face Covering
 - Mask or face covering is required on campus when in common areas and in the presence of others. This includes all students and professors wearing face covering throughout the face-to-face classes and research activities.
 - Masks are required when you are within six feet (6') of another person or while inside all campus buildings, including residence halls.
- Regularly washing or sanitizing your hands.
- Disinfect personal items and sanitation in shared areas, offices, etc.
 - Backpacks, water bottles, food – take careful consideration when taking personal items into shared spaces.

- Wash surfaces often in shared spaces before and after use.
- Sanitation kit available in each residence hall.
- Meetings (other than classes and special University assemblies)
 - Groups should be limited to 10 or less (subject to change based on required protocol revisions).
 - Masks are required for small group work, private conversations, or board work that requires being closer than the social distancing guidelines.
- Remain diligent in adhering to safety consideration if you must move around the community.
 - Always use your best judgement to avoid places that could become crowded or overpopulated and risk being in compliance with the capacity requirements.

The War Hawk Pact:

As a member of the McMurry University community, I recognize my responsibility for keeping myself and our community safe during the COVID-19 pandemic. I also recognize that we must all support our most vulnerable community members, especially those whose health and well-being may be affected by COVID-19.

I pledge to remain vigilant in following the safety practices outlined above.

I pledge to extend grace, love and care to myself and others.

By signing this pledge, I acknowledge my personal responsibility in keeping the McMurry campus community safe and limiting the spread of the COVID-19 virus.

Signature _____

Print Name _____

Date: _____

EXPECTATION FOR CAMPUS COMMUNITY

Expectations for Complying

We look forward to welcoming students, faculty and staff to campus this fall and recognize that our resocialization to the campus must be very deliberate and in a manner that creates an environment that results in as low a COVID-19 infection spread as possible, coupled with rapidly identifying and isolating any positive cases.

All McMurry community members including students, faculty, staff, and vendors, as well as campus guests, are expected to abide by policies, protocols, and guidelines, hereafter grouped and referred to as campus policies, in this plan. Failure to do so places others at risk and may bring harm to the campus community. Faculty, staff, and students who fail to follow the campus policies will result in student disciplinary action being taken or employee disciplinary action being taken.

Expectations and Consequences:

- Students, faculty, and staff are expected to adhere to University guidelines intended to minimize risk of exposure to COVID-19 consistent with health and safety guidance, including, but not limited to, McMurry's Personal Safety Measures and Campus Health Policies.
- Students agree that if they test positive for COVID-19 or they receive notice/contact from any public health department, agency or medical professional about possible exposure to COVID-19 and/or instruction to quarantine or isolate, they will immediately disclose such information to the Director of Student Health in the Health Services Clinic (President Hall), the Dean of Students & Campus Life or Residence Life Staff.
- Faculty and staff agree that if they test positive for COVID-19 or they receive notice/contact from any public health department agency or medical professional about possible exposure to COVID-19 and/or instruction to quarantine or isolate, they will immediately disclose such information to their supervisor, vice president, or the Office of Human Resources.
- Students, faculty, and staff agree to comply with University direction requiring isolation and quarantine.
- Students are required to comply with all health and

safety law, orders, ordinances, policies, regulations, and guidance adopted by the University as it relates to COVID-19, including, but not limited to the policies, protocols, and guidelines outlined in this document, and failure to do so may result in conduct referral to the Director of Residence Life & Housing or the Dean of Students & Campus Life. This guidance may evolve as circumstances warrant. The University may require a student to leave campus in the event the student's continued presence poses a health or safety risk to the campus community.

- Faculty and staff are required to comply with all health and safety law, orders, ordinances, policies, regulations, and guidance adopted by the University as it relates to COVID-19, including but not limited to, the policies found in the Employee Handbook, the Faculty Handbook, protocols and guidelines outlined in this document. Failure to do so may result in referral to the Office of Human Resources and will result in employee disciplinary action being taken. This guidance may evolve as circumstances warrant.
- Students are required to comply with all health and safety laws, orders, ordinances, policies, regulations, and guidance adopted by the University as it relates to COVID-19. Students who fail to comply with Student Handbook policies, University protocols and guidelines as related to COVID-19 and outlined in this document may be charged with a violation of the Student Code of Conduct. Specifically, students may be charged with, but not limited to, the following violations:
 - **Violation # 106, Failure to Comply and/or**
 - **Violation # 109, Published [McMurry University] Policies and/or Federal, State, or Local Laws.**

Sanctions may include, but are not limited to, (1) any of the sanctions outlined in the Student Code of Conduct, (2) requiring that the student must transition to remote-only classes for the remainder of the semester and be prohibited from coming to campus, and/or (3) other sanctions appropriate to the situation.



WHERE **REAL** HAPPENS

CAMPUS COMMUNICATIONS



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Updates

The working Return to Campus plan is posted on mcm.edu/coronavirus. The plan may be adapted at any time to incorporate new campus policies to safeguard our campus community and to accommodate local, state, and federal guidelines.

Communications and Campus Updates

Dedicated Webpage

McMurry strives to keep communication lines open and transparent while we work to ensure we are providing accurate and timely information. We send out campus update emails to students' (mcm.edu) email addresses and have developed a dedicated web page at "mcm.edu/coronavirus".

Email and Text Notification

If you would like to sign up to be on the email and text lists, please click [here](#) and provide McMurry with your email and mobile number (optional). Multiple family members may enroll by submitting their own form.

Email Sign Up Direct Link: <https://warhawks2016.wufoo.com/forms/campus-updates/>

COVID-19 DISEASE INFORMATION



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COVID-19 DISEASE INFORMATION

Symptoms

CDC list symptoms, which may appear 2-14 days after exposure to the virus, as:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Recognizing Who's at Risk

We are all at risk for getting COVID-19 but some people are more prone than others to become severely ill, and in some cases, may even die. This requires each of us to be diligent in practicing healthy habits to protect each other.

Please be aware that an asymptomatic (exhibiting no symptoms) individual may be a carrier of the coronavirus and put others at risk.

Highest Risk: Older Adults

Those at greatest risk are ages 65 or older – your parents or grandparents. Remember risk increases with age, a 60-year-old is more at risk than a 50-year-old. But if you are 20, it doesn't mean you aren't at risk.

Other Risk Factors: Medical Conditions

- Asthma
- Cystic Fibrosis
- Sickle Cell Anemia
- High Blood Pressure
- Immune Compromised (medicines, bone marrow transplant, immune deficiencies, etc.)
- Smoking
- Obesity
- Type 1 or Type 2 Diabetes
- COPD
- Kidney Disease
- Cancer
- Heart Disease
- Neurologic conditions

Visit [CDC site](https://www.cdc.gov/coronavirus/2019-ncov/index.html) for more detailed information.



COVID-19
CORONAVIRUS DISEASE 2019

BUILDING MANAGEMENT PREPARATION



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BUILDING MANAGEMENT PREPARATION

Academic Building Cleaning

Before Welcome Week and students return to campus, all facilities will be prepared including:

- Clean the residence halls from top to bottom
- Clean and wax floors
- Dust and disinfect each residence hall room
- Deep clean and disinfect each bathroom
- Common areas deep cleaned
- Cleaning products have 60% plus alcohol content
- A fogger/mister of each common area prior to students moving in

(These procedures will be used during the semester as well.)

(Addendum 2: National Cleaning Plan)

Residence Hall Personal Room Cleaning

- **Pre-Cleaning:** Prior to student return to campus, each room will be cleaned and disinfected.
- **Student Responsibility:** Once students occupy their rooms cleaning and disinfecting becomes the personal responsibility of the students.
- **Common Spaces/Kitchens:** Multiple-times daily open common areas, including the kitchen area, will be cleaned and disinfected. We ask that students do their part in wiping down areas when they complete tasks.
- **Kitchen:** Kitchen areas will be open with a limitation of two (2) students at a time. We ask that students do their part in wiping down areas when they complete their food preparation. Cleaning and disinfecting supplies will be available.
- **Store Food in Room:** Please remember to securely store food in containers in your personal room. Open packages will attract bugs and may affect your residence hall community.
- **Cleaning and Disinfecting Supplies:** McMurry will provide cleaning kits to support the students. Kits may be checked out from the RAs. While we are providing supply support, we encourage students to bring personal supplies to support cleaning of their personal spaces including bathrooms.
- **Hand Sanitizer:** Stations will be located at centralized entry points and at the building exits.
- **Hunt and Martin Residence Halls** are owned and managed by CLV (Campus Living Villages). CLV plans for

housing cleaning and disinfecting align with McMurry plans for McMurry owned housing including, Gold Star Residence Hall and the Campus apartments.

Deep Cleaning

Deep cleaning will occur in all buildings and facilities around campus based on occupancy and use:

- Early morning, daily cleaning occurs in classrooms to prepare for daily instruction.
- Open buildings are cleaned and disinfected on a daily basis at regular intervals.
- Cleaning and disinfecting of high-touch surface areas (such as door handles, elevator panels, railings, copy machines, etc.) occurs daily and throughout the day until classes end.
- Safeguard kits will be available in each classroom including disposable masks, hand sanitizer, and disinfecting wipes.
- Fogging disinfection will continue to be used for sanitization of spaces.
- Additional cleaning measures will be taken if the University is notified that an individual is/was on campus with a positive diagnosis of COVID-19.
- Additional measures may be implemented by the supervisor of an assigned work area.

(Addendum 2: National Cleaning Plan)

Emergency Cleaning

Upon notification that an individual is/was on campus and has tested positive for COVID-19, McMurry has an onsite maintenance team who will be deployed to clean and disinfect based on recommended guidelines. The team will clean and disinfect on-campus student rooms, as well as all University facilities.

CAMPUS BUILDING ACCESS, FLOW AND CLASSROOM PROTOCOLS



WHERE **REAL** HAPPENS

CAMPUS BUILDING ACCESS, FLOW AND CLASSROOM PROTOCOLS



Plan Date: 8-11-2020

McMurry has established this important protocol to reduce the potential spread of the virus and expects our community members to strictly adhere to face coverings and social distancing recommendations.

- Centralizing building access; McMurry established centralized access to buildings for summer terms. This will continue through the 20-21 academic year.
- Directional traffic flow, in some areas on campus, to encourage proper spacing to support social distancing and to reduce the likelihood of congestion and crowd formation between classes and events.
- Signage across campus serves as a constant reminder to practice safe health habits:
 - Wear your face covering while in the presence of others
 - Don't touch your mouth, nose, or eyes
 - Washing your hands often (hand sanitizer is optional when washing is not available)
 - Cover your mouth when coughing or sneezing
 - Clean surfaces often
 - Avoid touching people's hands or shaking hands
 - Social distance (6 feet apart)

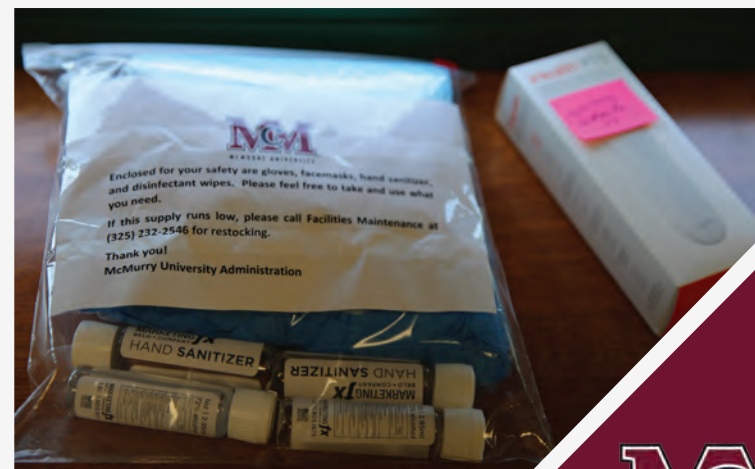
Classroom Protocols

- Students will have assigned seats in all classrooms.
- Students will need to have completed a daily screening assessment to gain access to classrooms which includes a temperature check. Students should familiarize themselves with the symptoms listed. Details available in Personal Safety Measures/Campus Health Policies section.
- Safeguard kits will be available in each classroom including disposable masks, hand sanitizer, and disinfecting wipes.
- Classrooms will be configured to ensure social distancing and/or size guidelines are in place.
- Students will need to have completed a daily screening assessment to gain access to classrooms which includes a temperature check. More details below under *Daily Symptoms Screening* section.

Social Distancing Guidance

Campus community members are expected to maintain appropriate physical distancing in order to avoid being exposed to or spreading COVID-19. To that end, the University has implemented the following physical distancing/separation measures:

- Maintain at least a distance of 6 feet from others.
- Avoid crowded places and mass gatherings.
- Avoid physical contact, such as hugging and handshakes.
- Classrooms and other meeting facilities will be staged to accommodate social distancing.
- Floor markings (blue tape and stickers) have been added to aid in distance measurement in offices and where lines may form (i.e., post office, dining hall, student services).
- Signage has been placed on building doors and throughout campus promoting safety.
- Plexiglass barriers have been installed in locations that involve regular face-to-face contact (i.e., Library, post office, dining hall, etc.).



WHERE **REAL** HAPPENS

PERSONAL SAFETY MEASURES / CAMPUS HEALTH POLICIES



WHERE **REAL** HAPPENS

PERSONAL SAFETY MEASURES/CAMPUS HEALTH POLICIES



Mask/Face Covering Required

Everyone on campus is required to wear a face covering in the presence of others for the fall term. We believe covering your nose and mouth with a face covering in all settings is an effective way to protect you and others.

Campus Residence

- McMurry will provide each student with a branded facial cover when they arrive on campus and check-in to housing.
- You may use personal facing coverings or masks if you choose. McMurry is providing a face covering as a service to our students.

Commuters

- Commuters will be asked to check in on first day of class in Garrison Campus center to pick up their facial covering.
- You may use personal facing coverings or masks if you choose.

Daily Health Check and Reporting

- Daily symptoms screenings and temperature checks will be required by anyone planning to visit campus that day (students, employees, visitors, vendors, etc.).
- Anyone exhibiting symptoms or whose temperature is 100.4 or higher is asked to stay home.
- Students, faculty, and staff will be asked to register and utilize the app, Healthy Roster, for the daily screening process. Once the personal assessment is completed in the app, it provides the student entry form into a classroom – **red X** or **green check**. You will share with the professors via your phone screen showing that you have completed the daily assessment and have been cleared for classroom instruction.

Symptoms Checklist

- o Fever of 100.4 or greater or felt feverish
- o New or worsening cough
- o Shortness of breath
- o Sore throat
- o Headache
- o Repeated shaking with chills
- o Muscle pain
- o New loss of smell or taste
- o New or worsening fatigue
- o New or worsening runny nose and/or congestion
- o Nausea or vomiting
- o Diarrhea

COVID-19 DAILY SYMPTOMS SCREENER		
In the past 24 hours, have you experienced?		
Independent breathless breathing	Yes	No
New or worsening cough	Yes	No
Shortness of breath	Yes	No
Sore throat	Yes	No
Headache	Yes	No
Repeated shaking with chills	Yes	No
Muscle pain	Yes	No
New loss of smell or taste	Yes	No
New or worsening fatigue	Yes	No
New or worsening runny nose and/or congestion	Yes	No
Nausea or vomiting	Yes	No
Diarrhea	Yes	No
In the past 14 days, have you?		
Had close contact with an individual diagnosed with COVID-19	Yes	No
Traveled via airplane internationally	Yes	No

HEALTHY HABITS

McMurry community members will be encouraged to practice good personal sanitation/hygiene, keeping the following in mind:



Frequent hand washing with soap and water for at least 20 seconds, especially after coughing, sneezing, blowing their nose, or touching their face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol which will be available at stations across campus.



Avoid touching nose, eyes and mouth.



Use your own water to minimize use and touching of water fountains (and to use the hands-free, bottle filling stations where available).



Cover coughs and sneezes with a tissue and immediately throw tissue in the trash. If a tissue is unavailable, the cough or sneeze should be covered with the inside of an elbow, not the hands.



Clean your personal space daily. Cleaning kits will be available in the residence halls for students to check out from the Residence Advisors (RAs).



WHERE **REAL** HAPPENS

STUDENTS: PRE-RETURN TO CAMPUS



WHERE **REAL** HAPPENS



Pre-return to Campus

- If any student is having COVID-19 symptoms and/or elevated temperature (100.4 or greater), they should not come to campus because they will be immediately quarantined.
- McMurry is exploring the option of screening students as they return to campus.

Testing Protocols

McMurry will organize:

- Testing for all close contacts of all positive cases.
- Surveillance testing may be implemented campus-wide or within specific groups (i.e., athletic team, social clubs, residence hall, etc.) should McMurry deem it necessary based on the community exposure.

Extended Residential Hall Move-in Procedure

- Residence hall move-in will be staggered over several weeks to allow for pre-move-in. Students may schedule a time to drop-off their personal items in their rooms to reduce density and allow for social distancing.
- Email from Residence Life was sent on July 22, 2020.
- Information is available at mcm.edu/coronavirus.
- Direct Link:
<https://services.mcm.edu/health/housingupdate.html>



EXTENDED MOVE-IN (BY APPOINTMENT)



WHERE **REAL** HAPPENS

EXTENDED MOVE-IN (BY APPOINTMENT)

New and Returning Students Drop-off Days
August 12 - August 14, 2020

New Student Check-in/Move-in
August 17 – 19, 2020

Returner Move-in
August 22 - August 23, 2020

Move-In Details (All move ins, returning students included)

- Upon arriving to campus, students and their two guests (maximum) will head to their assigned residence hall, where they will be greeted by the Residence Life Staff and Orientation Leaders.
- They will be handed a packet at the front desk of their residence hall, which will include a check list of items they must complete before the semester begins, their student ID, room key (if applicable), a welcome letter from their RA, a lease (if needed), the War Hawk Pact, a roommate/suitemate agreement form and a McMurry face covering.
- The student and guests will then be escorted to their room, where the student will open their own door to *1) make sure their key card or key works and 2) limit contact.*

Sanitation Practices During Move-Ins

- The Residence Life staff and Orientation Leaders, as well as National, will have cleaning materials on hand and assigned to regularly clean frequently touched surfaces throughout move-in days, including door handles, the front desk countertops, etc. There will also be hand sanitizer at the entrances of each residence hall for the convenience of all students and visitors.



HOUSING



WHERE *REAL* HAPPENS

Amended Policies for the Fall 2020 Semester

Guest Visitation

- After move-in, off-campus guests are not permitted in the residence halls, suites, and apartments.
- In-room guest should align with university guidelines. No more than four individuals in a room with masking and social distancing protocols adhered.

**This could be amended based on governmental regulations or lifts of regulations.*

- **Use of Lobbies and Study Rooms**
 - Lobbies and study rooms will be open.
 - Students should adhere to guests, masking, and social distancing guidelines.
 - All spaces will be fogged for disinfecting on a regular schedule. Students may also use the Nest or the Perch in the Garrison Campus Center, and the Library will be open for use.
- **Kitchen Use** - Kitchens will remain open for the Fall 20 semester; however, only two people may be in the kitchen at a time in order to allow for social distancing. Frequent handwashing will be encouraged through signage in the kitchen area.
- **Use of Face Covering Required** - Wear mask or face covering anytime one is walking through the halls or in a space that is shared, other than in one's own residence hall room.
- **Self-Reporting** - Students are encouraged to continually monitor their own health. If a student begins experiencing any of the common COVID-19 symptoms, they should report these to McMurry Health Services.
- **Cleaning Expectations** - As always, students are expected to clean their own living spaces. Students will be provided with a suggested cleaning schedule, as well as a roommate and suite agreement form, in order to determine the type and frequency of cleaning, especially as it pertains to suited bathrooms.
- **Residence Hall Programming** - Programs within the residence halls may look a little different this year, but the RAs will be trained on how to offer fun, educational, and developmental programs for students in new and creative ways. Some of the fun programs offered in the



Spring semester after classes moved online included a virtual escape room, a game night, and a Netflix watching party. The Residence Life staff have been hard at work to make sure students are able to stay safe and "connected" in the residence halls.

- **The War Hawk Pact** - Before moving in, all residential students must sign the War Hawk Pact committing to practice and adhere safety plans for the University.
- **Laundry Room Safety** - Procedures and occupancy may vary by laundry room and will be posted on the doors. McMurry will follow regular building cleaning and disinfecting procedures.
- **Increased Signage** - To increase awareness in the residence halls, signs concerning hand hygiene, social distancing, updated residence life policies, etc. will be posted around the residence halls. In addition, students will receive a small card that includes helpful information regarding policies and procedures that have been put into effect as a result of COVID-19.
- **Quarantine and Isolation Space**
 - There are a limited number of rooms reserved for quarantine and isolation spaces in the event that a student 1) exposed to a positive case 2) begins exhibiting symptoms of COVID-19 or 3) tests positive for COVID-19.
 - If a student should become quarantined or isolated, accommodations will be made in order to deliver food and supplies for the student.
 - Quarantine students may have been exposed to someone who has tested positive and must quarantine for 14-days from date of personal contact to positive case.
 - A student who tests positive will isolated for 10 days from diagnosis and must symptom-free for three days before they can return to their campus residence.
 - A student will return to his/her normal housing assignment once they have completed quarantine or isolation, and the room will be cleaned after the space has been vacant for 84 hours.

STUDENT CARE ON CAMPUS



WHERE **REAL** HAPPENS

STUDENT CARE ON CAMPUS

McMurry Health Center Services

- McMurry maintains a Health Services Center on campus staffed by a nurse
- Abilene Bone and Joint will support McMurry with additional services including physician assistant (PA) and nursing care by appointment.
- All health services require an appointment.
- Appointments are made via Doxy.me.
- No one is allowed to wait in the waiting area of the health center to ensure social distancing is maintained.
- The office is cleaned between each visit.

COVID-19 Care

- The first visit will be a virtual visit and may be made via doxy.me.
- Patient may be referred off-campus if needed.
- Testing will not be done on campus for symptomatic students. These students will be referred to a site recommended by the Abilene Taylor County Health District.
- A care team will be assigned to support a student ensuring their needs are met.
- If a student is living off-campus, he/she will receive the same attention to ensure their care.

Injury or Non-COVID-19

- In-person appointments for injury or illness not COVID-19 related are available.
- Appointments are made via doxy.me.
- No one is allowed to wait in the waiting area without an appointment to ensure social distancing maintained.
- If a student needs immediate, non-urgent injury care, call campus security at **4666**.

TESTING DURING SEMESTER

McMurry will support the University community in providing access to testing including organizing testing for all close contacts of all positive cases and surveillance testing throughout the semester.

CLINIC HOURS

MONDAY – FRIDAY

8:00 am - 4:30 pm

(Closed from

*12:00 pm - 1:00 pm
for lunch)*



WHERE **REAL** HAPPENS

CONTACT TRACING



WHERE **REAL** HAPPENS

CONTACT TRACING

McMurry is unable to guarantee a COVID-19 free environment but we are committed to ensuring that we react quickly and contain the spread of the virus. Contact tracing teams have been established. These teams are trained to work with the infected person to identify others who might have been infected through close contact with the infected person. This process is an essential tool to keep our campus community safe. The team will call every person who is identified as having been in close contact with the infected person and ask that they quarantine.

- Contact Tracing Team members have completed the John Hopkins Contact Tracing course and have developed protocols for rapid response to reported exposures.
- If a member of our campus community becomes infected, our team of professionals will work closely with them to ensure that they have a way to quarantine or isolate safely and that they have access to food and other essential resources while they are in quarantine.
- The name of the infected person will never be revealed during these contact tracing calls to protect their privacy and confidentiality.
- Additional actions:
 - o Assigned seats in all classrooms will aid in contracting tracing if a situation arises.
 - o On-campus maintenance team will be available to clean and disinfect rooms that impacted including residence halls.
 - o McMurry is working in conjunction with the Abilene Taylor County Health District, Abilene Christian University and Hardin Simmons University to keep learning environments safe.

Student, Faculty and Staff Care/Quarantine or Isolation

- All students, faculty, and staff will participate in daily health screening every morning prior to participating in sports, classes, or social events. The screening follows guidance from healthcare specialists and includes temperature checks and the presence/absence of specific symptoms.

- Should a campus member test positive and/or develop symptoms of coronavirus, a team will be assigned to work with the individual.
- The individual will receive immediate guidance from McMurry healthcare staff and depending upon the assessment may be directed for testing.
- The individual will be asked to quarantine or isolate.
- For students, a location on campus has been identified and is being equipped for safe and comfortable quarantine or isolation. Students may wish to quarantine or isolate from their homes for additional care and comfort during quarantine.
- McMurry healthcare staff will monitor the health and well-being of students daily and will establish a plan for the delivery of food and other important necessities during the quarantine or isolation period.

Student and Parent Information Notifications

- Transparency creates trust and McMurry will provide updates and notifications regularly and in the event that new situations arise while adhering to Ferpa/HIPAA guidelines.
- Campus updates will be sent via email to students' campus email address.
- Parents may sign up to receive campus notification emails. [Click here to sign up.](#)
- Information will be posted to mcm.edu/coronavirus within 48 hours of email be sent (weekend emails will be posted on the following Monday).

STUDENT LIFE



WHERE *REAL* HAPPENS

Student activities are important to campus living and the college experience. All planning efforts take into consideration social distancing protocols and occupancy guidelines as established by governmental agencies.



Planning efforts are underway to build a hybrid student engagement program incorporating both virtual and in-person events for the fall. The McMurry plan will address various components of the student experience, including student services, club activities and recruitment, events, recreation, and student activities with health and well-being serving as the cornerstone.

The approach incorporates the following:

- Execution of a hybrid fall events and activities that will offer virtual participation options to students, limit frequency and size of face-to-face interactions, and leverage outdoor spaces while supporting physical distancing.
- Continue virtual offerings for counseling and psychological services, career services, academic support services, and other key services with limited face-to-face interaction as needed.
- Tailor recreation and wellness activities to support reduced virus transmission, including adjusted hours of operations, facility layout changes and restrictions, and remote exercise classes and personal training.
- Activities, such as intramural sports, will be introduced over the course of the fall semester with approval from university leadership and appropriate health and well-being measures implemented.

Abilene Community Events and Venues

Engaging with the Abilene community is important but please remember that leaving campus to participate may place you at risk of infection.

If you determine you want to attend an off-campus event, familiarize yourself with the McMurry Health Safety Guidance above on [page 18](#).

By following these guidelines, you will help to protect yourself and others:

- Make sure social distancing protocols are in place and if you arrive and people are not adhering to 6' rule, leave and return to campus.
- Wear a face covering, while this may be uncomfortable, research is showing that it is effective in preventing spread of the COVID-19.
- Wash your hands or carry hand sanitizer with you and clean your hands often, we cannot stress this enough.
- Don't touch your mouth, nose, or eyes, again, we cannot stress this enough.

DINING SERVICES



WHERE **REAL** HAPPENS

DINING SERVICES

McMurry contracts with Pioneer College Caterers to manage all dining services on campus. Pioneer has developed procedures to facilitate dining based on CDC and public health regulations. The complete plan is included in **Addendum 3**.

Overview of guidelines for dining:

- Service levels for consideration will be defined in August based on current governmental guidelines (Restricted, Moderate, Limited and Standard)
- Physical barriers (Plexi Guard and Stanchions)
- Social distancing
 - Tables and chairs in the dining area will be reduced and set up with only 50% capacity.
- Personal protection equipment (tissues, disinfectant wipes, thermometer, gloves, face coverings)
- Instructional signage (including at entry, service area and back of house), special social distancing signage on floor, table signage
- Health checks for employees
- Cleaning and sanitation procedures reflecting COVID-19 protocol
- Communication about cleanliness and food safety
- Instruction about hand hygiene and respiratory etiquette
- Dine-in or carryout options
- The Grille and The Brew will operate as normal with social distancing set up and seating reduced to 50% capacity.
- The C-Store will have reduced offerings during peak times with social distancing set up down the hallway. During these peak times, the cashier will hand out items to customers as social distancing cannot be effective in the store. During off-peak times, customers will be allowed to enter one at a time and shop as normal.



ACADEMIC SCHEDULE

2020-2021



WHERE **REAL** HAPPENS

ACADEMIC SCHEDULE 2020-2021

Fall 2020 Schedule

Fall schedule has been adjusted to allow **on-campus instruction to conclude before Thanksgiving, on Tuesday, November 24, 2020.** The last week of classes and all finals will be conducted online.

Students have two options following Thanksgiving.

1. They may return home at Thanksgiving and finish classes and finals remotely.
2. They may return to campus following Thanksgiving and finish classes and finals remotely, on campus.

Even though instruction will be online after Thanksgiving, the campus will be open for those who need technology and services. If you have any additional needs, please let us know. Campus housing and dining services will remain open.

FALL ACADEMIC SCHEDULE

WAR HAWK WELCOME WEEK
August 19, 2020 – August 23, 2020

FIRST DAY OF CLASS
August 24, 2020

END ON-CAMPUS INSTRUCTION
November 24, 2020

FINAL EXAMS (online)
December 7 – December 11, 2020

END FALL SEMESTER
December 11, 2020

RESIDENCE HALLS CLOSE
December 11, 2020

Spring 2021 Schedule

SPRING ACADEMIC SCHEDULE

RESIDENCE HALLS OPEN
January 9, 2021

FIRST DAY OF CLASS
January 11, 2021

MLK BIRTHDAY HOLIDAY
January 18, 2021

SPRING BREAK
March 8 – March 12, 2021

GOOD FRIDAY HOLIDAY
April 2, 2021

EASTER MONDAY
April 5, 2021

FINAL EXAMS
May 3 – May 7, 2021

END SPRING SEMESTER
May 7, 2021

RESIDENCE HALLS CLOSE
May 7, 2021

BACCALAUREATE
May 7, 2021

COMMENCEMENT
May 8, 2021

INSTRUCTIONAL SCHEDULE AND OFFERINGS



WHERE **REAL** HAPPENS

INSTRUCTIONAL SCHEDULE AND OFFERINGS

While we know the fall will not be 'business as usual,' we are committed to offering a rich, intellectually challenging, and engaging academic experience for our students in a way that prioritizes safety. Academic delivery in the fall will be both face-to-face and online. We refer to this as a **concurrent design**. We know there may be situations that will necessitate students to pivot to distance learning for some length of time and our faculty are willing and prepared to support them.

- Our semester will begin as originally planned with the first day of classes on Monday August 24.
- Our classes will meet face-to-face and will strictly adhere to the social distancing and face-covering guidelines recommended by health care specialists. At the same time, our faculty are taking the additional step of designing their classes with flexibility to allow students to complete the courses online if they are in a vulnerable population relative to the virus, or the need arises for any other reason.
- Fall scheduling has been adjusted to allow face-to-face instruction to conclude the Tuesday before Thanksgiving, with the last week of classes and finals being online.
- Remote learning option will be available to support students unable to attend in-person classes



LIBRARY



WHERE *REAL* HAPPENS

LIBRARY

LIBRARY HOURS

MONDAY – THURSDAY

7:30 am - 10pm

FRIDAY

7:30 am - 5pm

SUNDAY

2pm - 10pm

**Hours could be amended based on staffing, campus policies, governmental policies.*

The library continues to provide resources for research and safe places to study. Face covering and social distancing are required. Hand sanitizers and wipes are available. Furniture will be cleaned throughout the day.

Research Help:

- Phone
- Chat (*Ask a Librarian link on the web page*)
- Email us at library@mcm.edu
- Face-to-face (socially distanced)
- MS Teams (by appointment)

Classroom Use:

Classrooms are for classes and departmental study halls.

SEATING LIMITATIONS (83 individuals plus staff)

(this does not include the classrooms)

Commons - 17 plus staff

- **Computer tables** - 1 person to a computer table & 1 at the computers on the AEC wall, 5 spaces
- **Computers on the Mezzanine wall** - 2 people (1 standing, 1 sitting)
- **Soft seating** - 10 people
- **L115** - 2 people
- **L116** - 1 person

AEC - 19 plus staff

Mezzanine (½ floor) - 19 total

- **Tables** - 12 (1 person to a table)
- **Soft seating** - 7 people

2nd Floor - 27 total

- **Tables** - 21 (1 person to a table)
- **1 small desk** - 1 person
- **Soft seating** - 5 people

Classroom space for classes and departmental study halls

- **L201** - 6 + instructor
- **L202** - 15 + instructor
- **L203** - 6 people



INTERCOLLEGIATE ATHLETICS



WHERE **REAL** HAPPENS

INTERCOLLEGIATE ATHLETICS

The American Southwest Conference (ASC) Council of Presidents announced the decision to delay conference-scheduled competition and championship events for fall championship sports, with anticipation of resuming ASC competition and tournaments in Spring 21. The delay includes the fall sports of cross country, football, soccer, and volleyball.

The decision by the presidents was made after evaluation of NCAA Division III legislative waivers and Association-wide actions; consideration of conference scheduling options for fall sports; and review of current public health guidelines.

NCAA Division III has approved playing and practice season waivers allowing greater opportunity for students in all sports to have a broad athletics experience throughout the 20-21 academic year. Under the waiver, our scholar-athletes will have flexibility in participating in individual and team skill instruction, strength and conditioning, and practices along with the prospect for enhanced academic and personal development, and other athletically related activities as health and safety conditions allow.

McMurry is considering competition for the sports with a reduced risk like cross country (although the conference championship has moved to Spring 21, there may be opportunities for smaller cross country meets in the state), golf, and tennis in the fall. Regardless of the sport our scholar-athletes are involved in, McMurry is committed to offering a meaningful experience within a safe environment. Some of the precautions we are taking include:

- **Daily health screenings**
- **Temperature checks**
- **Wearing face coverings when appropriate**
- **Social distancing when possible**
- **On-going surveillance testing**
- **Sanitation cycles of athletics facilities**

While McMurry is committed to doing all it can to offer a safe experience, each scholar-athlete is expected to be proactive in safeguarding themselves against the environment. By wearing face coverings, practicing social distancing, and completing health screenings, scholar-athletes can reduce the spread of COVID-19 in an athletics environment.



*COMMITMENT TO
SAFETY FIRST*



WHERE **REAL** HAPPENS

COMMITMENT TO SAFETY FIRST

In March 2020, McMurry established the McMurry Infectious Disease Response (MID) and McMurry Academic Transition (MAT) teams to help guide the University's COVID-19 response. These teams remain active and meet regularly to address current and evolving needs for our campus.

During summer terms, the University developed and implemented in-person instruction protocols for the two terms. MID and MAT teams learned from the smaller instructional settings and have used what we learned to guide the campus leadership in planning for Fall 20.

The University assigned a Return to Campus (RCP) Taskforce to plan for Fall 20 campus operations. Safeguarding our campus is our top priority and working together to adhere to safety recommendations and protocols will help to protect our students, faculty and staff. Please recognize the evolving nature of the COVID-19 pandemic and that McMurry continues to educate faculty and staff on current best practices to help us protect each other.

If you have any additional questions, please email [**CampusSafety@mcm.edu**](mailto:CampusSafety@mcm.edu).

ADDENDUM 1

CDC "Considerations for Institutions of Higher Education



WHERE ***REAL*** HAPPENS



Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

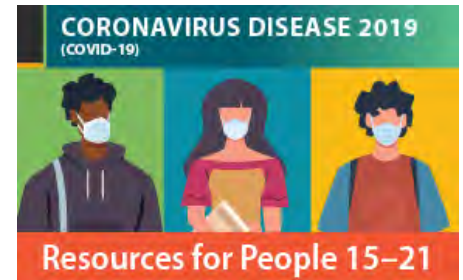
[MENU >](#)

Considerations for Institutions of Higher Education

Updated May 30, 2020

[Print](#)

As some institutions of higher education (IHE) open in the United States, the Centers for Disease Control and Prevention (CDC) offers the following considerations for ways in which IHEs can help protect students and employees (e.g., faculty, staff, and administrators) and slow the spread of the Coronavirus Disease 2019 (COVID-19). IHEs vary considerably in geographic location, size, and structure. As such, IHE officials can determine, in collaboration with [state and local health officials](#), whether and how to implement these considerations while adjusting to meet the unique needs and circumstances of the IHE and local community. Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of each community. Health facilities managed by the IHE may refer to CDC's [Guidance for U.S. Healthcare Facilities](#) and may find it helpful to reference the [Ten Ways Healthcare Systems Can Operate Effectively During the COVID-19 Pandemic](#). These considerations are meant to supplement—**not replace**—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which IHEs must comply.



Guiding Principles to Keep in Mind

The more an individual interacts with others, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in IHE non-residential and residential (i.e., on-campus housing) settings as follows:

IHE General Settings

- **Lowest Risk:** Faculty and students engage in virtual-only learning options, activities, and events.
- **More Risk:** Small in-person classes, activities, and events. Individuals remain spaced at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full-sized in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

IHE On-Campus Housing Settings





- **Lowest Risk:** Residence halls are closed, where feasible.
- **More Risk:** Residence halls are open at lower capacity and shared spaces are closed (e.g., kitchens, common areas).
- **Highest Risk:** Residence halls are open at full capacity including shared spaces (e.g., kitchens, common areas).

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental prevention practices (such as [cleaning and disinfection](#)) are important principles that are covered in this document. Fortunately, there are a number of actions IHE administrators can take to help lower the risk of COVID-19 exposure and spread.

Promoting Behaviors that Reduce Spread

IHEs may consider implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

- **Staying Home or Self-Isolating when Appropriate**
 - If a decision is made to have any version of in-person classes, before returning to campus, actively encourage students, faculty, and staff who have been sick with COVID-19 [symptoms](#), tested positive for COVID-19, or have been potentially [exposed](#) to someone with COVID-19 (either through [community-related exposure](#) or [international travel](#)) to follow CDC guidance to [self-isolate or stay home](#).
 - Once back on campus, educate students, faculty, and staff on when they should [stay home or self-isolate](#) in their living quarters.
 - Actively encourage students, faculty, and staff who are sick or have recently had a [close contact](#) with a person with COVID-19 to stay home or in their living quarters (e.g., dorm room). Develop policies that encourage sick individuals to stay at home without fear of reprisals, and ensure students, faculty, and staff are aware of these policies. Offer virtual learning and telework options, if feasible.
 - Students, faculty, and staff should [stay home](#) when they have tested positive for or are showing [symptoms](#) of COVID-19.

- Students, faculty, and staff who have recently had a [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
- CDC's criteria can help inform return to work/school policies:
 - [If they have been sick with COVID-19](#)
 - [If they have recently had a close contact with a person with COVID-19](#)
- **Hand Hygiene and Respiratory Etiquette**
 - Recommend and reinforce [handwashing](#) with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
 - Encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- **Cloth Face Coverings**
 - Recommend and reinforce use of [cloth face coverings](#) among students, faculty, and staff. Face coverings should be worn as feasible and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. Information should be provided to all students, faculty, and staff on [proper use, removal, and washing of cloth face coverings](#).
 - Note: [Cloth face coverings](#) should **not** be placed on:
 - Babies and children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance
 - [Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. [Cloth face coverings](#) are not surgical masks, respirators, or other medical personal protective equipment.
- **Adequate Supplies**
 - Support [healthy hygiene](#) behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.
- **Signs and Messages**
 - Post [signs](#) in highly visible locations (e.g., building entrances, restrooms, dining areas) that [promote everyday protective measures](#)  and describe how to [stop the spread](#)  of germs (such as by [properly washing hands](#) and [properly wearing a cloth face covering](#) ).
 - Include messages (for example, [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with faculty, staff, and students (such as on IHE websites, in emails, and on IHE [social media accounts](#)) in accordance with the [Clery Act](#)  .
- Find freely available CDC print and digital resources on CDC's [communications resources](#) main page.

Maintaining Healthy Environments

IHEs may consider implementing several strategies to maintain healthy environments.

- **Cleaning and Disinfection**

- [Clean and disinfect](#) frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) within IHE facilities at least daily or between use as much as possible. Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or cleaned between use.
- If transport vehicles (e.g., buses) are used by the IHE, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect IHE buses, vans, or other vehicles, see guidance for [bus transit operators](#).
- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure [safe and correct use](#) and storage of [cleaners and disinfectants](#) [↗](#), including storing products securely. Use products that meet [EPA disinfection criteria](#) [↗](#).
- Encourage students, faculty, and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Encourage students, faculty, and staff to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.
- Ensure there is adequate ventilation when using cleaning products to prevent students or staff from inhaling toxic fumes.

- **Shared Objects**

- Discourage sharing of items that are difficult to [clean or disinfect](#).
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, lab equipment, computers) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- Avoid sharing electronic devices, books, pens, and other learning aids.

- **Ventilation**


- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students, faculty, or staff using the facility.

- **Water Systems**

- To minimize the risk of [Legionnaires' disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and disinfected, but encourage faculty, staff and students to bring their own water to minimize use and touching of water fountains.

- **Modified Layouts**

- Space seating/desks at least 6 feet apart when feasible. For lecture halls, consider taping off seats and rows to ensure six-foot distance between seats.
- Host smaller classes in larger rooms.
- Offer distance learning in addition to in-person classes to help reduce the number of in-person attendees.

- Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill building activities).
- Create [distance](#) between students in IHE vehicles (e.g., skipping rows) when possible.
- **Physical Barriers and Guides**
 - Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., cash registers).
 - Provide physical guides, such as tape on floors or sidewalks and signs on walls to ensure that individuals remain at least 6 feet apart in lines and at other times.
- **Communal Spaces**
 - Close shared spaces such as dining halls, game rooms, exercise rooms, and lounges if possible; otherwise, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart, and [clean and disinfect](#) between use.
 - Add physical barriers, such as plastic flexible screens, between bathroom sinks and between beds especially when they cannot be at least 6 feet apart.
 - For more information on communal spaces in student or faculty housing (e.g., laundry rooms, shared bathrooms and recreation areas) follow [CDC's guidance for Shared or Congregate Housing](#).
- **Food Service**
 - Provide grab-and-go options for meals. If a cafeteria or group dining room is typically used, if possible, serve individually plated meals (versus buffet or any self-serve stations).
 - Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should [wash their hands](#) after removing their gloves or after directly handling used food service items.
 - If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and consider the [safety of individuals with food allergies](#) .

Maintaining Healthy Operations

IHEs may consider implementing several strategies to maintain healthy operations.

- **Protections for Students, Faculty, and Staff at Higher Risk for Severe Illness from COVID-19**
 - Offer options for faculty and staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework and modified job responsibilities).
 - Offer options for students at [higher risk for severe illness](#) that limit their exposure risk (e.g. virtual learning opportunities).
 - Consistent with applicable law, put in place policies to protect the privacy of people at [higher risk for severe illness](#) regarding underlying medical conditions in compliance with applicable federal and state privacy and confidentiality laws.
- **Regulatory Awareness**
 - Be aware of state or local regulatory agency policies related to group gatherings to determine if events can

be held.

- **Gatherings**

- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
- Pursue options to convene sporting events and participate in sports activities in ways that reduce the risk of transmission of COVID-19 to players, families, coaches, and communities.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, or county).

- **Telework and Virtual Meetings**

- Encourage telework for as many faculty and staff as possible, especially employees at [higher risk for severe illness from COVID-19](#).
- Replace in-person meetings with video- or tele-conference calls whenever possible.
- Provide student support services virtually, as feasible.
- When possible, use flexible work or learning sites (e.g., telework, virtual learning) and flexible work or learning hours (e.g., staggered shifts or classes) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between people, especially if social distancing is recommended by state and local health authorities.

- **Travel and Transit**

- Consider options for limiting non-essential travel in accordance with state and local regulations and guidance.
- Encourage students, faculty and staff who use public transportation or ride sharing to use forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by car either alone or with household members).
- Encourage students, faculty and staff who use public transportation or ride sharing to follow CDC guidance on how to [protect yourself when using transportation](#). Additionally, encourage them to commute during less busy times and [clean their hands](#) as soon as possible after their trip.

- **Designated COVID-19 Point of Contact**

- Designate an administrator or office to be responsible for responding to COVID-19 concerns. All IHE students, faculty and staff should know who this person is and how to contact them.

- **Participation in Community Response Efforts**

- Consider participating with state or local authorities in broader COVID-19 community response efforts (e.g., sitting on community response committees).

- **Communication Systems**

- Put systems in place for:
 - Consistent with applicable law and privacy policies, having students, faculty and staff report to the IHE if they have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19](#) [↗](#) (e.g. see “Notify Health Officials and Close Contacts” in the **Preparing for When Someone**

Gets Sick section below), and other applicable federal and state privacy and confidentiality laws, such as the Family Educational Rights and Privacy Act (FERPA).

- Notifying faculty, staff, students, families, and the public of IHE closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

- **Leave (Time Off) and Excused Absence Policies**

- Implement flexible sick leave policies and practices that enable faculty, staff, and students to stay home or self-isolate when they are sick, have been exposed, or [caring for someone who is sick](#).
- Examine and revise policies for excused absences and virtual learning (students) and leave, telework, and employee compensation (employees).
- Leave and excused absence policies should be flexible, not be punitive to people for taking time off and should allow sick employees and students to stay home and away from others. Leave and excused absence policies should also account for employees and students who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
- Develop policies for returning to classes and IHE facilities after COVID-19 illness. CDC's criteria to [discontinue home isolation](#) and [quarantine](#) can inform these policies.

- **Back-Up Staffing Plan**

- Monitor absenteeism of employees and students, cross-train staff, and create a roster of trained back-up staff.

- **Staff Training**

- Train staff on all safety protocols
- Conduct training virtually or ensure that [social distancing](#) is maintained during training.

- **Recognize Signs and Symptoms**

- If feasible, conduct daily health checks or ask faculty, staff, and students to conduct self-checks (e.g., temperature screening and/or [symptom checking](#)).
- Health checks should be done safely and respectfully, and in accordance with any applicable federal or state privacy and confidentiality laws and regulations. IHE administrators may use examples of screening methods found in CDC's [General Business FAQs](#).

- **Sharing Facilities**

- Encourage any organizations that share or use IHE facilities to also follow these considerations.

- **Support Coping and Resilience**

- Encourage employees and students to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed.
- Promote employees and students eating healthy, exercising, getting sleep and finding time to unwind.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- Consider posting signages for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746

Preparing for When Someone Gets Sick

IHEs may consider implementing several strategies to prepare for when someone gets sick.


- **Advise Sick Individuals of Home Isolation Criteria**

- Sick faculty, staff, or students should not return to in-person classes or IHE facilities, or end isolation until they have met CDC's [criteria to discontinue home isolation](#).


- **Isolate and Transport Those Who are Sick**

- Make sure that faculty, staff, and students know they should not come to the IHE if they are sick, and should notify IHE officials (e.g., IHE designated COVID-19 point of contact) if they become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.
- Immediately separate faculty, staff, and students with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath). Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow [CDC Guidance for caring for oneself and others](#) who are sick. IHEs may follow [CDC's Guidance for Shared or Congregate Housing](#) for those that live in IHE housing.
- Work with IHE administrators and healthcare providers to identify an isolation room, area, or building/floor (for on-campus housing) to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. IHE healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

- **Clean and Disinfect**

- Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#)
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#) , including storing products securely away from children.

- **Notify Health Officials and Close Contacts**

- In accordance with applicable federal, state and local laws and regulations, IHEs should notify [local health officials](#), faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#) , FERPA or and other applicable laws and regulations.
- Inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home or in their living quarters and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

Other Resources

[Latest COVID-19 information](#)

[Cleaning and Disinfection](#)

[Guidance for Business and Employers](#)

[Shared and Congregate Housing](#)

[Guidance for U.S. Healthcare Facilities](#)

[COVID-19 Prevention](#)

[Handwashing Information](#)

[Face Coverings](#)

[Social Distancing](#)

[People at Higher Risk](#)

[Managing Stress and Coping](#)

[COVID-19 Frequently Asked Questions](#)

[HIPAA and COVID-19](#) 

[CDC Communication Resources](#)

[Community Mitigation](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)  

Last Updated May 30, 2020

Content source: National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases

ADDENDUM 2

National COVID Exposure Mitigation Proposal



WHERE **REAL** HAPPENS



2020

National Management Resources
Corporation
COVID-19 Exposure Mitigation
Protocols
May 29, 2020



A Note from National

As schools and universities consider resuming classes in the fall, National would like to take the opportunity to share our plans for continuing to work safely during the COVID-19 pandemic.

National employees kept our client campuses safe and clean during the early days of the pandemic, and we will continue to work hard to ensure your campus is ready to safely reopen in the fall.

We have instituted the following steps to ensure the safety of the campus community:

- Employees have been instructed to stay home if they or someone in their household exhibits COVID-19 symptoms.
- Employees are screened daily before beginning work. Anyone who exhibits COVID-19 symptoms or has a household member exhibiting symptoms is sent home.
- While at work, employees are instructed to practice social distancing limiting the potential spread of the disease.
- CDC guidelines for cleaning and disinfection are followed.

The attached document addresses two concerns: it provides a summary of National's plans to work safely during the pandemic, and it offers suggested measures schools can take to prepare to re-open. These measures were drawn from conversations with clients, CDC recommendations, and guidance published by the American Industrial Hygiene Association. These suggestions are by no means exhaustive, but summarize the information currently available. They will be revised as new information becomes available.

Many of these suggestions far exceed the scope of National's contract. Should you be interested in pursuing these items, we would be happy to provide an estimate for these supplies and services.

Warm Regards,

Andrew Wilson
President



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COVID-19 Exposure Mitigation Protocols Version 1.0

National Management Resources Corporation's Exposure Mitigation Protocols provide procedures for mitigating potential exposures to COVID-19 for National employees and clients by identifying, evaluating, and controlling pathogen transmission factors in the workplace. The Protocols are based on currently available public health information and will be revised as new information becomes available. Recognizing that variations exist between National's locations, all contingencies may not be addressed in this document and will need to be evaluated on an individual basis.

The following documents were used as guidance:

The American Industrial Hygiene Association Guidelines for Reopening Office Settings, Gyms and Workout Facilities, and Restaurants.

Simon Property COVID-19 Exposure Mitigation Protocols

Responsibilities

Corporate Management – Ensures that the content of these Protocols are managed effectively, and that these Protocols are reviewed and evaluated for effectiveness and updated as necessary

Local Management – Ensures that these Protocols are appropriately supported and implemented. Local Management will also ensure these Protocols are readily available for examination and copying, upon request, by each employee and their designated representatives

National Employees – Ensure that these Protocols are understood and followed. Any deviations from these Protocols through work practices or changes/failures in equipment are to be promptly reported to supervisors.



Definitions

- Pathogen – Organisms (e.g. bacteria, viruses, parasites, and fungi) that cause disease in human beings (CDC)
- Exposure – Contact with a substance by swallowing, breathing, or touching the skin or eyes (CDC)
- COVID-19/SARS-CoV-2 – COVID-19 is the condition caused by the SARS-CoV-2 virus
- COVID-19 Symptoms – Fever (body temperature greater than 100.4°F), dry cough, shortness of breath or difficulty breathing, and other flu-like symptoms (e.g., chills, repeated shaking with chills, muscle pain, headache, sore throat) (CDC)
- Hand Sanitizer – Hand hygiene fluid with greater than 60% alcohol (CDC)

References

www.cdc.gov

www.usepa.gov

<https://www.aiha.org>

Potential Sources of Disease Transmission

According to the Centers for Disease Control and Prevention (CDC), transmission of COVID-19 most often occurs as a result of close and prolonged person-to-person contact. Close, prolonged contact is typically defined as interacting with another person for at least 10 minutes at a distance of less than 6 feet. Social distancing recommendations are the first line of defense in preventing the spread of the disease. Although touchpoints have not been reported as a known source of transmission, the virus has been found to live on surfaces. Therefore, CDC has classified frequent touchpoints as potential exposure points.

CDC Defined Frequent Touchpoints

- tables
- doorknobs
- light switches
- countertops
- handles
- desks
- phones
- keyboards
- toilets
- faucets
- sinks



Additional Touchpoints

- exercise equipment
- athletic equipment
- vehicles/golf carts
- self-service food/beverage dispensers
- entertainment equipment (e.g., video games, remote controls, etc.)

Employee Exposure Points

- workspace Surfaces
- tools
- equipment
- break Areas
- employee-Only Area Touchpoints
- clock-in station

Measures to Reduce Employee Exposure Work Attendance

- Self-Screening – National employees will be informed that they should not report to work if they, or someone in their household, are experiencing symptoms of COVID-19 or have experienced symptoms in the 72 hours prior to start of shift. Any symptoms should be communicated to their respective supervisor
- Pre-Work Screening – Upon reporting to work, employees' body temperatures will be measured with a thermometer and assessed. Employees with body temperatures greater than 100.4°F or who have flu-like symptoms (e.g., cough, body aches) will not perform on-site work duties and will be directed to return to their homes. Any symptoms should be communicated to their respective supervisor
- Training – Our employees will be trained in COVID-19 safety guidelines and these Protocols. We will encourage our clients to implement training



Measures to Protect National Staff, Clients, and the Public

National has implemented the following measures to prevent exposure of our staff, clients, and the public to the coronavirus.

Social Distancing/Hygiene

- No more than one person should occupy the same vehicle or golf cart
- Electronic equipment should not be shared unless disinfected between users
- Desks and workstations will be separated by 6 feet or more or separated by a barrier
- Employees will be required to adhere to state and local guidelines for social distancing which are generally 6 feet of distance between individuals
- Signage will be posted reminding employees of CDC hygiene and safety guidelines
- Personal Protection Equipment (PPE) Use – National will adhere to the client's standards regarding the use of facial coverings. When required by the client or as mandated by state and local jurisdictions, National employees will wear facial coverings in accordance with CDC recommendations. Facial coverings may be required while performing work duties in indoor occupied places or interacting with other persons on campus.
- Personal Hygiene – Our employees will be allowed and encouraged to take frequent breaks for handwashing or disinfecting of hands with a sanitizer. Hand washing must be performed with soap and water for at least 20 seconds, as recommended by the CDC

Client Interactions

- National requests that close-quarter spaces (e.g., offices and dorm rooms) be vacated by the occupant(s) in the event work orders are required in these areas during normally occupied periods
- During a client interaction, employee and client should maintain at least 6 feet of separation or be separated by a transparent barrier
- Employees should wash hands or utilize hand sanitizer after each client interaction
- COVID-19 Case Notification– In the event one of our employees tests positive for COVID-19, we will notify the appropriate public health care authorities, and take the necessary steps to deep clean and sanitize the affected workspace

Enhanced Sanitizing and Disinfecting of National Offices

The following areas will be disinfected regularly during the day and upon indication of additional need

- Breakrooms
- Restrooms
- Counters
- Workstations



Employee-Only Frequently Touched Surfaces

Touch points, including the following, will be disinfected frequently and upon indication of additional need:

- Computer Touchscreens/Keyboards
- Shared Communications Equipment Including: Phones, Radios, etc.
- Light Switches
- Doorknobs/Door Handles
- Copy Machines/Multi-Function Machines
- Counters
- Drawer Handles, Etc.
- Self-Service Customer Transactions

Campus Wide Sanitizing and Disinfecting Procedures

- Soap and water will be made available to employees and Clients/Public in restrooms
- Enhanced sanitizing and disinfection of high touchpoint areas (e.g., tables, doorknobs, light switches).
- All sanitizing and disinfecting will be performed with CDC recommended cleaning products
- Package Handling – employees should follow the latest guidelines on the handling and processing of inbound/outbound packages
- COVID-19 Case Notification – In the event a member of the campus community tests positive for COVID-19, the Client should immediately notify the CDC and local public health officials and take necessary steps recommended by the CDC. National will thoroughly sanitize and disinfect areas occupied by the infected person after an 84-hour waiting period.



CDC Recommended Disinfectants

- Disinfectant and disinfectant materials, as recommended by the CDC, and related supplies will be made available to all National employees assigned to sanitation tasks
- Disinfectants will be selected from the EPA list of chemicals designated as effective against SARS-CoV-2 virus and used in accordance with or exceeding CDC sanitation recommendations
- Enhanced Sanitizing and Disinfecting.



Recommended Measures to Protect Clients/Public

The following recommendations were developed to help National clients establish best practices for configuring their physical plants, increasing hand hygiene, and ensuring sanitation to prevent transmission of COVID-19 within the campus community. These recommendations do not address testing or methods of conducting contact tracing for the campus community.

Occupancy

Occupancy should be managed such that occupants maintain the recommended social distance of 6 feet.

Social Distancing

- Dividers placed in entry ways requiring incoming traffic to walk on only one side of entry, and outgoing on the other side to encourage separation of at least 6 feet
- On-property security staff actively remind and encourage Client/Public to comply with the social distancing standards
- Social distancing markers will be placed in queue areas (e.g., dining areas, restrooms)
- Elevator occupancy limited to encourage proper spacing (max. of 4 per cab --- for a large elevator)
- Public seating and eating areas reduced and/or reconfigured to allow for minimum separation of 6 feet between persons
- Dining seating areas opened up section by section as occupancy requires, while still maintaining the required spacing. This will allow cleaning crews to concentrate their efforts and increase frequency of cleaning.
- No reusable customer service items available (e.g., trays, utensils, cups)
- Order areas and delivery areas separated to encourage social distancing
- Client/Public in queue lines or on stairs directed to maintain a distance of 6 feet from other individuals by means of signage and/or other markings at 6-foot intervals
- In restrooms, every other sink and urinal taped off to encourage proper spacing, and signage will be posted encouraging proper hygiene
- The following interior touch points will be temporarily placed out of service:
 - Drinking Fountains
 - Vending machines
 - Outdoor fitness equipment
- Signage and floor decals placed to encourage social distancing throughout the property
- Limited Large On-Property Events – Large events and activities that draw big crowds postponed



General Office Spaces

Prior to re-occupancy, perform a detailed review of the configuration of workspaces:

- Consider eliminating reception seating areas and requesting that guest's phone ahead or install a plastic partition at the reception area.
- Review floorplans and remove or reconfigure seats, furniture and workstations as needed to preserve recommended physical distancing in accordance with guidelines.
- Reconfigure workstations so that employees do not face each other or establish partitions if facing each other cannot be avoided.
- Temporarily replace amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks and replace them with alternatives.
- Reduce tasks requiring large amounts of people to be in one area. Design work to reduce or eliminate trade stacking in the same area.
- Employees should be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- If in-person meetings are essential, consider limiting meetings to 10 people or less depending on local, state, and federal guidelines.

Classrooms/Conference Rooms

- Classrooms/Conference rooms that are used should be disinfected on a daily basis at minimum.
- Disinfectant wipes or spray should be left in each classroom/conference room and persons should be encouraged to wipe down all surfaces and equipment (e.g., mouse, keyboard, phone) touched during classes/meetings.
- Consider limiting in-person classes/meetings to 10 people or less if virtual meetings are not feasible.
- If meetings are to occur in person, they should be conducted in a quick manner. Lingering and socializing before and after classes/meetings should be discouraged.

Lobby and Common Areas

- Common areas (e.g., lobby, security check-in) should be cleaned and disinfected on a daily basis at minimum.
- Regulate the use of common areas with clear signage (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines.
- Provide cleaning supplies for persons to utilize before/after they use common spaces and contact surfaces.
- Encourage persons not to linger or socialize in common areas.

Kitchen

- Kitchen areas should be cleaned and disinfected on a daily basis at minimum.



- Kitchen equipment should also be cleaned on a routine basis:
 - Coffee machines, refrigerator handles, and the ice machine handles should be disinfected at least three times per day.
- The outside of dishwashers should be cleaned at the beginning and end of each shift.
- All silverware and dinnerware should be cleaned in the dishwasher. This helps ensure thorough cleaning and disinfection.
- Silverware should be stored in a way so that adjacent silverware is not easily touched when a worker is retrieving a piece.
- Ice machines that require a handheld scoop should not be used, as it is difficult to control potential contamination in this case.
- Water/beverage faucets that require workers to operate them with their hands should also be disinfected three times per day.
- If silverware and dishes cannot be kept clean and covered, disposable options are recommended.

Restrooms

- Doors to multi-stall restrooms should be able to be opened and closed without touching handles if at all possible.
- Place a trash can by the door if the door cannot be opened without touching the handle.
- For single restrooms, provide signage and materials (paper towels and trash cans) for individuals to use without touching the handles, and consider providing a key so disinfection measures can be better controlled.
- Place signs indicating that toilet lids (if present) should be closed before flushing.
- Place signs asking employees to wash hands before and after using the restroom.
- Provide paper towels in restrooms and disconnect or tape-off hand air dryers.
- Double efforts to keep bathrooms clean and properly disinfected.

Athletic/Fitness Areas

- Take into consideration physical distance guidelines for equipment layout and activities.
- Consider distancing equipment at least 6 feet apart with greater distancing for treadmills and other aerobic fitness equipment where high exertion is common.
- Aerobic fitness equipment can be arranged in a “X” pattern to provide greater distancing.
- Physical barriers can also be helpful to create distancing or segregate exercise areas.
- Consider developing online sign-up systems (i.e., first come first serve) with set-duration (one hour) workout periods.
- Consider creating specific hours for “reservation – only” admittance to limit access for older members.
- Train gym personnel on distancing guidelines and ways to communicate them to members.



- Use social media and other communication (signage/email/text lists) to educate public on the distancing guidelines and procedures.
- Utilize self-check-in or place barrier/partition between front desk staff and public.
- Mark distances using tape/markers/paint/signage of distancing for members.
- Video, photos, and markings are ideal to demonstrate distancing measures.
- Consider offering planned circuit type workouts that facilitate distancing and allow for wiping/disinfection of equipment during recovery between exercises.
- Group exercise classes should only be offered if distancing requirements can be maintained and there is no person-to-person physical contact.
- Basketball courts and other areas where sports with physical contact occurs should be closed.
- Saunas and steam baths should be closed or limited to one person or family unit at a time.
- Staff should monitor physical distancing requirements in large whirlpools or swimming pools in outdoor or well-ventilated spaces, and based on the size of the pool, limit the number of users.
- Personal trainers and staff assisting public with exercise should consider distancing.
- Face masks should be worn if distancing is not possible.
- Water fountains should be closed, and patrons encouraged to bring their own water.
- Provide materials for public to wipe/disinfect equipment before and after exercise at each location/station/piece of equipment.
- If feasible consider providing “ready to clean” tags that members can access and place on equipment after use. Trained staff can then ensure equipment is disinfected in a timely manner.
- Establish a disinfection routine for staff at regular intervals.
- Ensure disinfection protocols follow product instructions for application and contact time.
- Contact surfaces should be disinfected frequently.
- Promote these practices to members – make this visible.
- Only allow shower and locker room use if there are partitions or else place signage to maintain proper physical distancing. If partitions or proper distancing are not possible, these facilities should remain closed
- Shoes should be worn in locker rooms/showers.
- Double efforts to keep bathrooms/showers/locker rooms clean and properly disinfected frequently.
- Establish “before and after” workout and locker room hand washing or sanitizing for all users and staff.
- Provide hand washing stations at the front of the facility or alternatively, hand sanitizer if not feasible.



Dining Areas

- Mark distances of 6 feet for persons waiting to enter dining hall.
- Try to distance tables so that the nearest person at one table is at least to 6 feet from other persons at other tables.
- If tables cannot be moved, consider putting signage on every other table or booth marking them as “PHYSICAL DISTANCE TABLE” or “RESERVED FOR YOUR SAFETY”. Consider Plexiglass partitions between booths as an alternative.
- Place plastic partitions between employees and public wherever possible (i.e. serving line and pay station).
- Consider an app-based system
- Establish a disinfection routine - no more wet rag approach (use disposable products instead).
- Ensure disinfection protocols follow product instructions for application and contact time.
- Consider establishing a single staff position whose responsibility is to disinfect. This person should be continuously cleaning and visible to customers.
- Each table, chairs (as possible), and partitions should be disinfected after each customer.
- Consider covering chairs in a non-porous material for easy cleaning.
- Apron, towels, work clothing, etc. should be placed in trash bags and treated as potentially contaminated
- Establish a “before and after service” hand washing or sanitizing for all staff
- Provide hand-washing stations at the front of the dining hall and throughout the dining area for customers to wash hands before being seated or when needed, or alternatively, hand sanitizer if not feasible.
- Provide hand sanitizer at each table.
- Place adhesive floor mats at entrances and at the entrances of food preparation areas.
- Cover any exposed clean silverware, dishes, glasses, pots, and pans.
- Provide silverware wrapped or covered at the table, along with glasses turned upside down on a clean napkin.
- Use disposable napkins wherever possible.
- Remove all condiments from the table (e.g., ketchup bottles, salt, and pepper shakers, etc.) and consider providing pre-packaged condiments or include condiments as part of the cleaning routine.
- Single-use items and used disinfection materials can be treated as regular waste, following food safety guidelines.
- Cloth materials (e.g., linens, aprons, etc.) should be washed and dried on the highest temperature setting allowable for the fabric.

Dormitory Spaces

- Common areas should be disinfected on a daily basis at minimum.



- Review floorplans and remove or reconfigure seats, furniture and workstations as needed to preserve recommended physical distancing in accordance with guidelines.
- Regulate the use of common areas with clear signage (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines.
- Disinfectant wipes or spray should be left in each common space and persons should be encouraged to wipe down all surfaces and equipment (e.g., mouse, keyboard, phone) touched during.
- Consider limiting in-person meetings to 10 people or less if virtual meetings are not feasible.
- If meetings are to occur in person, they should be conducted in a quick manner. Lingering and socializing before and after classes/meetings should be discouraged.
- Activities and sports (e.g., ping pong, basketball, chess) that require close contact are not recommended.
- Provide hand washing stations at the front of the facility or alternatively, hand sanitizer if not feasible.

Laundry Facilities

- Maintain access and adequate supplies to laundry facilities to help prevent spread of COVID-19.
- Restrict the number of people allowed in laundry rooms at one time to ensure everyone can stay at least 6 feet (2 meters) apart.
- Provide disposable gloves, soap for washing hands, and household cleaners and EPA-registered disinfectants " for residents and staff to clean and disinfect buttons, knobs, and handles of laundry machines, laundry baskets, and shared laundry items.
- Post the following guidelines for doing laundry such as washing instructions and handling of dirty laundry.
 - Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
 - Wear disposable gloves when handling dirty laundry from a person who is sick.
 - Dirty laundry from a person who is sick can be washed with other people's items.
 - Do not shake dirty laundry.
 - Clean and disinfect clothes hampers according to guidance above for surfaces.
 - Remove gloves, and wash hands right away.

Ventilation

Ensure there is an adequate flow of fresh air to workspaces and optimize the ventilation system settings. Some ways to do this are:

- Maximize fresh air through your ventilation system.
- Maintain relative humidity at 40-60%.
- Ensure restroom is under negative pressure.



- Ensure that the proper filtration is being used for not only normal office use but also what is recommended to control SARS-CoV-2 transmission.
- Clean and disinfect all HVAC intakes and returns daily.
- If fans such as pedestal fans or hard mounted fans are used, take steps to minimize air from fans blowing from one person directly to another.

Client/Public Guidelines

Client/Public will be encouraged to:

- Self-Screening – Perform a daily self-health check. Faculty and staff members with a temperature greater than 100.4°F or who has flu-like symptoms (e.g., cough, body aches) advised to stay home. Students who experience these symptoms should contact a designated person on campus for further instructions.
- Personal Protection Equipment (PPE) Use
 - Clients encouraged to wear facial coverings as recommended by the CDC
 - Free masks and sanitizing wipe packets made available
- Personal Hygiene
 - Refrain from touching their nose, mouth, and eyes
 - Wash their hands on a frequent basis with soap and warm water for at least 20 seconds
 - Use sanitizer stations in the common areas to keep their hands clean

Communication and Signage

- At all public entrances, post notices asking persons to refrain from entering the property if they, or anyone they have been in contact with, are experiencing symptoms of COVID-19 or have experienced symptoms in the 72 hours prior
- Measures (signage or staff) deployed to encourage the use of hand sanitizer
- Posting notices reminding campus community to adhere to state and local guidelines for social distancing which are generally 6 feet of distance between individuals, including at the following locations:
 - Entrances
 - Stairways and Elevator Landings
 - Billboards
 - Study/Break/Recreation areas
- Directional floor decals and arrows used to promote better traffic flow
- Directional entrance door signage used to separate persons entering and exiting buildings
- Regular announcements made reminding community of their part to keep everyone safe.



Quarantine and Isolation Space

- Provide quarantine spaces to house students who have been in direct contact with someone who has a confirmed case
- Provide isolation spaces to house students with confirmed cases.
- Establish methods to deliver meals and supplies to students in quarantine and isolation spaces.
- Students who, after 14 days, do not exhibit symptoms may be removed from quarantine spaces and the spaces may be immediately cleaned.
- National will observe an 84-hour holding period before allowing employees to enter and clean isolation spaces once vacated.

Additional Services

National is prepared to provide supplement services to address our client's additional cleaning and disinfection needs. We will be happy to provide a quote for additional services.

Updates

We will continually review and evaluate our exposure mitigation protocols and update as necessary.

ADDENDUM 3

Pioneer Dining Reopen Plan



WHERE **REAL** HAPPENS



PIONEER
College Caterers

Summer/Fall 2020



Dining Services Reopening Guidelines

Path to the New Normal



Reopening Guidelines Introduction

Pioneer's reopening guidelines were established from Centers for Disease Control (CDC) guidelines and standards set forth by the National Institute of Occupational Safety and Health (NIOSH) and the Food and Drug Administration (FDA).

NIOSH leads the national initiative called Prevention through Design (PtD). The Hierarchy of Controls is a PtD strategy used as a means of determining how to implement feasible and effective control solutions.

Hierarchy of Controls

- Elimination: Physically remove the hazard *e.g. COVID-19 vaccine or cure*
- Substitution: Replace the hazard *e.g. Adopt new processes distant learning, working from home, etc.*
- Engineered Controls: Isolate people from the hazard through use of physical controls *e.g. Plexiglass dividers, stanchions, signage, etc.*
- Administrative Controls: Change the way people work or act, including changes to policies and procedures. *e.g. Pre-shift health check, cleaning and sanitizing procedures, etc.*
- Personal Protection Equipment (PPE): Specialized clothing or equipment used by individuals to protect against infectious materials and/or aid in the prevention/reduction of spread of infectious germs.

Elimination and substitution controls are mandated by federal and state governing authorities and institutions. Pioneer has established reopening guidelines for the three control areas we have direct influence on: engineered, administrative, and PPE. Pioneer reopening guidelines are based on expert resources from the National Restaurant Association and best practices from multiple state and county health department guidelines.

The Pioneer Recovery - Phased Reopening Plan is an outline of minimum recommendations. They are not mandates and may be used in part or in whole. They are points of consideration intended to aid in productive discussion and effective planning of dining service needs to each individual dining hall. *Local health department requirements will supersede all considerations. Confirm your specific guidelines with your state or local governing authority.*

Pioneer will provide standard print signage, administrative controls, and PPE for dining services employees. Engineered controls (such as acrylic barriers/guards, floor decals, electrostatic cleaners, etc.) requiring expense to implement must be discussed and pre-approved by client. All engineered controls, outside of Pioneer provided signage, are the financial responsibility of the client school.

Planning discussions should include Pioneer food service director, district manager and designated client contacts. Final dining service reopening and phased service plans need to be determined and mutually agreed upon before the dining hall reopens for any summer conference meal service. *(A sample meeting agenda is available in the resource section of the Reopening Guidelines and the Pioneer support page.)*

Be sure to review the resources available in the Reopening Guidelines Section on the Pioneer Support Resources Page.





The Pioneer Service Pledge

Pioneer College Caterers is proud to provide everyone entering our dining halls a safe, warm, and inviting space to enjoy their meal. As we welcome you back into our dining hall, we ask that you review our service pledge below. Only together can we commit to this pledge and keep our community safe.

Our Pledge to You

- We will continue to be a leader in safe sanitation practices with all our team members being safe food handling trained. A certified safe food handling manager will be scheduled on every shift.
- All employees will pass a pre-shift health check.
- All employees will practice proper hand hygiene standards and respiratory etiquette.
- All seating options will comply with appropriate, phased reopening, and social distancing guidelines.
- Hand sanitizing or hand washing stations will be available to all guests and employees.
- All serving and dining areas will be regularly cleaned and sanitized throughout the day, as needed, before and during meals and routinely after each meal.
- Place settings (plates, bowls, cups, etc.), utensils, and all serving vessels will either be single-use or will be properly cleaned and sanitized after each use.

Your Pledge to Us

- If you have been exposed to COVID-19 recently, have symptoms of COVID-19 or flu (including fever, cough, or shortness of breath), please help us keep everyone safe by immediately speaking with your resident assistant prior to entry in the dining hall. Arrangements for contactless meal delivery can easily be made.
- You agree to follow the posted signage and instructions that have been put in place to protect you and other dining hall guests.
- If you have any questions about the Pioneer Service Pledge, please ask for a manager and we will be happy to assist you.

Note: This pledge advocates compliance of standards as outlined in; CDC, NIOSH, FDA, National Restaurant Association, State Restaurant Associations, and state government/health department COVID-19 reopening guidelines.



Pioneer Controls and Guidelines



Pioneer Controls and Guidelines (for all phases)

Engineered Controls

Engineered controls such as barriers, portable handwashing and/or sanitizing stations, and signage require the purchase of physical materials to implement. These controls will be put into practice only with the prior approval of client and Pioneer district manager.

Physical Barriers

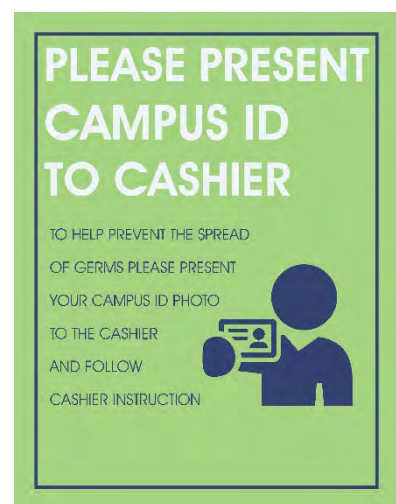
- Plexi Guard at Cashier Stand
- Plexi Guard at Food Stations
- Plexi Guard Dividers to Separate Tables and/or Booths
- Stanchions for Service Line Cue

Signage

A variety of general and instructional signage, as outlined below, will be utilized at entry, service, and Back of House (BOH) employee entrance points.

Entry:

- We're Fans of Clean Hands
- Please Wear a Face Mask
- Cover Your Cough or Sneeze
- Space Out - Social Distancing - Stay 6 Ft Apart
- Instructional Signage - Please present campus ID to cashier



Service Areas:

- Social Distancing - Stay 6 Ft Apart (Floor Stickers)



Back of the House – Employee Entrance:

- If You Are Sick Stay Home
- Temperature Check
- We're Fans of Clean Hands
- Avoid Touching Your Face
- Where's Your Face Mask?
- How To Wear, Remove, Change Face Masks
- Cover Your Cough or Sneeze
- Social Distancing - Stay 6 Ft Apart



Administrative Controls

Administrative controls involve changing the way people work or act, including changes to policies and procedures, to reduce or minimize hazard exposure. Outlined below are the administrative controls at the core of the CDC's recommendations to help prevent the spread of germs.

- Pre-Shift Health Check
- Cleaning and Sanitizing Procedures and Schedules
- Communication
- Hand Hygiene and Respiratory Etiquette
- Social Distancing Guidelines
- Personal Protective Equipment (PPE) Policies – See PPE Controls



Pre-Shift Health Check

The purpose of the Pre-Shift Health Check is to monitor our workforce for indicative symptoms. All Pioneer employees will be screened for COVID-19 when reporting to work. Upon clocking in for each shift, each employee will complete a Pre-Shift Health Check and temperature screening. A temperature cannot exceed 100.4 degrees Fahrenheit. If an employee cannot pass the pre-shift health, they should leave the premises immediately, notify their manager, then contact their primary health care provider. Pioneer does not allow symptomatic people to physically return to work until cleared by a professional medical provider.

Note: Per CDC guidelines, confidentiality of employee health information must be maintained.

Cleaning and Sanitation Procedures and Schedules

76% of surveyed consumers state a food service establishment's cleanliness and food safety procedures will matter more, post COVID-19. Pioneer will meet the following criteria.

- Thoroughly detail-clean and sanitize entire facility, especially after a closedown. Focus on high contact areas that would be touched by both employees and guests. Do not overlook seldom touched areas. Follow sanitizing material guidelines to ensure effective sanitizing strength and to protect surfaces.
- During meal periods, ensure all common use areas (food lines and dining tables) are routinely wiped with sanitizing solution. At the end of each meal period, all common use areas (food lines and dining tables) should be disinfected and sanitized.
- Use disinfectants according to manufacturer guidelines and with great care regarding food contact surfaces.
- Ensure routine, effective employee training on cleaning and sanitizing procedures are maintained.

Note: Each unit should have detailed cleaning and sanitation schedules built into their daily opening and closing checklists. The checklist should be routinely maintained, daily, and current copies held in the Unit Operations Manual.

Communication

Cleanliness and food safety have always been and will always be key priorities. Following are the best ways to communicate our commitment to safety and cleanliness.

- Effective Signage
- Posted Cleaning Schedules
- Manager Presence During Meal Periods
- Actions speak louder than words; all employee actions should actively model all posted sanitation and safety standards.
- Designate a single employee per shift – ideally with a clearly identifiable uniform or badge for guests to recognize – to oversee safety and sanitation measures.

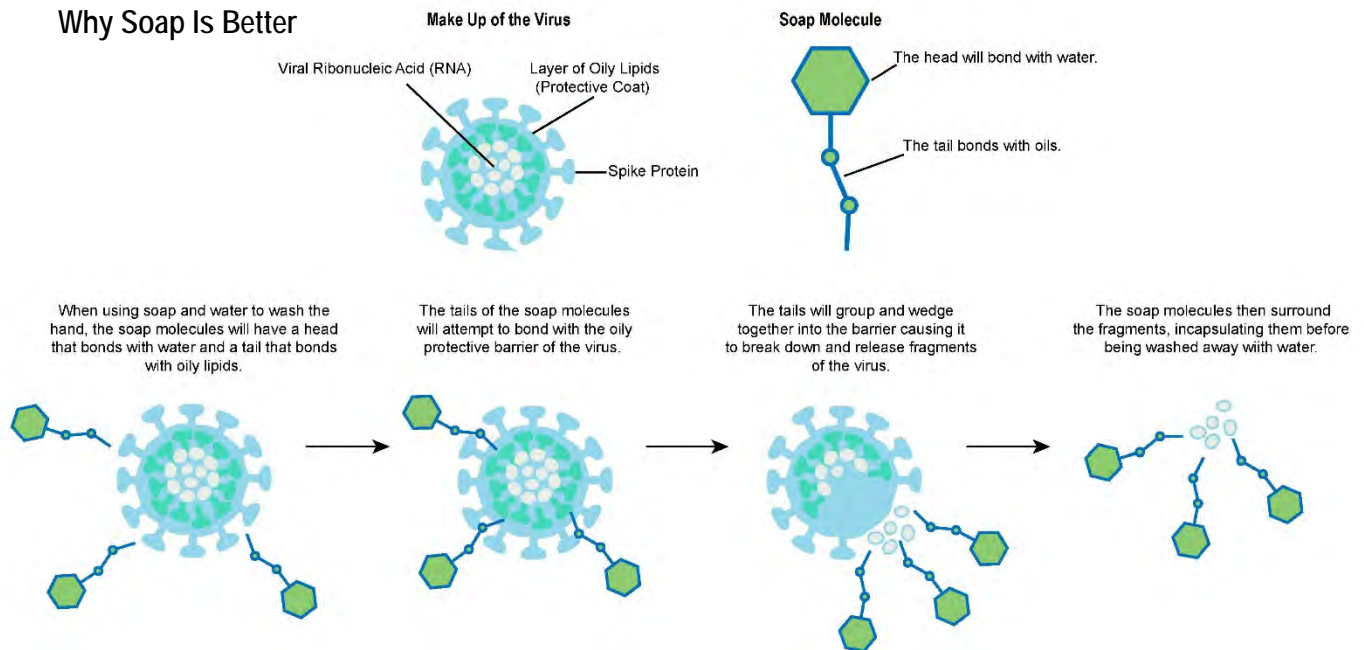


Hand Hygiene and Respiratory Etiquette

Washing hands prevents illnesses and spread of infections to others. Handwashing with soap removes germs from hands. This helps prevent infections because:

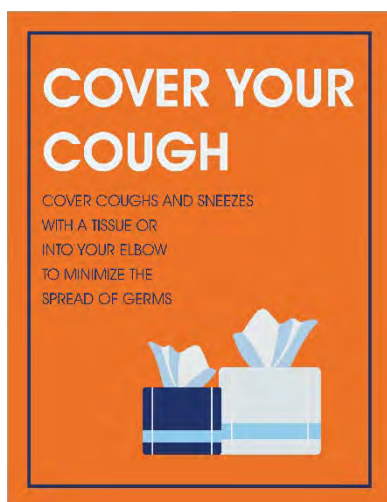
- People frequently touch their eyes, nose, and mouth without even realizing it. Germs can get into the body through the eyes, nose, and mouth and make us sick.
- Germs from unwashed hands can get into foods and drinks while people prepare or consume them. Germs can multiply in some types of foods or drinks, under certain conditions, and make people sick.

Why Soap Is Better



Respiratory Etiquette

All employees are to be trained on proper respiratory etiquette, sneeze or cough into a tissue or the inside of your elbow. Ensure “Cover Your Cough” signage is visibly posted.



Social Distancing Guidelines

To prevent the spread of germs, the CDC recommends individuals employ social distancing, or maintain approximately six feet from others, when possible. Ensure “Social Distancing – Stay 6 Ft Apart” signage is visibly posted.

In food production and retail food establishments, an evaluation should be made to identify and implement operational changes that increase employee separation. However, social distancing to the full six feet will not be possible in some food facilities. The risk of an employee transmitting germs to another is dependent on distance between employees, the duration of the exposure, and the effectiveness of employee hygiene practices and sanitation. When it is impractical for employees in these settings to maintain social distancing, effective hygiene practices should be maintained to reduce the chance of spreading the virus.

Note: Maintaining social distancing in the absence of effective hygiene practices may not prevent the spread of germs. Food facilities should be vigilant in their hygiene practices, including frequent and proper hand washing, and routine cleaning of all surfaces.

Personal Protection Equipment

Personal use items such as tissues, disinfectant wipes, infrared thermometers, gloves, and facemasks may help prevent the spread of disease.

Tissues and Disinfectant Wipes

- Tissues should be available at all entry/cashier points to aid in proper respiratory etiquette.
- Tissues and/or Disinfectant Wipes should be available throughout self-serve areas with handled dispensers. Instructional signage, “Please use a tissue or wipe as barrier between your hand and dispenser handle” should be visibly posted.
- Make sure there are trash cans nearby so tissues and wipes may be quickly and properly discarded.

Infrared Thermometer

With the encouragement of the CDC and some state and local governments and EEOC approval, all employees entering the workplace must complete a pre-shift health check including a daily temperature screening. The CDC defines a fever as a temperature above 100.4° F.

A non-contact infrared thermometer will be used for the daily temperature screening.

Gloves

All Pioneer employees will wear disposable gloves when handling or serving ready-to-eat foods and when working in the dish room. Disposable gloves may be of any food safe material vinyl, latex, nitrile, etc.

Face Masks

Federal health officials and the CDC recommend the use of face masks to stem the spread of COVID-19. The virus primarily spreads when a person coughs, sneezes, or breathes contaminated respiratory droplets into the face of a well person. Face masks help protect others from these respiratory droplets when in close contact.



As a reminder, wearing a face mask should be used in conjunction with hand washing every 30 minutes, social distancing, cleaning and sanitation procedures, as well as other guidance below:

- Face masks are not sufficient to allow symptomatic employees to work. Any employee with symptoms will be excluded from work immediately.
- Face mask usage does not remove the need for social distancing.
- Face masks should not be shared person to person. Unless using a freshly laundered, dry, reusable face mask.
- Employees must have two clean face masks per shift.

A washing machine will properly clean and sanitize the face mask and must be washed each day, after use.

Note: Be careful to not touch your eyes, nose, and mouth when removing face mask and wash your hands immediately after removing.



Cloth Face Masks Should:

- Include multiple layers of fabric but allow for breathing without restriction.
- Fit snugly, but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Be able to be laundered and machine dried without damage or change to shape.



Pioneer Recovery - Phased Reopening Plan



Pioneer Recovery - Phased Reopening Plan

Introduction to Phased Approach of Reopening

In response to the spread of the novel coronavirus COVID-19, state governments across the country have issued stay at home/shelter in place/safer at home orders as a public health mitigation strategy to slow the spread of the virus. As these orders start expiring and business begins to reopen, we must plan responsible, phased, action steps to ensure the continued safety of the communities we are privileged to serve.

A few key points affecting recommendations moving forward:

1. There is a lot about COVID-19 that we do not know. We do not know if COVID-19 will end up being seasonal. We do not know enough about how it spreads. This plan is based on the best information that is currently available and may change as knowledge improves.
2. Once stay at home orders are lifted, especially when social distancing and gathering size requirements are relaxed, there will likely be an increase of some magnitude in COVID-19 spread. How the orders are lifted, in each community we serve, is a key determinate.
3. Until a vaccine or other therapeutic interventions become available, some level of social distancing will be required and use of personal face masks will be encouraged.

Dining Hall Health Protocols for All Phases

- Hand washing stations are available in all bathrooms adjacent to the dining hall.
- Hand sanitizing stations will be available upon entry to the dining hall.
- All front-of-the-house contact surfaces including door handles, tray slides, and other common contact surfaces (table-tops and serving lines) will be sanitized regularly before and during meal service and disinfected after each meal period.
- Signage will be placed in easily visible locations to remind everyone of best hygiene practices.



Duration of Phases

Reopening dining operations and relaxing protective measures in place will occur in phases in compliance with local municipality reopening guidelines. Proceeding to the next reopening phase will depend on accomplishing milestones, meeting the applicable gating criteria as defined by local municipality, not on a timetable.

We understand there will be an increased risk of exposure during the reopening process. We understand we may need to reinstate the same or stricter protective measures to protect our community. However, given what is currently known about the virus, we can expect each phase to last at least 14 days.

We can help reach reopening milestones by actively practicing universal precautions and staying home if ill. We will proceed to next reopening phase only at the direction of the local municipality and in agreement with college/university operations.



Phases	Phase 1	Phase 2	Phase 3	Phase 4
	<i>Restricted Service</i>	<i>Moderate Service</i>	<i>Limited Service</i>	<i>Standard Service</i>
Social Distancing	Maintain 6-Foot Distance	Maintain 6-Foot Distance	Maintain 6-Foot Distance	Respect Others Social Distance
Dining Hall Entry	One Entry/Cashier	One Entry/Cashier	All Entries/Cashiers Open	Full Capacity
Food Service	Carry Out Only	Dine-In and Carry Out	Dine-In and Carry Out	Full Capacity
Dining Areas	Closed	50% Max Occupancy with Social Distancing	75% Max Occupancy with Social Distancing	Full Capacity Avoid Large Crowds

Note: Phase guidelines and specifics may differ by location. Confirm your specific guidelines with your state or local governing authority.

Universal Precautions in All Phases

During all dining hall service phases, we will encourage all community members to:

- Please stay home if you feel sick.
- Wear face masks whenever in public including the dining hall except for when consuming food or beverage.
- Practice good hand hygiene, including frequent hand washing, use of hand sanitizer when unable to wash hands, and refrain from touching face.
- Practice good respiratory etiquette; Sneeze or cough into a tissue, or the inside of your elbow.
- Practice appropriate social distancing as outlined in phased guidelines.
- Observe and comply with all posted signage and instruction.



Social Distancing in Phases 1 through 3

Dining services has reviewed flow of service and ensures social distancing by limiting flow of service through the dining hall to the greatest extent practicable.

- Maintain at least 6 feet distance apart from each other while entering the dining hall.
- Maintain at least 6 feet distance apart from each other while waiting in line at stations for meal and/or beverage service.
- In the event the dining hall is at capacity, dining services will ensure meals are available to-go.
- Maintain at least 6 feet distance apart from each other while waiting in line at dish return.



Social Distancing in Phase 4

- Please respect others' social distance.

Dining Hall Entry in All Phases

- Wash your hands before entering dining hall.
- Sanitize your hands upon entering the dining hall.
- Present your campus ID to the cashier and follow cashier instruction for entering the dining hall.
- Signage should be posted at dining hall entrance stating, "No one with fever or symptoms of COVID-19 is permitted to enter."



Food and Beverage Service in Phases 1 through 3

This has been expanded from Communicable Disease Action Plan, "Step Two" to cover restricted, moderate, and limited service levels. The purpose of restricted, moderate, and limited service levels is to reduce the number of common touch items such as serving utensils, plates, cups, glasses, etc. Placement of additional engineered controls (e.g., acrylic shields, barriers, floor decals, etc.) will be implemented as mutually agreed upon by client and Pioneer district manager.

- To the greatest extent practicable, floor decals / stanchions and cordons will be placed at dining hall entry and service line queuing areas to support proper social distancing.
- All self-prepared offerings such as Make Your Own will be suspended until standard service operations resumes.
- Where possible, all sneeze shields will be arranged to block self-service. Additional acrylic barriers may be placed to block self-service.
- All meals will be served by dining hall employees, no self-service items will be available. Grab and go items may be an option in different phases.
- Salad bar will not be offered. House salads will be pre-prepared, wrapped in salad bowls or disposable containers, and served or made available as grab and go.
- Desserts will be pre-plated and served or pre-packed and made available as grab and go.
- Grab and go items will be stocked to no more than minimum levels to prevent excessive touching of items.
- Use of self-service beverage stations will be discontinued to the greatest extent practicable. Self-service beverages stations will have tissues / wipes available to use as a disposable hand barrier. Any unwrapped or non-disposable items (e.g. straws or utensils) as well as fruit (lemons), sweeteners, creamers, and any condiment containers that are not single-use, disposable packaging, will be removed from service. (*Check and conform with local guidelines*)
- All seconds and beverage refills will be served on a clean or new plate and/or cup.
- Rolled napkins with utensils, or disposable cutlery kits will be distributed by dining hall employees at the same time a meal is served.
- Condiments will be served upon request, in single-use or non-reusable portions.



Dining/Seating Areas in Phases 1 through 3

- The chairs in the dining hall have been placed to comply with social distancing guidelines. Dining hall guest will not move chairs and will maintain at least 6 feet of distance from each other at dining tables.
- No common tabletop napkins or condiments will be available.
- Use of tablecloths and cloth napkins is discontinued.
- Instruct guests when done eating, pick up your plates, silverware, cups, trash, etc. and either dispose of in proper waste receptacles or follow instruction on proper dish return.

Phase 1 Specific

- Only one entry/cashier is open
- Dining hall open with carry out only
- Dining/Seating area closed

Phase 2 Specific

- Only one entry/cashier is open
- Dining hall open with dine-in and carry out
- Dining/Seating area will not exceed 50% maximum seating capacity per fire code with social distancing guidelines in place

Phase 3 Specific

- All entry/cashier points open
- Dining hall open with dine-in and carry out
- Dining/Seating area will not exceed 75% maximum seating capacity per fire code with social distancing guidelines in place

Phase 4 Specific

- Dining services will be open in full capacity
- Maintain universal precautions
- Facemasks are optional
- Respect others social distancing



Employees and Back of the House in Phases 1 through 3

- All Pioneer employees will wear a face masks for any interaction with dining hall guests, co-workers, or while in common travel areas of the business (e.g. dining hall, serving lines, hallways, bathroom, storeroom, loading areas, entries, and exits.) ***Employees are not required to wear masks while alone in office, more than (6) feet away from other individuals, or if doing so would pose a serious threat to their health or safety. (e.g. Working over a fryer, grill, range, or other piece of equipment that may exacerbate difficulty breathing.)***
- Interaction between delivery drivers / sales reps at loading dock, back door, office, or other locations will be minimized.
- Contractors, vendors, and drivers must wear face coverings or masks while on site.
- Workspaces and other work-related items / utensils (pens, knives, etc.) being shared by employees is discouraged to the greatest extent practicable.
- Maintaining 6-foot social distance between workstations is to be practiced to the greatest extent practicable.



Resources



Phased Dining Hall Service Levels

During all dining hall service phases, we will encourage community members to:

- Wear a face mask over their mouth and nose when in the dining hall, except for when consuming food or beverage.
- Practice good hand hygiene, including frequent hand washing, use of hand sanitizer when unable to wash hands, and refrain from touching face.
- Practice good respiratory etiquette; sneeze or cough into a tissue or the inside of your elbow.
- Practice appropriate social distancing as outlined in service phases and/or local mandates. Chairs in dining hall have been placed within social distancing guidelines. Please do not move chairs.
- Observe and comply with all posted signage and instruction.

PHASE 1 Restricted Service

Social Distancing

- Maintain 6-Foot Distance

Dining Hall Entry

- One Entry/Cashier Only

Food Service

- Open with Carry Out Only

Dining Area

- Closed

PHASE 2 Moderate Service

Social Distancing

- Maintain 6-Foot Distance

Dining Hall Entry

- One Entry/Cashier Only

Food Service

- Open with Dine-In and Carry Out Service

Dining Area

- Up to 50% maximum seating capacity with social distancing.

PHASE 3 Limited Service

Social Distancing

- Maintain 6-Foot Distance

Dining Hall Entry

- All Entry/Cashier Points Open

Food Service

- Open with Dine-In and Carry Out Service

Dining Area

- Up to 75% maximum seating capacity with social distancing.

PHASE 4 Standard Service

- Respect Others' Social Distancing
- Maintain Universal Precautions; Good Hand Hygiene and Cough Etiquette
- Face Masks Are Optional
- Open at full capacity

Note: Specifics of phased service guidelines may differ by location. Confirm your specific guidelines with your state or local governing authority.



Return to Work Agreement

Agreement between Pioneer College Caterers and employee on returning to work between May 1, 2020 and Dec 31, 2020 due to COVID-19 mandatory government closure of the business.

- Employee agrees to voluntarily return to employment. It is understood that job descriptions may change based on new service requirements due to COVID-19 mitigation requirements.
- Employee states that they nor anyone in their household has displayed COVID-19 symptoms in the past 72 hours and 7 days have passed since the onset of any illness.
- Employee agrees to voluntarily leave the facility if asked by management due to concerns relating to the Employee's health, including but not limited to, COVID-19 related concerns.
- Employee agrees to a temperature check prior to beginning work each day.
- Employee agrees to complete a self-examination for COVID-19 related symptoms prior to beginning work each day.
- Employee agrees to report to management any visible symptoms of COVID-19 they experience themselves or witnesses occurring with any other employee or customer on the business premises.
- Employee agrees to follow all guidelines and rules, regulations stated by the employer, state, or federal government concerning COVID-19.
- Employee agrees to report to management any quarantine order Employee receives or any instance where someone Employee has been in close contact with, is diagnosed with or thought to have contracted COVID-19 as soon as Employee becomes aware of the information.
- This agreement supersedes any previous terms of employment and nothing in this agreement alters the at-will nature of Employee's employment with the Company.

AGREED and ACCEPTED BY

Employee Signature

Employee Print Name

Date

Manager Signature

Manager Print Name



EMPLOYEE PRE-SHIFT HEALTH CHECK

All Pioneer employees will be screened for COVID-19 when reporting to work. Upon clocking in for each shift, each employee will complete the following Pre-Shift Health Check.

Name: _____

	Day Date	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
Health Check Questions		Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Have you been in close contact with a confirmed case of COVID-19?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Are you experiencing a cough, shortness of breath, difficulty breathing, or sore throat?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Are you experiencing chills, repeated shaking with chills, muscle pain, or headache?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Have you had new loss of taste or smell?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Have you had vomiting or diarrhea in the last 24 hours?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Have you had a fever in the last 48 hours?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Temperature Screening								
<i>Normal temperature cannot exceed 100.4 degrees Fahrenheit.</i>								

If you answers yes to any of the screening questions or your temperature is over 100.4 degrees fahrenheit
leave the premises immediately, notify your manager, and contact your primary health care provider.

Per CDC guidelines, employee health information will be held confidentially.



Sample Meeting Agenda

Pioneer is providing all dining halls with;

- Engineered Controls: Standard signage consisting of 8½”x11” print signage for entry, service, and back of the house employee areas.
- Administrative Controls: Enhanced policies and procedures regarding employee pre-shift health checks, cleaning and sanitation, hand hygiene and respiratory etiquette, social distancing and PPE guidelines.
- PPE: All Pioneer employees are being issued face masks and have disposable gloves readily available. Each dining services employee clock-in point will have an infrared thermometer.

Will campus facilities or Pioneer be responsible for maintaining hand sanitizer stations at entry and other service points?

Are students going to be required to wear a face mask in the dining hall?

Will there be a school staff person responsible for taking the temperature of all persons entering the building/dining hall? *Pioneer does not have the staffing resources to accomplish this.*

Flow of service

- Social distancing and line queue at entry, food, and beverage service points, and dish return.
- Social distancing at dining tables.

Staggered Mealtimes

- Do meal hours need to be amended to ensure adequate service?
-
-

If self-service is not allowed, what are alternative service options? (Made to order, grab and go, full served program, or a combination of service styles)

What additional engineered or physical controls are needed to enforce the flow and style of service agreed upon?

- Acrylic guards for cashier stand
- Stanchions, Tensabarrier, floor decal or floor tape to aid in social distancing
- Acrylic barriers for food lines
- Electrostatic cleaners to disinfect dining hall

Clarify, client school bears the financial responsibility of additional engineered controls.

There are a wide variety of resources for engineered controls available on the support page.

To receive more information and/or price quotes please contact John Donaldson at jdonaldson@pceonline.com.



Engineered Controls

Engineered controls such as acrylic barrier and guard and entrance control solutions require the purchase of physical materials to implement. These controls will be put into practice only with the prior approval of client and Pioneer district manager.

Acrylic Barrier and Guard Solutions

For several years Pioneer has teamed up with TriMark, the nation's largest food service equipment provider to bring design, engineering, and equipment expertise to our clients. To support our teams and clients during this unprecedented emergency, Trimark has lined up three leading equipment suppliers. Each offers prefabricated and custom engineered solutions for protecting food, staff, and guests. These industry leaders are:

- **Cal-Mil** – Manufacturer of Acrylic and Plexiglas food service merchandising products. They have introduced a Health and Safety product line.
<https://calmil.com>
<https://calmil.com/products/browse-categories/barriers.html>
- **NEMCO** – Food service equipment manufacturer offering both custom and prefab options for their Easy Shield guards and barriers. In addition, they have introduced Clean Gateway, hands-free door openers.
<https://www.nemcofoodequip.com>
<https://www.nemcofoodequip.com/catalog/easy-shield>
<https://www.nemcofoodequip.com/catalog/clean-getaway>
- **Bon Chef** – Leading purveyor of food service presentation equipment, offers a wide selection of their Health and Safety Shields.
<http://www.bonchef.com>
<http://bonchef.com/pdf/Bon-Chef-Future-of-Buffer.pdf>
- **American Metalcraft Inc** – Long established leader in offering trend-focused and unique products to the food service industry with a strong reputation for customer service and high satisfaction. They have introduced a line of unique, mobile barriers for booths and table seating that protects customers while allowing for safe personal space within a more confined dining environment.
<https://www.amnow.com/product-category/buffet-display/protective-barriers/mobile-partitions>



Utilizing Pioneer's existing process for securing equipment quotes, TriMark Engineering, Design and Equipment experts will work closely with Pioneer and our clients to identify the right solutions for your campus.

Pioneer's Director of Corporate Development, John Donaldson will manage the request for quotes process. Many clients are already set up with TriMark accounting. For those that are not, Donaldson can assist in having an account established.

To expedite a quick turnaround of options and pricing, the following is needed:

- Identify each location needing barriers or guards
 - Supply photos of each location from several angles
- Accurate dimensions of the area to be guarded by W x H
- Attachment method
 - Moveable or Fixed
 - Free Standing
 - Suspended from ceiling or soffit
 - Pole or Framed mounted
 - Counter mounted using brackets, screws, Velcro
- Features
 - Pass-Through
 - Top shelves
 - Side wings or panels

Requests can be e-mailed to jdonaldson@pcconline.com or called in to 816-536-4618. There is no obligation to utilize TriMark. We will assist our clients if they wish to go direct to the vendors above or to work with two other resources identified below.

Other Resources: To help sort through the vast number of sellers that have jumped on the Covid 19 band wagon, Pioneer has identified two additional leading manufactures with decades of experience in engineering both custom and prefabricated shields and barriers. Howard Industries and Interstate Plastics are not part of the TriMark system but will work directly with our clients.

- **Howard Industries** – Industry leading SGuard Essential Wellness Shields. They offer numerous examples that can be used for ordering or as templates for making in-house. You can access this valuable information at:

https://www.howardindustries.com/index_test

Michelle Lohrer
Howard Industries
6400 Howard Drive
Fairview, PA 16415
814-833-7000 ext. 242



- **Interstate Plastics** - Nationwide system of manufacturing locations offering full range of engineered solutions. Their pricing is favorable, and they were very responsive. Additional information on their protective sneeze guards can be found at:

<https://www.interstateplastics.com/sneeze-guard/cp165>

Robert Simpson

Interstate Plastics

330 Commerce Circle,

Sacramento CA, 95815

Phone: (888) 768-5759

Fax: (916) 422-1608

www.interstateplastics.com

Entrance Control Solutions

Pre-Admission Temperature Checks

The cafeteria offers one location where most students and many faculty and staff gather several times a day. While not always an indicator that a person has contracted the virus, temperature checks are one tool being used to monitor an individual's health. Using infrared cameras and advanced software, technology is providing an efficient and safe method of quickly confirming a person does not have a fever before they enter the cafeteria.

Avantgearz Automated AI Temperature Screening Station is one of the more economical system on the market today. More information can be found at: <https://canamwireless.com/product/avantgearz-automated-ai-temperature-screening-station/#tab-description>

Queuing

Cafeterias present unique challenges for maintaining social distancing. At the entrance, crowding together is a common occurrence. Inside the dining facility, waiting in line to be served presents another challenge at keeping guests a safe distance apart. The same can occur at dirty dish returns.

Tensators TensaBarrier has been a leader in queuing solutions for well over a century. Their retractable belt barriers and lobby ropes are ubiquitous. Combined with floor markers, social distancing posts and stanchion signage, an effective, highly visible system can be put in place to reinforce the need to maintain safe distance.

More information is available at: <https://www.tensator.com/solutions/social-distancing-queueing-products>

TensaBarrier products are available through TriMark or purchase direct from their webpage.



Resources

Additional COVID-19 Resources on the Pioneer Support Page

The Pioneer Service Pledge
Return to Work Agreement
Employee Pre-Shift Health Check
Fountain Equipment Start-Up Customer Guide
State Food Safety – A food Manager’s Complete Guide to Food Safety Stand Up Training
COVID-19 Signage

Resources and References:

CDC/NIOSH: Guidelines for College and University, Correctional and Detention Facilities, and Long-Term Care Facilities
CDC/NIOSH: Hierarchy of Controls
FDA: COVID Retail Best Practices Fact Sheet
FDA: Retail Food Protection, Employee Health and Personal Health
KPA: Safety and Compliance – COVID resources Facility Hygiene
National Restaurant Association: COVID -19 Reopening Guidance
State of Tennessee: Post COVID Pledge, Reopening Guidance
Texas Restaurant Association: The Texas Restaurant Promise and Minimum Standard Health Protocols
Missouri: Department of Health and Human Services – Economic Reopening Order
Johnson County, Kansas – Recovery Planning Task Force
Kansas – Ad Astra: A Plan to Reopen Kansas
Ecolab: Guidance for Resuming Operations
MNU Emergency Response Team
Kentucky – Healthy at Work

