CCSU BLUEPRINT
for a Successful Spring 2022 Semester

COVID-19 Guidelines

Updated Jan. 21, 2022
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PART ONE

Plan for Repopulating Campus
SPRING 2022

The health and safety of the Central Connecticut State University (CCSU) community continues to be the University’s top priority. Both the Delta and Omicron variants are now prominent in the U.S. and require all of us to comply with the Blueprint for a Successful Spring 2022 Semester to mitigate the potential spread of COVID-19. The combination of testing, vaccinations, personal protective equipment (PPE) and boosters will all be instrumental in our mitigation plans.

As we repopulate the campus for Spring 2022, we will request all students return with a negative rapid or negative PCR test result. These test results should be completed within 5 days prior to arrival on campus. Positive test results should be reported immediately through our CCSU Symptom Monitoring Survey. In addition to testing before arrival, all resident-students will be Binax-tested upon arrival to campus and prior to moving into their residence hall. Three on-campus testing sites will be utilized to perform these tests. Once resident-students have moved into their rooms, they will be required to test during the first two weeks.

All students (commuter and residential), along with faculty and staff who are not fully vaccinated must take a PCR test weekly for the entire semester. Weekly testing will be provided by the University in Beecher Hall basement.

All students, faculty, and staff must utilize the CCSU Symptom Tracker which is critical to CCSU’s mitigation strategy. The Symptom Tracker must be completed whenever symptoms associated with COVID-19 are experienced. Completing the Symptom Tracker is also required of individuals unsure of whether they have COVID symptoms, those who have had “contact” with someone who tested positive in the last 14 days, and those who are unvaccinated and travel.

VACCINATION REQUIREMENTS

In accordance with Connecticut Board of Regents policy (BOR), we will require all students to be fully vaccinated before the start of the Spring 2022 semester. Additionally, faculty and staff are required to attest to their vaccination status so that Human Resources can maintain a COVID file on each individual. To achieve herd immunity, we are encouraging everyone else associated with CCSU to get vaccinated and boosted (if due), before the start of the spring semester (Any of the three approved vaccines created by Johnson & Johnson, Pfizer-BioNTech, and Moderna are acceptable). Vaccinations and boosters offer a layer of protection against COVID-19 that could also protect your family, friends, and community. Booster shots are not required at this time but are strongly encouraged. Fully vaccinated students are required to make a copy of their vaccination card and upload it to Health Services using the Medicat Portal to assist the University in developing an internal vaccination roster. Students who have received a booster are asked to also upload their booster card using the Medicat Portal.

The BOR policy also permits vaccination exemptions, which requires students to complete a vaccination waiver request. These requests must be submitted to and approved by the University prior to a student attending class. Complete information on vaccinations and waivers can be found on the University’s website at www.ccsu.edu/vaccination. Because the pandemic is still active, individuals with an approved exemption will be instructed to wear a mask at all times indoors; complete weekly COVID-19 testing; refrain from participating
in activities that could increase the risk of infection; and remain off campus during a disease outbreak and/or be expected to quarantine.

ACADEMICS

Building on our success over the last 22 months, CCSU will deploy an on-ground class model (85%), as well as either fully online, hybrid, or HyFlex modalities for the Spring 2022 semester. The University’s $5 million investment in infrastructure and safety improvements will support our efforts as we pursue this model.

On-Ground Classes
Courses offered as on-ground will provide 100% of contact hours on-ground; classrooms will offer increased capacity with adequate space for social distancing. Classroom participants will be required to wear a mask and maintain a distance of 3 feet inside all academic buildings. Students in lab settings who work in close proximity of others will be required to wear masks and shields to support the University’s safety guidelines.

Online Classes
Online courses offered synchronously (scheduled online meeting times) and asynchronously (no scheduled online meeting times) will have 100% of contact hours via the internet. Course content should be delivered through a CCSU approved course management system.

Online Hybrid or On-ground Hybrid Classes
Both online hybrid or on-ground hybrid courses will include a combination of online and on-ground class sessions. Hybrid class meeting schedule should be appropriately communicated with students.

HyFlex Classes
Over 25% of our academic classrooms equipped with HyFlex technology, courses will offer the flexibility of synchronous remote learning while other students are on-ground in the classroom. Some faculty may record classes to allow for asynchronous learning. Courses assigned to HyFlex classrooms are strongly encouraged to use technology when accommodating students who are unable to be in class. Additional HyFlex carts and webcams may be available upon request from onsite support, Techsupport@ccsu.edu.

Additional instructional contingency plans to accommodate quarantine and isolation guidelines for both faculty and students are strongly recommended and should be communicated ahead of time to students in each course, as well as their department chair and Dean. An ideal time may be when the instructor is reviewing the syllabus on the first day of class.

A faculty member directed by CCSU Human Resources to quarantine or isolate due to COVID, must seek approval from their Dean to utilize an online contingency plan until such time CCSU Human Resources clears them to resume on-campus activities. Under no circumstances shall a faculty member switch to an online format for classes or office hours, temporarily or otherwise, without the expressed consent from his/her Dean.

Classroom & Campus Safety Measures
The square footage of classrooms, offices, and gathering spaces has been reviewed and modified to help control the spread of COVID-19. Classroom and campus safety measures include:

- Removal of furniture and relocation of desks, chairs, and teacher stations now allows for better physical spacing.
• The conversion of large open areas into lecture halls has enabled the University to create new teaching spaces.
• Hundreds of physical and digital signs have been installed throughout campus to remind the CCSU community to follow the University’s safety protocols.
• Plexiglass installed in administrative offices and classrooms provides a layer of protection where social distancing might not be possible. Physical barriers placed outside of service areas also guide social distancing.
• Bottle-filling stations are available, but water fountains will remain closed.
• Additional safety measures include overhead signage, counter signage, readily available cleaning products and hand sanitizer, frequent custodial cleaning, MERV 13 air filters, and ultraviolet systems.

**Experiential Learning**
Off-campus learning experiences include off-campus practicums, internships, student teaching, clinical and field placements, and other opportunities.

CCSU is working to provide the greatest number of experiential opportunities to students while operating from a “safety first” mindset. A safety team reviewed external protocols at the off-campus sites and developed the following health and safety guidelines:

• Students must complete an [Experiential Learning Application](#), which outlines the safety protocols students must follow. Students, faculty, and off-campus site supervisors also must provide contact information for contact tracing purposes.
• Students must submit a signed COVID-19 [Assumption of Risk and Release of Liability Waiver](#).
• Experiential learning opportunities are prioritized for programs that require off-campus hours leading to certification and licensure.
• The appropriate dean’s office maintains an inventory of all off-campus experiences on file, as well as acknowledged receipt of the Experiential Learning Application and Waiver from the student, faculty, and site supervisor.
• Accommodations are made for students whose off-campus experience must be terminated due to COVID-19; in some cases, a student’s program completion will be delayed when off-campus hours are required for certification and licensure.
• When internships/co-ops require students to provide proof of a negative COVID-19 test, CCSU administers, at its cost, the test.
• In circumstances beyond the University’s control that do not allow students to complete their required hours, we strongly recommend that faculty offer an “incomplete” as a final grade to ensure students are not financially responsible for additional course tuition. Similarly, in programs that would allow for other simulated or alternative experiences, this is strongly recommended to allow students to complete their program.
• Experiential providers are not required to accept the CSCU waivers; therefore, unvaccinated students might not be permitted to participate.

**CAMPUS DINING**
Using new technologies and modified seating, [Sodexo](#) continues to provide our students with several dining options that adhere to local, state, and federal health guidelines. The operational changes include:

• Memorial Hall will continue to operate as the primary dining facility. The Devil’s Den and Starbucks will also be open (though seating may be limited).
- Grab and Go will be available during the first two weeks of the semester.
- Meal options include dine-in, full-service buffet-style, and items grilled and prepared to order.
- Using the “Bite” app, students can view daily menus and place an order ahead of time.
- Touchless entryways and other technology create options for contactless ordering and cashless payments.
- New floor markers, health and safety signage, and plexiglass barriers have been installed.
- Meals are delivered to students in quarantine and isolation.
- Sodexo employees wear masks and gloves; wash hands frequently; regularly report on their health; and undergo random weekly COVID-19 testing.
- High-touch surfaces are cleaned frequently with professional-grade products.
- An outdoor check-in station has been established at Memorial Hall.
- Through a heat mapping process, occupancy sensors remotely update students on dining room capacity via smart app.

ATHLETICS
Detailed safety protocols have been established with guidance from the NCAA, NEC, CDC, and CCSU’s Athletic trainers and medical team. These protocols govern practices and coordinated team activities. Prior to each contest, a representative of CCSU communicates these protocols to all visiting institutions. Should the NEC/NCAA provide additional guidelines, those also will be followed.

Athletics Protocols
Student-athletes, coaches, and staff receive health and safety training through presentations and online resources. All Athletics teams are required to follow practice, training room, and travel competition protocols.

Vaccination
All student athletes will be education on the importance of getting vaccinated and getting a booster. Student athletes who provide proof that they are fully vaccinated will be permitted to begin training once they have received a negative COVID test. Unvaccinated students must receive a negative PCR test and complete a 7-day non-contact practice pause. Unvaccinated student athletes must wear a mask at all times.

Testing
Each team will undergo specific testing based on the degree of contact related to the sport and the number of unvaccinated students on the Team. Tests are administered in both PCR and antigen formats. Test results will help to determine a team’s or student-athlete’s participation in practice, competition, isolation, and/or quarantine.

Reporting
A positive self-test result requires the student to immediately utilize the Symptom Monitoring Survey. Student-athletes must also contact their head coach, head athletic trainer, and Health Services if they test positive for COVID-19 or experience COVID-19 symptoms. Coaches and staff will contact the head coach/athletic director, head athletic trainer, and Human Resources (HR) if they test positive for COVID-19 or experience COVID-19 symptoms.

Practice
Coaches are required to submit a practice plan for each of the three “Return to Play” phases. Locker room usage during preseason camp is limited according to the following University guidelines:
• For coordinated practice times/schedules: Each student-athlete/group is given a designated time to be present at the facility.
• Equipment: Surfaces and equipment are disinfected prior to each training group’s arrival and after each group’s departure.
• Uniforms/clothing: For safe handling and laundering of clothing, drop-off bins are located at the Equipment Room to avoid direct hand-off between athletes and staff.
• Hydration: Student-athletes are responsible for providing their own clearly labeled water bottles for use in the weight room and during practices and games.
• Coaches and other staff are required to wear masks at indoor practices.
• Student-athletes remain part of the same group for each phase of “Return to Play.”
• If multiple groups are on the field at the same time, quadrants are established to maintain adequate distancing.
• Touch surfaces (balls, cones, goals, etc.) on the way in and out of training areas are limited.
• When reporting to training, student-athletes should arrive wearing or with any necessary clothing, equipment, towels, etc.
• At the completion of each training sessions, student-athletes are instructed to leave promptly and shower at home or their residence hall.
• Locker rooms are accessible and require student-athletes to leave promptly after showering.

**Athletic Training Room**
Access to the Athletic Training Room is limited to assigned times determined by the Athletic Training staff. The number of individuals allowed in the room is determined by the University prior to preseason campus. Athletic trainers have been outfitted with (PPE), which includes N95 masks for administrative staff. Athletes who visit the Athletic Training Room wear electronic badges that record the date and time of each visit to support contact tracing.

**Pre-Competition Screening for Home and Away Contests**
Prior to a team’s departure for an away game, COVID-19 testing may be performed on all student-athletes and staff in accordance with NCAA and NEC guidelines.
• If a visiting team does not travel with medical personnel, the visiting institution must designate a staff member to screen and report student-athletes and staff results.
• Any student athlete or staff with COVID symptoms is not allowed to travel and is immediately referred for medical care and potential isolation.
• A written form from both the host and visiting institution detailing travel and host party clearance or failure is exchanged prior to facility usage.

**RESIDENCE LIFE**
**Residence Life** will open six residence halls. Most of the common spaces that were offline last year will be available again, though they’ll look a little different. Seating will be spaced out and there will be fewer pieces of furniture. Resident-students will have room to sprawl out and enjoy lounge spaces, computer labs, kitchens, and other amenities. Students who reside in our residence halls are identified as a family unit and are limited to suites with an occupancy of one to four students. Students who provide proof that they are fully vaccinated will be permitted to have a nonresidential guest visit if the guest can also provide proof of vaccination.

**Move-In**
The Residence Life team is implementing a scheduled hall reopening. Students will be given a date and time over a two-day period (Jan. 17-18) to reduce crowding and allow for a safe move-in.
• Upon arrival, all students will be tested before moving in.
• One family member of a vaccinated student will be permitted to assist with move-in after completing the CCSU Symptom Monitoring Survey.
• Non-vaccinated students cannot be assisted with move-in by a family member.
• A Residence Life staff member will check students in and provide room access.
• Elevator occupancy will be limited to a total of four students/movers.

In addition to the University’s Health and Safety Protocols, guidelines for residence halls and dormitory bathrooms include the following:

• Resident-students are required to present a color-coded ID to enter their designated residence hall.
• No outside guests after move-in for the first two weeks.
• Resident-students can visit all residence halls during the semester. Room visits are permitted but there can never be more than two resident guests in a room.
• No family members or outside guests are allowed in the residence halls unless they have completed the CCSU Symptom Monitoring Survey, shown proof of vaccination, and have registered as a guest with the Hall Director. (Limit of two guests per room).
• Non-vaccinated students are limited to residential guests only. Outside guests are not permitted throughout the entire semester.
• Face masks must be worn in public areas of residence halls including hallways, stairways, bathrooms, and common areas. They are not required in a student’s own room.
• The maximum size of any suite is capped at four or six students to promote effective social distancing.
• Kitchens are open but must be sanitized after every use. No food can be shared with groups in the kitchen area.
• Lounges are open to all members of a floor and do not require capacity limits.
• Students who reside in suites are apartments with private bathrooms must keep all personal items in their bedroom.
• New cleaning protocols have been developed for high-touch areas.
• Cleaning and disinfecting products are provided through the halls and frequency of cleaning public areas and bathrooms has been increased.
• All resident-students will be required to attend University organized orientation meetings to reinforce safety protocols.
• Residence Life and student staff receive additional training in health and safety regulations.
• Resident assistants (RAs) are responsible for establishing floor communities through regular meetings and activities. In the event of a full campus shutdown, RAs and residents are connected and able to stay in touch for the duration of the semester.

Residence Hall Bathrooms
Since resident-students have been identified as a family/community, they may share common bathrooms. Signage has been posted in all residence halls directing students to minimize time in all shared bathrooms. This includes not storing personal items in the bathroom and not using mobile electronics in the bathroom. Additionally, we have reinforced hygiene with reminders for handwashing and social distancing.

Bathrooms located in the isolation/quarantine building have been assigned a cleaning crew to manage cleaning and disinfecting inside these facilities. These facilities are equipped with single use and multi-use bathrooms and undergo extensive daily management.
If a student self-isolates or quarantines in their residence hall room, they are instructed to follow guidelines that are outlined in Part Three: Plan for Containment (page 16).

**Residence Hall Cleaning & Disinfecting**

The management of all chemicals and their distribution is supervised prior to use by CCSU’s Department of Environmental Health and Safety. Similar to the general cleaning recommendations for campus, residence hall communal bathrooms undergo daily cleaning and disinfecting.

- Daily disinfection routines involve a variety of manual and battery-operated sprayers, including backpacks for large areas, and are used in conjunction with a disinfectant approved for COVID-19.
- High-touch areas (doorknobs, handles, railings, faucets, flushometer, entrances, etc.) are disinfected throughout the day.
- All hard floor surfaces are cleaned daily with disinfectant.
- Public notices (signs) are posted throughout buildings highlighting the need for disinfection using hand sanitizers, wipes, and cleaning regimens.
- Disinfectant spray bottles have been provided in each shared bathroom with instructions for use.
- Paper towel dispensers have been installed and air hand dryers turned off.
- Signage encourages students to wipe the basin of the tub/shower and faucet handles after use.

**Residence Hall Ventilation**

- Bathrooms with an exhaust system meet applicable building codes and the University has ensured that the exhaust system is working properly, and that the bathroom is under negative pressure.
- Where exhaust systems are not present, the University has posted signs advising that windows are open where and when possible.

**HEALTH & SAFETY MEASURES**

Due to the unique and uncertain nature of the COVID-19 pandemic, strict adherence to safety and other precautionary measures is paramount in the protection against and prevention of virus exposure. As such, all CCSU faculty, staff, students, and vendors are required to abide by the University’s health and safety protocols, including, but not limited to, the wearing of face masks and social distancing.

**Face Masks**

Other than those exceptions outlined in this section, face masks must be worn in all campus buildings, and we recommend wearing them outdoors where social distancing is not feasible. Bandanas, scarves, mesh masks, or stretched shirts are not considered safe alternatives. Masks must cover the nose and mouth and have tension that reasonably seals both the top and bottom of the mask. The fabric or filter system must meet CDC guidelines.

CCSU has procured PPE to support the mask safety protocol, but the campus community is strongly encouraged to purchase their own masks. Disposable face masks are available to faculty, staff, or students who do not bring their own from home. Mask dispensing stations will be available on campus at the University’s four former smoking huts. During the first week of classes there will also be tents located outside of buildings to provide masks and informational brochures.
For vaccinated students, faculty, and staff, face masks are not required when an individual is occupying personal space such as those outlined below. Students are not required to wear face masks when in their residence hall room. Faculty and staff who have a private office or a cubicle with 60-inch walls or plexiglass can remove their mask. Faculty teaching behind plexiglass at a teacher’s station may intermittently lower their mask. Individuals eating in university designated dining areas may remove their mask. During a presentation, individuals who are at a podium that is more than 12 feet away from the audience can remove their mask when speaking.

*Please note: Individuals who have underlying medical conditions and have been advised by a medical professional not to wear a mask or other PPE should not come to campus without obtaining prior approval. Faculty and staff must contact HR prior to coming to campus and/or discuss options, if appropriate. Students must contact the [Office of Student Disability Services](#).*

**Other PPE Requirements**

Research or tasks that require specialized PPE are outlined in the PPE Hazard Assessments report prepared by the Office of Environmental Health & Safety. PPE for employees who could come into contact with COVID-19 positive cases are equipped with N95 masks under the CCSU Respiratory Protection Program, as well as gloves, gowns, safety glasses/goggles, face shields, and face masks. These employee groups are limited to Health Services, Athletic Training, and the Police Department.

Employees working with people who are not COVID-19 positive or suspected to be COVID-19 positive but are working in close proximity to others (e.g., Nursing or Athletic Training programs) are equipped with gloves, gowns, safety glasses/goggles, face shields, and face masks as defined by the CDC/DPH in concert with the University Director of Environmental Health and Safety.

**Disinfection**

The Facilities Management Department is following disinfection and sanitization protocols recommended by the Connecticut Department of Public Health and the CDC. The management of all chemicals and their distribution is supervised by personnel from the Department of Environmental Health and Safety prior to use.

Building entrances are equipped with hand sanitizers and disinfecting wipes. Disinfecting and cleaning products are also available in bathrooms, common copy machine areas, and shared facility locations. Bathrooms are being cleaned in accordance with state general guidelines for business. Informational signage outlining these safety guidelines is posted throughout the campus.

Additional cleaning measures include:

- Using an approved disinfectant that combats COVID-19
- Daily disinfection routines in all buildings using a variety of manual and battery-operated sprayers, including backpacks for large areas
- Deep cleaning and disinfection of residence halls and dining areas
- Disinfecting high-touch areas (doorknobs, handles, railings, entrances, etc.) multiple times daily
- All hard floor surfaces cleaned daily with disinfectant
- Public notices posted throughout campus highlight the importance of disinfection with hand sanitizers, wipes, and cleaning regimens

**HVAC Improvements**

Following CDC recommendations and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Position Document on Infectious Aerosols, CCSU implemented these changes during the summer of 2020:
• Replaced MERV 8 with MERV 13 filters in building HVAC systems. MERV 13 (Minimum Efficiency Reporting Value) filtration is recommended for hospital general surgery rooms. In addition to enhanced filtration, we increased the rate of filter changes through the pandemic from once per quarter to once per month.
• Enhanced the level of filtration by increasing the amount of fresh air as indoor and outdoor conditions permit. Though this impacts the indoor air temperature and humidity, it provides for additional outside fresh air to circulate throughout the buildings. Also, the system night setbacks are adjusted to provide even more ventilation through the night.
• Added ultraviolet lights to air supply ductwork in academic and residential buildings where possible.
• Purchased several portable ultraviolet air filtration units that are strategically placed in several high traffic areas.

Elevator Limits
Elevators are available throughout the entire campus. The maximum occupancy for all elevators is capped at four individuals. During transport, anyone traveling in the elevator should stand in any one of the four elevator corners. Please note that the use of stairs is strongly encouraged as a virus mitigation tactic.

Vendor & Visitor Access to Campus
All third-party staff, contractors, and visitors are required to fill out the CCSU Symptom Monitoring Survey for Vendors & Visitors before arriving on campus. Where appropriate, CCSU Contact Tracing serves as a liaison with the local contact tracing case management team to provide CCSU specific information to contact tracer. Proper campus notification and confirmation of adherence to safety guidelines must be provided prior to access being granted.

FACULTY & STAFF REPOPULATION
Human Resources (HR) is charged with overseeing the orderly return and repopulation to campus of faculty and staff. HR also provides an “all incidents” employee who is focused on the contact tracing process and a benefits hotline (staffed five days a week with emergency support provided during off hours). As part of website materials published, updated, and distributed by HR, their COVID-19 web resources include:

• Written notifications and announcements that faculty, and staff are not to come to work or leave their residence halls if they are experiencing COVID-like symptoms.
• Those employees who are confirmed with a preexisting condition, which can cause a higher likelihood of serious illness from COVID-19, are encouraged to proactively contact HR to develop a specific safety plan.
• In addition, HR has provided links to relevant forms, protocols, and programs afforded to employees to support them as individual concerns arise.

CCSU is following DPH guidance during the University’s return to normal office occupancy. All offices and working spaces have been analyzed by Facilities Management; plexiglass has been installed; and additional modifications have been made where necessary. If you have any office safety concerns, contact Facilities Management for assistance. Additional office guidance includes the following:

• Faculty and staff in private offices or cubicles may remove their masks in those spaces if they are not in the company of another individual.
• Break rooms only should be used by individuals who do not have a private office. Masks can be removed in break rooms. Capacity limits and social distancing are required.

EVENT & CONGREGATION SPACES
The University has identified “open” outdoor spaces for group socialization and “areas of expression” that provide enough space to maintain social distancing. Also, large interior locations have been assessed for hosting smaller capacity groups while maintaining the 3-foot social distancing requirement. The University Architect worked in concert with the Environmental Health and Safety Director to identify spaces that safely accommodate 40-plus students. Social distancing is being achieved in these locations through a variety of methods, including placement of furniture, removal of seating, instructional signage, and floor markers.

Campus Events
The University has identified locations that allow for social distancing while offering a dedicated space for a registered event. Event spaces will only be available to members of the campus community to rent/reserve. Rentals to outside organizations and open invitations to the general public will not be permitted.

• The Student Center Central Reservations Office will assist in planning of events. Central Reservations also will provide reservations for virtual meetings.
• Attendance at indoor and outdoor athletic events will be in accordance with NCAA, NEC, CDC and DPH guidelines.
• All event spaces will have capacity limits that are not expandable.
• The consumption of food may result in the reduction of the indoor room capacity. Individuals who are requesting an event space should consider outside locations where greater capacity limits and food options are available. Additionally, the consumption of food will require increased management costs to ensure that safety protocols can be followed. Food menu/options remain extremely limited at this time.

Recreational/Student Activities
The University has identified locations that provide dedicated space for recreational and student activities. These locations will be supervised by staff and require individuals to follow time schedules and capacity limits to ensure compliance with safety guidelines. Indoor and outdoor capacity limits for these locations will be in alignment with recommendations from DPH and CDC. Recreational sports club travel for competition should only occur if testing and vaccination of both teams can be confirmed.

Campus Tours
Campus tours offered by the Office of Recruitment and Admissions will be scheduled this spring and will follow the University’s health and safety protocols.

• The Paul Gianaris Student Welcome Center, located in Memorial Hall, can accommodate up to 60 guests.
• Group tours will be limited to 10 people, including the guide.
• When guests arrive on campus, they must complete the Admissions Symptom Tracker available at this link https://survey.ccsu.edu/TakeSurvey.aspx?SurveyID=m801n833# (this is not the same survey employees and vendors use).
• Inside access of all academic and administrative buildings is permissible.
• Residence Life has identified buildings and specific rooms to accommodate these tours.
Additionally, the University can provide classroom access when requested by Admissions or Academic Affairs. Any guest-recruit interested in shadowing a class must first provide confirmation of vaccination.

**Library Study Spaces**
The University has identified locations within the Burritt Library that provide study spaces with social distancing or plexiglass separations to accommodate group studying. Masks must be worn while in all of these areas. The consumption of food or drink is not permitted in the library except for in the designated Library Lounge. While consuming food in the lounge individuals may temporarily lower their mask.

**TRAVEL**
If personal or professional travel occurs, individuals should comply with the CDC Travel Advisory, which is regularly updated. Completion of both a vaccination and booster will enable individuals to resume normal activities when returning from out of state. Individuals who are unvaccinated or vaccinated but haven’t received a booster shot will be required to follow CDC guidelines and should consult with Human Resources (for faculty and staff) or Student Affairs (for students) prior to travel.

- University-funded group trips (e.g. Spring Break, Study Abroad trips, or club travel) that include commercial travel, are suspended until further notice. On a case-by-case basis, small groups traveling in private vehicles may be approved. Questions can be directed to the [CCSU Travel Office](#).
- Non-vaccinated employees participating in commercial travel are required to quarantine as defined by CDC guidelines and HR Contact Tracing at (860) 832-3202 for procedures related to the return-to-work process.
- Students, faculty, and staff who arrive on campus from out of state and international travel are required to comply with all travel advisory requirements set forth by the Office of the Governor and/or the CDC. Questions should be directed to the CCSU COVID-19 Hotline.
- International students should contact the Center for International Education (CIE) to obtain specific information regarding their travel regulations.

**Guidance Related to Cancellation of Trips**
Cancellation of University-funded trips may result in some expenses not being refunded. Each traveler should make every effort to seek refunds for any expense incurred to date that cannot be avoided even with a trip cancellation. If after attempting to eliminate the expense, there is either an expense charged to a University p-card, or a reimbursement is owed to you, then the [Travel Cancellation Form](#) will need to be completed and signed by the applicable Executive Committee member.
PART TWO

Monitoring Student, Staff, & Faculty Health

The University made a significant investment to implement Medicat Electronic Health Records in August 2020. This system provides real-time information to students and assists them in symptom monitoring, as well as interfacing with Health Services and CCSU’s database for contact tracing. Symptom monitoring is the cornerstone of the University’s health management strategy. This type of monitoring is a key component in self-care management and serves as a preventative measure to help contain the spread of COVID-19. It also provides University Health Services up-to-the-minute information and ongoing metrics without the need for in-person visits.

DAILY MONITORING

Students, faculty, and staff are required to complete the Symptom Monitoring Survey every day if they are experiencing COVID-19 symptoms or if they are unvaccinated and travel commercially. Those who complete the Symptom Monitoring Survey for either of these reasons, should remain home until contacted by CCSU.

Vendors and visitors must not come to campus if they are not feeling well. They are required to fill out a Vendor/Visitor Symptom Monitoring Survey (not the employee version).

Guests scheduled for a campus tour, must fill out this version of the CCSU Guest Symptom Survey before coming to campus.

TESTING

In alignment with state guidelines, resident-students, student athletes, residence hall staff, and commuter students will undergo COVID-19 testing. The University has procured the services of a third-party commercial COVID testing provider.

- Upon arrival to campus, all residential students will take a rapid COVID-19 test. If given the all-clear, they will proceed to move-in.
- Throughout the semester all non-vaccinated students, faculty, and staff will be tested each week.
- A percentage of vaccinated resident-students, student athletes, commuter students, and residence hall directors will be tested during the semester.
- The University develops weekly rosters identifying the students who will undergo COVID-19 RT-PCR testing. These rosters include random sampling of the population and targeted testing. The purpose of this testing protocol is to identify person-to-person spread of the virus and guide the implementation of control measures throughout the semester. In conjunction with the Department of Athletics, additional testing involves student athletes to satisfy requirements of the NCAA/NEC conference.

CONTACT TRACING

The Connecticut Department of Health notifies the University of all known or suspected cases tied to the University. The CCSU COVID Leadership Team, the Office of Environmental Health & Safety, and any other
related departments are apprised of known or suspected cases and receive instructions on isolation, quarantine, and appropriate cleaning and disinfecting measures.

- CCSU’s Contact Tracing Center is equipped with two incoming hotlines – one for student cases and the other for employee cases.
- The Contact Tracing Team is staffed with a combination of third-party nurses, CCSU Nursing faculty, Health Services staff, and other employees. All contact tracers undergo training via the Johns Hopkins COVID-19 Contact Tracing Certification program. They work under the guidance of CCSU Health Services and epidemiologists from the New Britain Public Health Department. The nurse supervisors and CCSU COVID-19 Health Services team complete the ContaCT DPH system training. This access supports information exchange and management, as well as University contact tracing within the University perimeter.
- Health Services provides oversight and supervision of the staff conducting student contact tracing.

**REPORTING POSITIVE TEST RESULTS PROTOCOL**

**Positive student, faculty, or staff case:**

- Students, faculty, and staff must immediately complete the Symptom Monitoring Survey and isolate.
- Students, faculty, and staff should immediately call the CCSU Contact Tracing Center at (860)832-3200.
- Director of Environmental Health and Safety, Health Services, and Student Affairs are notified, along with the COVID-19 Leadership Team.
- Health Services will contact students and Human Resources will contact faculty and staff.
- Director of Environmental Health and Safety contacts DPH for cases residing in New Britain and on-campus resident cases.
- Case information is updated in ContaCT.
PART THREE

Plan for Containment

CONTAINMENT STRATEGY
To mitigate the potential spread of the virus, our health monitoring strategy includes the use of a specific hall on campus for the quarantining and isolation of students who are awaiting test results or have tested positive.

- Students who identify as having symptoms associated with COVID-19, are required to call the CCSU COVID-19 Hotline and also identify symptoms on the daily CCSU Symptom Monitoring Survey. This notification initiates contact tracing and the scheduling of a telehealth appointment with University Health Services. The results of the telehealth appointment may include an order for self-quarantine and to undergo a COVID-19 test.
- Students and residence hall staff who test positive must self-isolate 5 days after symptom onset (or from the test date if asymptomatic); be fever-free (without the use of fever-reducing medication); prior to returning to their residence hall.
- Students and residence hall staff who are close contacts, unvaccinated, vaccinated longer than six months ago or do not have a booster will be required to quarantine for 5 days. An individual with a booster will be required to take a PCR test 5 days from exposure or immediately after symptom onset.
- Resident-students will be asked to remain on campus and self-isolate until they are cleared to return by Health Services. If they chose to return home, they will self-isolate and cannot return to campus until cleared by Health Services.
- Time in isolation may be extended for students who become symptomatic. Self-isolation may continue beyond the minimum according to CDC guidelines.

For individuals ordered by medical staff to quarantine or isolate, the duration is dependent on several factors. Guidance from DPH and the CDC is the foundation for determining the duration, with additional guidance coming from information gathered through telehealth and medical assessment. HR and Health Services will determine when an individual can leave quarantine or isolation and return to the campus community.

ISOLATION / TESTING POSITIVE & QUARANTINE / CLOSE CONTACT
Beecher Hall and Seth North have been dedicated as the isolation and quarantine residence halls. These three-story, corridor-style residence halls offers doubles for 129 students, or singles for 65 students. The Hall Director’s apartment on the first floor and the community study hall in the basement are used by the staff managing the isolation, quarantine and testing operations.

Quarantine / Isolation Protocol
- Individuals associated with the University who test positive or are identified as a primary contact with a COVID-19 patient receive a communication from the Contact Tracing Center.
- Both resident-students and non-resident students are contacted by the Contact Tracing Center and offered a telehealth appointment with a health services provider.
- Non-resident individuals are instructed to self-quarantine on or off campus and may not return to normal socialization until receiving written notification from the University confirming their date of return.
• Resident-students and non-resident students remain in quarantine or isolation until receiving written notification from the University confirming their date of return to their assigned residence hall room.
• Resident-students who opt to quarantine/isolate on campus are required to have a telehealth appointment with a health services provider; they are also provided with instructions, including a required check-in time, for moving to the quarantine/isolation hall.
• Three meals a day are delivered by a third party.
• Deep cleaning and high-touch cleaning are done daily.
• Technology and phones for contact with Health Services are provided.

MEDICAL CARE
The isolation and quarantine residence hall are staffed 24 hours a day with a combination of Registered Nurses (RN), Licensed Practical Nurses (LPN), and/or a University-designated administrator who is located in the isolation/quarantine hall.

• Three meals a day are delivered by a third-party.
• Deep cleaning and high-touch cleaning are done daily.
• The medical staff complete symptom checks, assess students’ general well-being, and perform temperature checks.
• Medical staff report to the Director of Health Services and receive medical consultation from the University’s medical doctor or Associate Director of Health Services.

CONTACT TRACING
In collaboration with the public health departments for the State of Connecticut and City of New Britain, the CCSU Contact Tracing Team obtains early and timely notifications of exposure and/or positive status. The contact tracing process initiates quarantine and isolation measure and, most importantly, early, and timely medical interventions.

The operational logistics for contact tracing includes the following:

• Calls are managed by the CCSU Contact Tracing Center. The New Britain Public Health Department and/or third-party COVID testing provider notify CCSU personnel of all known or suspected cases tied to tested students on campus, residential students, or students from New Britain. The CCSU COVID Leadership Team, the Office of Environmental Health & Safety, and any other related departments are apprised of known or suspected cases and receive instructions on isolation, quarantine, and appropriate cleaning and disinfecting measures.
• The CCSU Contact Tracing team is staffed by a combination of Nursing faculty, CCSU HR staff, and other CCSU employees. All contact tracers receive training via the Johns Hopkins COVID-19 Contact Tracing Certification program. They work under the guidance of CCSU Health Services and epidemiologists from the New Britain Public Health Department.
• The Contact Tracing Center team is staffed five to seven days a week, depending on the University’s needs, volume of calls, and positivity rate, etc.
• The number of contact tracers may be increased depending on the capacity of the Department of Public Health and demands for contact tracing. Long term, the University has established a COVID-19 Contact Tracing Committee that frequently meets to coordinate ongoing contact
tracing efforts with the City of New Britain Health Department and Connecticut Department of Public Health.

NONCOMPLIANCE PROCEDURES
In the event a member of the CCSU community is observed to be in noncompliance with the University’s Health and Safety protocols, the following actions shall be taken:

**Issues involving employees:**
HR promptly provides assistance and direction to managers, deans, and supervisors to address instances of noncompliance, working within the confines of collective bargaining agreements where applicable.

**Issues involving students:**
1. Faculty/staff remind student of University’s health and safety requirements.
2. Faculty/staff direct noncompliant student to leave classroom/office/area.
3. Faculty/staff call Student Affairs Office (860) 832-1601 for immediate assistance and a member of the Student Response Team will be dispatched to the site. The responder will determine if, and when, CCSU Police assistance is required.
4. The case may be referred to the Office of Student Rights and Responsibilities or additional review and possible disciplinary action.

**Issues involving visitors & vendors:**
Reports of noncompliant visitors, vendors, and others who fail to follow health and safety protocols (e.g., wearing a face mask or social distancing) should be directed to the CCSU COVID Hotline, (860) 832-3200. Upon receiving these compliance complaints, designated personnel are deployed to investigate the matter immediately, identify the status of the noncompliant individual(s) and make a referral to the area responsible for enforcement.

LIAISING WITH REGIONAL HOSPITALS AND HEALTHCARE FACILITIES
CCSU Health Services and the CCSU Director of Environmental Health & Safety are in regular contact with the New Britain Department of Public Health. In addition, CCSU Health Services consults with the RNs, LPNs and APRNs working in the Isolation and Quarantine Hall and the CCSU Contact Tracing Center.
PART FOUR

Plan for Shutdown (Serious Outbreak on Campus)

CCSU has developed a “Blueprint” for the orderly closure of individual buildings or the shutdown of campus. A diagram of the process is provided in the graphic on this page.

A risk assessment is followed by a determination on whether community spread is occurring. If none, then the standard overnight deep cleaning of academic and administrative buildings continues. Residence halls would receive high-touch and expanded areas of cleaning.

If a shutdown is necessary, the 96-hour plan will be put into effect. A shutdown alert will be sent to the campus community and delivered via digital signage and relevant electronic messaging (email, campus portal, website, etc.).

All persons with COVID-19 who are in isolation will remain on campus until they have been cleared to discontinue isolation. Those who are in quarantine will remain on campus until their quarantine period expires. This will avoid sending students home when they could be contagious.

Researchers, Residence Life employees, and essential employees remain the only staff able to access campus.
Letter of Declaration

The World Health Organization (WHO) has declared the novel Coronavirus (COVID-19) a worldwide pandemic. Due to its capacity to transmit from person-to-person through respiratory droplets, the State of Connecticut has set recommendations, guidelines, and some prohibitions which Central Connecticut State University (CCSU) agrees to comply with.

CCSU’s plans for the Spring 2022 Semester include, but are not limited to, the following:

- Repopulation of campus
- Monitoring the health of students, faculty, and staff
- Containment
- Shutdown

This Letter of Declaration shall serve as confirmation that CCSU has achieved the recommended safety guidelines and requirements set forth by the Connecticut Higher Education Subcommittee for Colleges and Universities.

CCSU declares the following:

- Classrooms have been configured for social distancing.
- Dining halls have been configured for social distancing and the state restaurant guidelines have been achieved.
- Athletics is following guidelines on athletic training, practice, and competition per conference guidelines.
- Spaces for congregation have been configured for social distancing.
- The guidelines for residence halls/dormitory density are being followed.
- The University is organizing orientation and the return of students following social distancing requirements.
- All faculty, students, and staff have been informed to wear masks.
- Special populations will follow any additional mandated special PPE requirements.
- In addition to public notices, disinfection using hand sanitizers, wipes, and cleaning regimens has been implemented in accordance with state guidelines for businesses.
- Those students who are confirmed with a preexisting condition that could increase the likelihood of serious illness or side effects from COVID-19 are encouraged to proactively contact Student Affairs to develop a specific safety plan and accommodation.
- Those employees who are confirmed with a preexisting condition which can cause a higher likelihood of serious illness from COVID-19 are encouraged to proactively contact Human Resources to develop a specific safety plan.
- The University will provide medical care to infected students in multiple capacities. CCSU Health Services and the CCSU Director of Environmental Health & Safety are in regular contact with the New Britain Department of Public Health. In addition, CCSU Health Services consults with the RN/LPN coordinators of the isolation and quarantine residence hall.
- Faculty, staff, and students are reminded to wash hands frequently.
- Travel for nonvaccinated students, faculty, and staff has been discouraged, but in instances when travel must take place, special requirements must be met.
- Written notifications and announcements have been and continue to be provided to students, faculty, and staff that they are not to come to work or leave their residence halls if they are experiencing COVID-like symptoms.
- Access to campus for visitors has been restricted and the CCSU Symptom Monitoring Survey must be completed prior to a visitor’s arrival on campus.
- Isolation and quarantine space has been designated with established medical, cleaning, and meal arrangements.
- Ongoing testing will be performed weekly for a percentage of resident-students and residence hall directors per the state’s public health guidelines.