



COVID-19 REOPENING & PREPAREDNESS PLAN
— FOR CONCORDIA COLLEGE NEW YORK —

July 28, 2020

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COVID-19 MESSAGE TO THE CONCORDIA COMMUNITY [Watch video](#)



6-1-20 | A Message from President Nunes on Fall 2020



COVID-19 REOPENING AND PREPAREDNESS PLAN FOR CONCORDIA COLLEGE NEW YORK

Concordia College New York is committed to providing a safe and healthy workplace for our faculty, staff, and students. To ensure we have a safe and healthy workplace, and learning environment, we have developed the following COVID-19 Reopening and Preparedness Plan (the “Plan”) in response to the COVID-19 pandemic. Concordia follows Centers for Disease Control and Prevention (CDC) and New York State Department of Health (NYSDOH) requirements and recommendations. **All employees are all responsible for implementing this Plan.** Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, including student workers, management, faculty, and students. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplace. Concordia recognizes the constantly changing environment and will continue to update the Plan and procedures as new information becomes available.

The Plan covers: (1) repopulation of the campus, (2) monitoring of health conditions, (3) containment of potential transmission of the virus, and (4) shut down of in-person operations on the campus, if necessitated, by widespread COVID-19 transmission.

All employees are responsible for implementing and complying with all aspects of this COVID-19 Reopening and Preparedness Plan. Concordia College employees have our full support in enforcing the provisions of this policy and we encourage our employees to ask questions, raise safety and health concerns, and offer suggestions related to the Plan and its implementation.

Our employees and students are our most important assets. We are serious about safety and health and keeping our employees working at Concordia College. Employee involvement and participation is essential in developing and implementing a successful COVID-19 Reopening and Preparedness Plan. We have involved our employees in this process by soliciting feedback as we have developed and rolled out the return to work plan. This feedback has allowed us to tailor the model to meet the needs of our workforce as well as our learners. Our COVID-19 Reopening and Preparedness Plan follows NYSDOH and CDC guidelines and requirements; *New York State’s Reopening Plan and Interim COVID-19 Guidance for Higher Education*, and federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders.

The Plan addresses the following:

1. policies and procedures that assist in the identification of sick employees and students and ensure sick workers and students stay home or in isolation;
2. implementation of engineering and administrative controls for physical/social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. student drop-off, pick-up and vendor delivery practices and protocols;
7. communications, training and supervision practices and protocols;
8. what employees and students can do to minimize transmission;
9. added protections and protocols for receiving and exchanging payments in the Business Office;
10. added protections and protocols for managing occupancy;
11. added protections and protocols to limit face-to-face interactions; and
12. added protection and protocols for distancing and barriers.



POLICIES AND PROCEDURES THAT ASSIST IN THE IDENTIFICATION OF SICK WORKERS AND ENSURE SICK WORKERS STAY HOME

Employees and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures were implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms as per Policy dated July 7, 2020.

- Employees are asked to **consult with a healthcare provider should they experience symptoms** that may be consistent with COVID-19.
- **Employees who present symptoms should stay home** and use benefit days to cover their absence due to illness. Extended absence due to illness may be eligible for disability pay and job protection through the Family and Medical Leave Act; or Families First Coronavirus Response Act.
- Employees who begin to **experience symptoms while at work** are asked to **report their absence to their direct supervisor** (either via phone, text, or email is sufficient) and to **leave campus as shortly thereafter** as possible. In addition, the appropriate person on the Concordia Forward team should be notified so that an assessment of risk to the community may be completed and members with potential exposure may be notified by the designated person of the Concordia Forward team.

Concordia College has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. Employees who are sick are required to enter illness in Paychex Time and Attendance. Please see Sick Days and Sick Leave Policy as revised April 1, 2020 at [S/HR/Policies](#).

We encourage employees who have questions about a policy to contact Human Resources at humanresources@concordia-ny.edu

SYMPTOMS OF COVID-19

Watch for symptoms ([CDC.gov](https://www.cdc.gov))

People with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- 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

This list does not include all possible symptoms. [CDC will continue to update this list as we learn more about COVID-19](#)

ACCOMMODATIONS FOR VULNERABLE PERSONS

We recognize and support the need to provide accommodations for employees who are vulnerable to COVID-19. Currently, per the CDC, an individual falls into the vulnerable category if they are over age 65 and/or have one or more of the following conditions:

- Chronic lung disease or moderate to severe asthma
- Immuno-compromised (e.g., cancer treatment, smoking, bone marrow/transplant, immunodeficiencies, prolonged use of steroids or immune-weakening medication)
- Serious heart conditions
- Severe obesity (BMI 40 or higher)
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease

In addition, employees who must care for a dependent family member (child, elderly, or unable to care for self-due to a qualifying condition under the Americans with Disabilities Act) due to the physical closure of a care facility may request an alternate work arrangement or remote work plan to support them in meeting this need.

Employees are encouraged to contact Human Resources at humanresources@concordia-ny.edu to initiate an interactive process for requesting an accommodation.

Concordia College has also implemented a policy for informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Employees who have been exposed to a person with COVID-19 are asked to report this exposure to the designated member of the Concordia Forward team as soon as practicable to include disclosure of individuals with whom they have had physical contact or work in a shared space.

The designated member(s) of the Concordia Forward team will work with NYSDOH and assigned contact tracers to support the communication to exposed individuals. Please note that, employees (and their covered dependents) who participate in the Concordia employer-sponsored medical coverage are eligible to receive tests and treatment of the virus at no charge. For more information, see the COVID-19 page of the Concordia Plan Services site: concordiaplans.org/hub/covid-19-what-you-need-to-know.html



CONCORDIA FORWARD TEAM

The Concordia Forward team members are: Chief Administrative Officer, Director of Human Resources (or designee), Director of Athletics and Campus Life (or designee), VP for Academic Affairs (or designee), Director of Security (or designee), General Counsel, Director of the Health Center, Director of Institutional Research, Assessment and Compliance, Senior Director of Marketing and Communications (or designee), Senior Director of College Services.

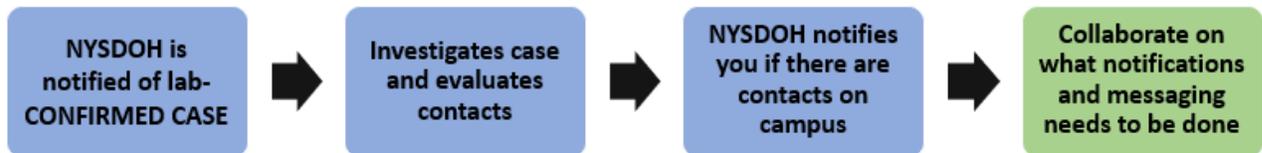
A designated member(s) of the Concordia Forward team provides support when a member of the Concordia community has a confirmed diagnosis of COVID-19.

Concordia College will find out about cases in primary ways both of which will use the expertise and guidance of the NYSDOH.

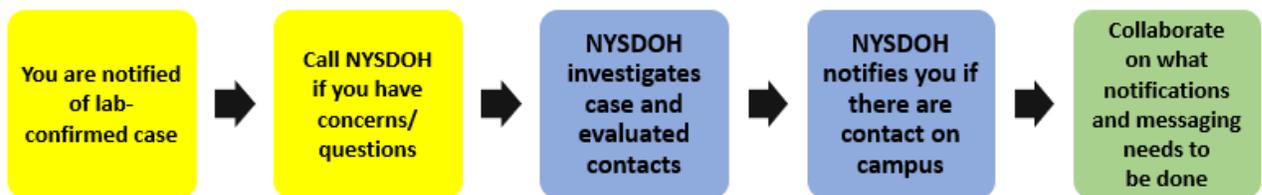
In both scenarios Concordia College will work with NYSDOH to collaborate on notifications, messaging, and next steps. The next steps would include special considerations for the community and cleaning as it relates to workspace, classroom, food service, and residential living environments. Areas that have been accessed by the individual will be cleaned using the CDC and NYSDOH cleaning recommendations and well as interpretive guidance from NYSDOH.

LAB CONFIRMED – CASE INVESTIGATION PROCESS

Scenario 1: NYSDOH is first notified of case



Scenario 2: You are notified of case



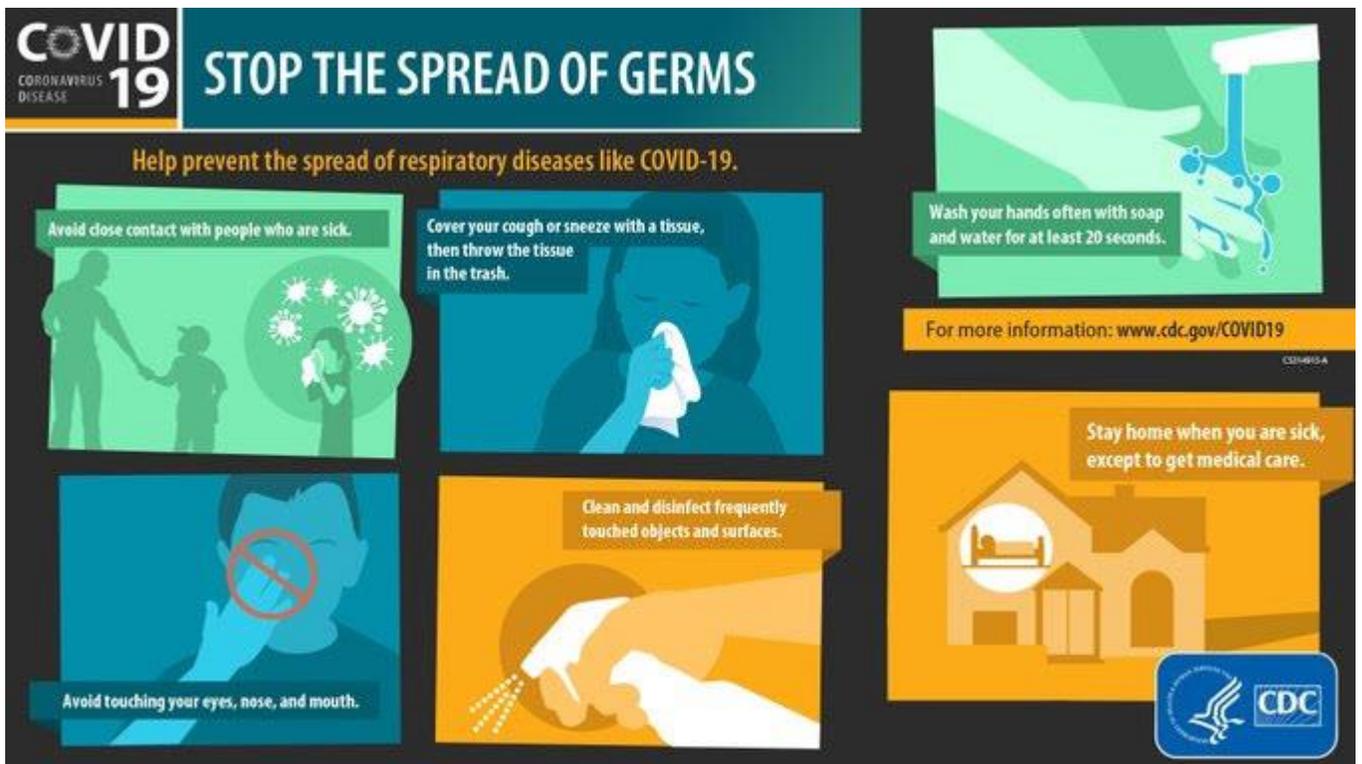
CDC AND NYSDOH: ENVIRONMENTAL CLEANING AND DISINFECTION RECOMMENDATIONS

Conduct a risk assessment to determine an action plan

This risk assessment may include providing a recommendation about self-isolation and providing related assistance, as well as notifying individuals or groups who were in close contact based on NYSDOH guidance.

Evaluate specific locations where the person spent time on campus to initiate cleaning and disinfection following guidance from the CDC and NYSDOH.

Provide isolation or quarantine options for residential students based on CDC and NYSDOH current guidance.



OUR COMMITMENT TO PRIVACY IF YOU HAVE SYMPTOMS OR ARE DIAGNOSED WITH COVID-19

We will make every effort to keep faculty, students, and staff up-to-date about planning and actions, but as an educational institution, under FERPA and Americans with Disabilities Act, as amended, we are obligated to protect the privacy of each individual who is part of our Concordia College community. We ask that all members of the community do the same. This is a challenging time for everyone, and we need to focus our attention on providing support and service to the people who need our care.

If you are diagnosed with COVID-19 or hear about a case on campus, please report by sending an email to the right contact. Employees and regarding employees use humanresources@concordia-ny.edu and students and regarding students use studenthealth@concordia-ny.edu We answer these daily and quickly follow up.

- Employees/students who have symptoms can self-check via NY State Department of Health Symptom Screener <https://covid19screening.health.ny.gov/> a digital tool to help New York State businesses and organizations promote health and safety on-site as the economy reopens. If a student or employee arrives at work or becomes sick during the day, they should immediately be separated from other employees, students, visitors and sent home. Employees who develop symptoms outside of work should notify their supervisor and stay home.
- Those who have symptoms should self-isolate and follow [CDC recommended steps](#).
- If an employee reports feeling unwell while in the office, the employee will be sent home to contact a healthcare provider for further guidance.
- If an employee tests positive for COVID-19, the employee must immediately stay home for at least fourteen (14) days and consult their health care provider. After fourteen (14) days, the employee must produce medical documentation to Human Resources to validate their illness, qualify to take benefit days when ill, or return to work in addition to clearing the employee to return to work.
- In the meantime, the employee's workstation will be sanitized following the CDC and NYSDOH cleaning and disinfection recommendations.
- If a sick employee was in contact with other employees, the employees who have had close contact and exposure to the sick employee will be asked to remain home and to contact a healthcare provider for further guidance.
- Sick employees/students should follow CDC and NYSDOH recommended steps *What to Do If You Are Sick* [cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html). Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.



- Essential infrastructure workers should follow CDC guidance [Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.](#)
- All **employees are required to wear masks or other face coverings** when interfacing with colleagues, students, or the public, while working and when walking in on campus or instructional location. The College will also require that students and visitors wear face coverings when they are communicating with faculty and/or staff on campus or at the College’s additional instructional locations, and when walking in public areas on campus or instructional location. New York State requires employers to provide workers with an acceptable mask at no cost to the employees and to have an adequate supply of masks in case of need of replacement.
- Employees will be allowed to bring their own face mask or other face covering, provided they are acceptable, including but not limited to, cloth (e.g., homemade sewn, quick cut, bandanna), surgical masks and face shields.
- If an employee does not own a face mask, a face mask will be provided to the employee by the College. If an employee is working alone in an office or other work area, the employee is not required to wear their face mask. Employees are required to wear facial coverings while walking on campus, regardless if they are walking alone, this includes walking in the quad and in hallways.



PHYSICAL/SOCIAL DISTANCING – MAINTAINING SIX (6) FEET OF PHYSICAL DISTANCING

Physical/ social distancing of six (6) feet is required and must be maintained between employees and students in the workplace through the following engineering and administrative protocols:

- **Employees are always encouraged to maintain a minimum of six (6) feet of distance from others.**
- Employees who share a workspace that is prohibitive of physical distancing are encouraged to talk with their direct supervisor to determine another on-campus work arrangement to ensure appropriate spacing.
- Hard surfaces of shared workspaces must be sanitized before and after meetings to minimize risk of exposure.
- In addition, managers are encouraged to work with team members to coordinate flexible hours and staggered work times with team members who are traveling to campus for work to reduce the potential for exposure to illness.
- Areas that accept visitors should provide a visual indication of the recommended distance. In cases where this is not possible, a barrier such as a table should be put in place to ensure appropriate distance is maintained.
- Until further notice, meetings must continue to be held virtually if physical/social distancing cannot be practiced and/or the group is larger than ten (10) people.
- **Employees should use video or telephone conferencing when scheduling meetings**
- All meetings must have a virtual or remote call-in option.
- If it is not possible to have a video or telephone conferencing meeting, and a face-to-face meeting is essential, adherence to NYSDOH and CDC protocol is required. The meeting space must allow for six (6) feet distancing and all attendees must also wear a face covering.
- Break rooms and lunchrooms will be limited to food preparation only. When possible, employees are encouraged to bring meals that do not require refrigeration or heating.
- Common spaces such as break rooms, lounges and conference rooms must have furniture rearranged to promote physical/social distancing.
- Employees, students, and campus visitors are prohibited from gathering in groups and confined areas, including elevators. Because we are a close-knit community, it may be difficult not to fall into old habits of congregating or engaging in physical interactions (e.g. handshakes) and courteous reminders to others to maintain spacing is encouraged.
- Employees and campus visitors are prohibited from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. There are some situations where work tools must be shared. In those situations, employees should take precautions to sanitize them between use.
- College Services and Security will provide masks, sanitizer, and wipes for employees and as requested by students.



In the event physical/social distancing cannot be maintained [CDC](https://www.cdc.gov) and NYSDOH protocols will be followed. This includes wearing cloth face coverings in public settings and as specified in College Policy.

WORKER, STUDENT AND GUEST HYGIENE, SOURCE CONTROLS

Employees and student’s hygiene and source controls are in effect and basic infection prevention measures are always recommended at our workplaces.

Employees and students are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on campus, prior to any mealtimes, and after using the restroom.

- All visitors to the campus are also asked to wash their hands (or use hand sanitizer) prior to, or immediately upon entering, campus buildings.
- In addition, hand-sanitizer dispensers (that contain sanitizers of greater than 60% alcohol) are located throughout campus and may be used in place of soap and water, as long as hands are not visibly soiled.
- In compliance with the CDC guidelines, physical interaction in proximity of less than six (6) feet between individuals is discouraged but, in the event, it occurs all participants should be wearing appropriate face masks.
- Offices who have visitors (either co-workers from other offices or students) are encouraged to sanitize all hard surfaces (e.g. worktops, door handles, and pens, if provided) immediately after use.
- Employees and visitors are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors. Individuals who do not possess face coverings may come to the security office to receive a reusable face covering



VENTILATION PROTOCOLS FOR ALL CAMPUS BUILDINGS

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems.

- We have a remote-control building management system on many of the HVAC systems on campus, giving us greater control over air quality and return air levels.
- We have Increased the outdoor air-percentage to increase dilution of contaminants, and eliminate recirculating, whenever possible, while maintaining indoor air-conditions.
- We are running systems on full economizer as outside air-conditions allow.
- We are constantly maintaining air intake and discharge to create the safest air outcome as possible.



CLEANING AND DISINFECTION PROTOCOLS FOR ALL CAMPUS BUILDINGS

Regular housekeeping practices are implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users.

- Regular disinfecting of populated areas, including wiping all hard surfaces.
- All regularly scheduled areas cleaned will also be disinfected as part of the normal cleaning routine.
- Wearing of PPE, including face masks and gloves when cleaning.
- Practicing physical/social distancing when interacting with Concordia population.
- Regularly washing hands during the cleaning process.
- Not reporting to work if symptoms are present.
- Requiring vendors on site to adhere to these protocols.
- Supplemental staffing to make two complete rounds per day of all campus communal areas wiping down all hard surfaces with disinfectant cleaner.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

- Continued use of Betco PH7Q, a neutral disinfectant cleaner, which has been registered with EPA on List N and third party tested for efficacy against SARS CoV-2.
- Added disinfectant wipes which are used for surfaces where a spray does not work.
- Additional disinfecting stations at every building entrance throughout campus.
- Purchased two Hygienica HX Pro Electro Atomizing Sprayers for spot disinfection of specific areas.



COMMUNICATIONS, TRAINING AND SUPERVISION PRACTICES, AND PROTOCOLS

This Reopening and Preparedness Plan was communicated to all employees and necessary training was provided. Concordia's Human Resources is responsible for communicating the COVID-19 Reopening and Preparedness Plan to all its employees. The Plan, which includes training and supervision practices and protocols as stated in the [New York Interim Guidance for Higher Education During the Covid-19 Public Health Emergency](#) for reopening, is provided and available to employees via the Digital Quad campus portal site www.concordia-ny.edu/coronavirus-updates

- All Concordia employees are required to complete a *COVID-19 Prevention in the Workplace* training presented by Human Resources
- The training must be completed by all employees returning to the workplace. The training emails were sent to all employees.
- The training assures Concordia's campus follows federal and state guidelines for reopening by staggering the timeline for employees returning to work.
- Managers and supervisors are to monitor the effectiveness of the training and report feedback to Human Resources.
- As more information becomes available, additional communication and training will be ongoing through the College's COVID-19 employee webpage <https://www.concordia-ny.edu/coronavirus-updates>

Management and employees are to work through this new program together and update the training, as necessary. This Reopening and Preparedness Plan has been certified by Concordia College management and it will be updated, as necessary.



WHAT STUDENTS CAN DO TO MINIMIZE TRANSMISSION OF COVID-19

As a community, it will be important that all members of the institution work together to minimize the risk of transmission while engaged in the learning process. Following CDC and NYSDOH guidelines on physical/social distancing whenever possible; wear their cloth masks, student gatherings are kept at a size of less than 10 **and in spaces that are appropriate for physical/social distancing**. However, **even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space**, unless it is designed for use by a single occupant. Concordia will also be promoting health etiquette through educational programming, awareness campaigns and etiquette signage in congregate spaces.

Concordia College works with associate providers to manage key non-academic services that serve our students. These areas include facilities operations, custodial, and foodservice. These service providers include Chartwells, Aramark and C-Clean, are responsible for Standard Operating Procedures that are applicable to their tasks and compliant with guidance from the CDC and NYSDOH. Concordia College is also working with New York State’s Reopening Plan and [Interim COVID-19 Guidance for Higher Education](#) and is compliant with recommendations in congregate living (residence halls) and educational delivery. Student Experience and the Health Center will have isolation rooms set aside with a bathroom for students living on campus. All students who become ill or are requested by Health Professionals to self-isolate are encouraged to contact the designated member of the Concordia Forward team to arrange accommodations for academics, housing, and meals.

Social gatherings on and off campus will follow current guidance from the CDC, NYSDOH, Policy and applicable executive orders. These parameters include number of individuals in attendance, physical distancing as well as healthy etiquette for those in attendance.

Concordia College will also continue to utilize virtual engagement practices and events to help students minimize the transmission of COVID-19.



CAMPUS REOPENING GUIDELINES, *SUBJECT TO UPDATING TO COMPLY WITH CDC AND NYSDOH GUIDELINES

CLASSROOMS/ CLASS SIZE

- We will follow CDC and NYSDOH guidelines for physical/social distancing, [as well as allowable class sizes](#).
- Faculty and students must wear a facial covering/mask in hallways and when entering, sitting in a classroom, and leaving a classroom.
- Six (6) feet of social distance must be maintained and a facial covering/mask worn, in the class.
- Faculty are required to wear masks while teaching and maintain social distance and limit movement around the classroom.
- Faculty will require that students have consistent, assigned seats and consistent lab partners as well as limited rotation in labs (*this helps with contact tracing*).
- Faculty will be provided with masks by Concordia College and students are responsible for providing their own masks and hand sanitizer.
- Disinfectant wipes and sanitizer will be available outside of classrooms for use by students and faculty.
- Faculty and students who are ill should stay home.
- Accommodations will be available through Student Experience and the Student Health Center for students with underlying health conditions or who become ill. Contact: studenthealth@concordia-ny.edu
- Faculty are encouraged to be gracious in dealing with students, and to refer them to the Student Health Center if they have not already contacted them. Faculty are encouraged to contact the Student Health Center
- When students are required to engage in group work in class, they must all wear masks. Work teams also have tools to meet virtually in Blackboard Collaborate, Google Hangout, Zoom, etc.
- If a student comes to the classroom without a mask, faculty will direct the student to Security to obtain one. **Students cannot remain in class without a mask.**



LABS

- Concordia follows CDC NYSDOH guidelines noted in the classroom section. Labs that do not allow for six (6) feet of physical distance will require Personal Protective Equipment, or a mask, or facial covering.
- In addition to face masks, departments will determine PPE lab needs as well as cleaning and disinfecting procedures.

FACULTY AND FACULTY OFFICES

- Office signs stating that a mask or facial covering is required to enter the office will be available for faculty who want to utilize them. Faculty are encouraged to also use virtual office hours.
- If a faculty member becomes ill, his or her course will move online until the faculty member has recovered.
- Departments are strongly encouraged to have “back up” plans for courses if a faculty member becomes ill and cannot teach online.
- Faculty are not allowed to move their courses online without permission from their department chair and dean.
- Faculty who have underlying health conditions can submit requests for reasonable accommodation by contacting Human Resources at humanresources@concordia-ny.edu

PERFORMING ARTS

- In addition to CDC and NYSDOH guidelines, faculty will follow guidance from professional organizations.
- Rehearsals and performances will be scaled to conform to guidelines.
- COVID-19 and safety education will be part of all performing arts student experiences.

TRAVEL

- Reopening of domestic and international travel for college purposes will be announced later and per NYS and CDC guidelines.



SHUT DOWN OF IN—PERSON OPERATIONS ON THE CAMPUS, IF NECESSITATED BY WIDESPREAD COVID—19 TRANSMISSION

Shutdown includes contingency plans for decreasing on-campus activities and operations and/or closing the campus.

The following considerations will be included, at a minimum:

- **Operational Activity:** To include operations that will be decreased, scaled back, ramped down, or shutdown and which operations will be conducted remotely; including process to conduct orderly shutdown which may include phasing, milestones, and involvement of key personnel.
- **Move-out:** For residential students, the shutdown plans will include how students would safely depart campus. The College will consider policies for students who may not be able to depart campus quickly (e.g. international students).
- **Communication:** The College will develop comprehensive plans to communicate internally and externally throughout the process.

Additional protections and protocols for receiving and exchanging payment

Concordia has a fully online payment model so students would not need to come to campus to pay their tuition and other bills. Additionally, physical barriers are in place in the Business Office which allow in person transactions. Social distancing markers are defined by tape markers on the floor and hand sanitizing stations are publicly available in the area. Concordia College continues to make more surfaces hands free such as in lavatories and door openers.

Additional protections and protocols for managing occupancy

In all queuing situations, clear markers are in place to encourage proper separation (i.e., business office, mailroom, dining hall). Furthermore, additional hand sanitizer dispensers have been located at high traffic areas as well as additional custodial cleanings on all common public doorways and handles. Residence Hall assignments will follow NYSDOH and CDC guidance.

Additional protections and protocols to limit face-to-face interactions

When possible, alternative learning modalities are implemented such as online/remote instruction. When not possible, and students and faculty are in a typical classroom setting, CDC protocols for less than six (6) feet are implemented which includes wearing a face covering. More guidance is forthcoming on classroom and lab setting operational structures.

Additional protection and protocols for distancing and barriers

Providing hand sanitizer placed at entrances, points of purchase, common hallways and prominent locations for students, visitors, and employees. Queuing areas are marked with signage and tape on flooring helping to separate and guide traffic so as to optimize physical/social distancing (i.e., the COOP, Brickyard Café, The Commons dining hall, help desk, mail room etc.).

Certified by:

**Mark Wahlers, Ph.D.
Chief Administrative Officer**