



KEAN

PHASE 1 RESTART PLAN Kean University Campus June 28, 2020

I. Introduction:

As New Jersey begins a phased reopening, the leaders of Kean University are working diligently to plan a smooth and safe return to campus. While continuing to work on future phases with the President's Task Force on Campus Reopening, this Phase 1 plan prepares to bring only the senior management back along with essential workers who are already reporting to work on site.

The President's Task Force, which includes staff, faculty and students, is looking at all aspects of campus life – from classes to residence halls, athletics, offices and more – along with CDC and state guidelines to determine the safest path forward as we look to welcome students, faculty and administrators back to an on-campus living and learning environment.

Although plans are subject to change due to the unpredictable nature of the COVID-19 pandemic, it is important to begin preparing all employees, faculty and students for their return to campus.

The health and safety of the campus community is a shared responsibility. For this reason, the University established a Presidential Task Force on the Reopening of the Campus. The Task Force is charged with developing Kean University's Restart Plan.

Kean University's transition back to campus will be implemented in phases.

Phase I Begins on Monday, July 13

1. All Vice Presidents, Deans, Directors and essential personnel (not currently working on site) will return to campus for summer work hours.
2. A correspondence has gone out from Human Resources regarding the process for employees who feel they need an accommodation.

II. General Safeguarding

Starting with Phase 1, Kean University will implement general safeguarding measures for the campus community. These safeguards include but are not limited to: (1) Cleaning and sanitization; (2) Requiring face coverings; (3) Maintaining adequate supplies, such as personal protective equipment and cleaning supplies; (4) Requiring individuals to engage in social distancing practices at all times; and (5) Training students, staff and faculty regarding COVID-19 sanitization and social distancing practices and protocols.

- All buildings have been thoroughly cleaned and disinfected. Buildings that remained on-line have remained on cleaning and disinfecting schedules.
- All HVAC and mechanical systems will be inspected to confirm proper operation and air movement.
- Air filters in all units will be upgraded to a MERV-11 level air filtration level.
- Open outside air dampers to introduce additional fresh air to system, run fan 24/7 to circulate and filter air more frequently.
- Custodial staff members have been trained on advanced disinfecting practices and reinforcement training (which includes enhanced and frequent disinfecting of high-touch areas). Follow-up training will be conducted throughout the summer.
- Potential outbreak/ill person protocols in place with Kean's Environmental Health Safety Office for response per CDC guidelines.
- UV light technology has been ordered for enhanced disinfecting of areas suspected of an exposure prior to introduction of the cleaning crew.
- Hydrogen peroxide mobile units to utilize in small areas where heavy air movement will occur in a small amount of time. They can additionally be used in areas post-known illness after disinfecting for additional measures.
- Housekeeping – hourly review of all hand soap dispensers to ensure they are filled; garbage emptied.
- Additional hand sanitizing stations have been placed at all main egress points in hallways and outside large capacity rooms. More are in the process of being placed throughout buildings, and more still are on order.
- Protective barriers (sneeze guards) for high traffic reception and other customer service areas have been ordered.
- Office suites will be equipped with spray bottles of disinfectant that do not require the use of safety glasses or gloves, along with paper towels so that students/staff may clean their chosen space.
- Installation of CDC-approved signage with Kean branding in rest rooms and entrances to promote proper hygiene practices.
- Install cougar paws on the floor where queuing may be required in buildings that are prone to have lines form.
- Usage of digital displays through campus to promote signage, and messages posted inside buildings.
- Adding signs to the back of doors with hotline # to Housekeeping at every rest room for anyone to contact should they find an issue.

- Every person is required to wear a face covering, properly screening both mouth and nose, when inside a building or within 6 ft. of a person anywhere. The only exceptions to this are when a person is eating/drinking or working in a solo work space. Careful attention to social distancing must be made when eating.
- Occupancy limits and social distancing must be followed at all times.
- It is expected that if any person is ill, they do not come to campus.
- If any person is tested positive for COVID-19, Student Health Services or Human Resources shall be notified immediately so that contact tracing can commence.
- PPE supplies have been stocked, and the Environmental Safety Officer shall conduct inventory control checks and procedures periodically.
- A sub-committee of The President’s Task Force members, along with the Environmental Safety Officer, the Director of Student Health Services, the Director of Human Resources, the Director of Campus Safety, the Asst. Vice President for Campus Planning & Facilities, will be established to serve as the University’s ongoing health and safety committee. This committee will help inform the Task Force and Administration, will review implementation of the Restart Plan, and will review and advise as public health conditions continue to evolve and additional information becomes available, so that the restart standards may be updated as appropriate.
- An Information Training Guide for all community members will be developed by the above-mentioned subcommittee.

III. Screening, Testing, and Contact Tracing Protocols

- Screening:

Preventing infected individuals from visiting campus is a critical factor in reducing the spread of COVID-19. During Phase I, Kean University will pilot the use of a new screening app, aimed at doing just that. The mobile app, *Campus Clear*, will prompt the returning members of the campus community to self-screen through the app. Based on the safety screening rules defined, the app will automatically inform our users whether or not they are permitted to visit campus. (see www.campusclear.com).

- Testing:

The County of Union currently operates a testing site on the Kean University Campus. For Phase 1, the County has agreed to serve as the testing center for the University as needed. As Phase 1 only involves essential employees who have already been working on campus and the return of senior management, communication will be handled through the divisions and Human Resources.

- Contact Tracing:

The Department of Student Health Services shall serve as lead unit in coordination with Human Resources and the Office of Environmental Safety to plan, implement and manage Kean's contact tracing program.

Purpose: In public health, contact tracing is the process of identification of persons who may have come into contact with an infected person and subsequent collection of further information about these contacts.

Goal: The goal of contact tracing in public health is to reduce the transmission of infection, in this case SARS-CoV-2 (COVID-19), to identify and reduce future contacts of infected individuals, test them for infection, treat the infected, and trace their campus contacts in turn. In short, contact tracing attempts to find all contacts of a confirmed case, in order to test or monitor them for infection. The goal is to stop the spread of this disease by finding and isolating confirmed cases and quarantining persons under investigation.

Description and Requirements of the Contact Tracers

Description: The role of the contact tracer at Kean University will be to complete the following tasks:

- Establish contact and rapport with those who are identified as being confirmed positive for COVID-19.
- Call those identified as having close on-campus contact with the infected individual and notify them of their exposure.
- Provide resources and support to the case (infected individual) and explain isolation guidelines.
- Provide resources and support to the contacts and explain quarantine guidelines.
- Support the quarantine of student cases or contacts that live in University housing. Help ensure the safe, sustainable and effective isolation or quarantine of cases and contacts to prevent additional transmission.
- Keep details of all interactions as per contact tracing protocol.
- Use digital tools as appropriate. Adoption and evaluation of digital tools may expand reach and efficacy of contact tracers. (yet to be determined)

Essential Functions:

The contact tracer is trained to communicate with Kean University students or employees who have either tested positive for COVID-19 or have a potential contact with someone who tested positive. The contact tracer locates, counsels and refers persons under investigation to appropriate testing resources or self-isolation and quarantine recommendations. The contact tracer may also conduct active or passive surveillance of individuals under self-isolation or quarantine. The contact tracer functions as an agent of Kean University working in collaboration with the local health department.

Conducts investigations to locate cases and contacts of COVID-19 by interviewing patients to determine contacts, locating, and tracing contacts, and directing them to seek diagnosis and

treatment. In the case of students who need diagnosis, the contact tracer works with Student Health Services to ensure that testing occurs. In the case of an employee in need of diagnosis, the contact investigator, in collaboration with the Director of Student Health Services, will refer the employee to Human Resources for appropriate follow up.

Works with the Director and Associate Director of Student Health Services to educate and recommend isolation and quarantining of cases and contacts of individuals with COVID-19 in University housing and private homes.

Requirements for the Assignment of Contact Tracer

Essentially, it means you are willing to invest time; you will learn about and stay current on public health investigations, COVID-19 disease, confidentiality and mitigation initiatives to support protecting the health of our community. This will happen in 7 parts.

1. Complete the [Johns Hopkins Contact Tracing Course](#) and submit the certificate to rmansfield@kean.edu. Note, you cannot accelerate this course, open all links and watch all videos. This training is free and can be taken anytime. (2-4 hours)
2. Complete the New Jersey DOH requirement to become a contact tracer [Making Contact: A Training for COVID-19 Contact Tracers](#).
3. Complete the CDC HIPAA training course [ADH HIPAA Privacy and Security Training](#).
4. Complete the CDC HIPAA Awareness course [HIPAA Awareness](#).
5. Completion of Non-disclosure agreement
6. Complete Student Health Services training on Contact Tracing for Kean University.
7. The final training step is to participate on a call with the Director or Associate Director of Student Health Services to complete a contact investigation.

It will not end there, though. It is critical to stay updated on the latest public health recommendations and Kean University protocols. You should frequently review CDC, NJDOH and WHO recommendations and will be updated when changes in procedures or messaging happen by the Director of Student Health Services.

Additional Requirements:

- One year of experience at Kean University
- Proficiency in conducting interviewing, including oral and written communication skills
- Proficiency in utilizing basic computer systems, email and database software
- Ethical and professional conduct
- Active listening
- Open communication
- Critical thinking
- Negotiating skills
- Problem solving
- Cultural humility and competency

- Fluency in non-English languages for communities where English is not the primary language
- Emotional intelligence
- Flexibility and adaptability

We will be notified of cases either by the student, close contact, other members of the Kean Community or health department of the individual's county of residence. The Director or Associate Director of Student Health Services will assign cases based on campus affiliation and tracer rotation. None of you will be alone. We remain on call for all of you, and you will be able to lean on each other. The Union County Health Department will be a resource for us as we are all working toward the same goal, to keep our campus community safe.

IV. Preparing for when someone gets sick:

Kean University is developing a plan to house or transport exposed or ill residential students, which will include the above-described reporting procedures to ensure timely reporting, while maintaining confidentiality. As this June 28 Restart Plan is only for Phase 1, which does not include bringing students back to campus, this portion of the plan remains under development and review. The working draft procedures follow.

Draft Procedures for Preparing for when Someone Gets Sick

Several strategies will be implemented by Campus Health and Safety in preparation for confirmed cases of illness.

- Sick Individuals will be required to enter a period of Home Isolation
 - Sick faculty, staff or students should not return to in-person classes or facilities, or end isolation until they have met the CDC's [criteria to discontinue home isolation](#).
- Isolate and Transport Those Who are Sick
 - Faculty, staff, and students know they should not come to the Kean University if they are sick, and should notify Campus Health and Safety 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.
 - Faculty, staff and students with COVID-19 symptoms (such as fever, cough or shortness of breath) will be separated from others immediately. Individuals who are sick will be required to go home or to a healthcare facility, depending on how severe their symptoms are.
 - Residents who are not able to leave campus will be moved to an isolated area and will be monitored until they can return home.
- Clean and Disinfect

- Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#).
- Where feasible, wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible, and then 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, institutions of higher learning (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.

V. Instruction:

Phase 1 does not involve the offering of any in-person courses. While some elements of this Phase 1 plan serve as part of the means to address in-person instruction safety, Kean University is currently developing its full plan to ensure social distancing and other general safeguarding measures for the classrooms. The full plan will be submitted to the state at least 14 days prior to offering any in-person instruction on the campus.

VI. Faculty, staff and student accommodations:

Kean University plans to accommodate faculty and students who are immunocompromised, at high-risk for COVID-19, or have received a positive diagnosis of COVID-19.

For Phase 1, all employees will receive individual instructions on when they should return to their normal workplaces. For the purposes of density reduction throughout departments and work areas, staggered schedules will be developed and implemented as we work through the phasing plan.

Staff and faculty who need a special telecommuting accommodation due to specific health or childcare issues must fill out [this request form](#) for review. It must be submitted with the appropriate medical certification or documentation verifying school or childcare closing within five business days of submitting your request.

The University recognizes that many employees are waiting for more information from their children's schools or childcare providers regarding the Fall schedule. So employees may fill out the form at a later date or edit submissions if circumstances change.

Human Resources will work with employees and their supervisors to find effective accommodations within Kean workspaces as well as develop productive temporary telecommuting arrangements where possible. Requests are not guaranteed. Assigned duties may vary from employees' typical job responsibilities to ensure we continue serving our students effectively during this time.

VII. Transportation

The Shuttle Bus service is designed to help students, faculty and staff navigate the campus of Kean University. Shuttle buses and trolley buses are accessible to all riders, including people with disabilities. Due to the reduced capacity currently permitted, members of the campus community who are able to walk are encouraged to do so, leaving the limited seating for those who truly need it.

New Bus Standard Operating Procedures – Guidelines

1. Operational Capacity of Riders

Accounting for social distancing on the trolleys and buses, we have come up with social distance spacing plans for the trolleys and the buses on campus. Each of the four trolleys will hold six passengers at a time with no standing. Each of the three buses will hold ten passengers. When all seven vehicles are in use, we will be able to accommodate a total of 54 passengers at any given time. Under normal circumstances, our system can accommodate 272 riders.

To make up for the reduced capacity of the vehicles, we will focus more of the fleet on the East Campus route which is the longest route and transports the largest number of passengers. We will maximize the number of vehicles on the route during peak times.

Consider making signs and sending out messaging – For everyone's safety, Trolley occupants must adhere to social distancing, which decreases capacity....if you CAN walk, consider doing so and leaving the limited seats for those who cannot.

1. Operational Procedures

Entering and Riding

Passengers will enter first, with the driver entering last and exiting first (at each stop driver will exit first, allow passengers to exit and new passengers to get on before getting back on the bus). Passengers getting off must remain seated until the driver has exited the bus.

Seating Description

On trolleys, spacing will be labeled with seat stickers placed to follow distancing recommendations of 6 ft. No standing allowed on any vehicles. The seats in a 6 ft. area surrounding the driver must be left empty. On buses, tape on the floors will indicate the safe distance between passengers (what rows can be utilized). Signage on seats will indicate where passengers may or may not sit, again, based on 6 ft. separation standards. Clear totals for occupancy will be posted on every vehicle.

Other Considerations

- Windows must remain open throughout operation where able.
- Enlarged Vehicle ID numbers will be posted to aid in contact tracing should a positive case be identified.

3) Bus Stop Layout and Logistics

We will mark out safe distancing at all bus stops with queuing lines for riders waiting. 6 ft. distances will be marked with decals on the ground. Signage will be posted at each stop to outline safe distancing and guidelines for riding, as well as signage stating that if a bus is at capacity and no riders are getting off at that station, the vehicle will not stop. The start of the waiting queue will be marked by a post with “Line Starts Here” sign.

4) Responsibilities of the Drivers

Maintaining Appropriate Occupancy

The drivers must be aware of the total occupancy of the vehicle and how many passengers are on the bus at all times. At each bus stop, the driver must ask if anyone is getting off. At each stop, they must announce to those waiting how many can board.

Disinfection

At the beginning of each break, the drivers must use the provided spray to disinfect all areas of the bus.

As always, the drivers must be courteous and professional.

5) Signage

The following signs will be utilized at the bus stops and on each bus:

- A. Guidance for Ridership (at bus stops and on each vehicle)
 1. Passengers must wear face coverings on the bus and at each bus stop.

2. While waiting for the bus, please stand 6 ft. apart as marked by decals on the ground.
3. Please let the driver and any passengers getting off do so before getting on the bus.
4. Please sit every other row in the window seat only, leaving a row between you and other passengers and the driver.
5. Please remain in your seat until the driver has exited the bus.

B. Decals for 6 ft. mark-outs at bus stops.



C. Signage for seats on buses



D. Additional signage

1. Bus at Full Capacity sign

If the bus does not stop, it is because it is at full capacity as per social distancing regulations.

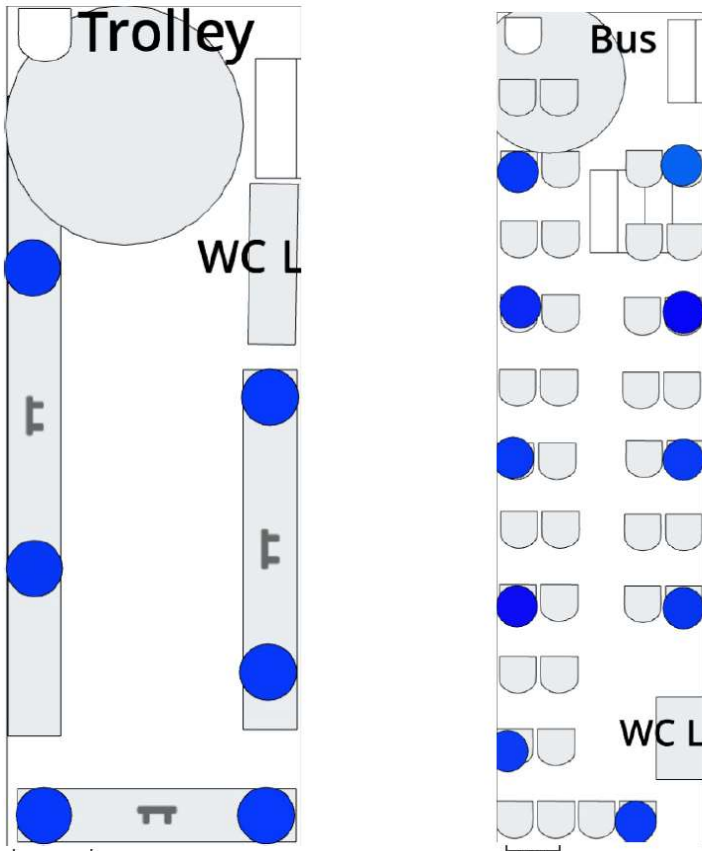
2. Line Starts Here sign (at every bus stop on a post next to the first decal.)

3. Average Walk Time to Each Building sign (posted at the bus stops)

4. Bus Occupancy signs (placed on each bus)

5. Larger bus identification numbers so passengers know which trolley they are on. (placed on buses).

Trolley/Bus Layouts With Social Distancing



VIII. Research:

Researchers will be given staggered schedules to reduce density and ensure the ability for social distancing. Research labs will follow the same PPE requirements, screening and enhanced cleaning and disinfecting protocols as is established for the rest of campus.

IX. Student Services:

All student services continue to be offered remotely during this phase.

X. Campus Dining, Residential Life, Athletics, Study Abroad/the introduction of new international students:

None of these areas is involved in this phase and will be addressed in a future plan submitted at least 14 days prior to their engagement.