CCSU BLUEPRINT

Plans for a Successful
Spring 2021
Reopening
REOPENING PLANS FOR
COLLEGES & UNIVERSITIES IN PHASE 3
SPRING 2021

Name of Institution: Central Connecticut State University

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Intended date of first students' arrival: January 19, 2021

Intended date of classes starting: January 26, 2021

Intended duration of the Spring 2021 Semester: Semester starts 1/26/2021 with the elimination of spring break

Date submitted: December 7, 2020 (If the CDC or Connecticut Department of Public Health guidelines are changed or amended, CCSU’s plans will be adjusted accordingly.)

PART ONE:
Plan for Repopulating Campus (Reentry of students)

ACADEMICS

Building on our successful implementation of the Blueprint for a Successful Fall 2020 Semester, Central Connecticut State University (CCSU) is implementing an on-ground (40%) and online (60%) model for its Spring 2021 Semester. This is made possible by the University’s investment of more than $1.2 million in the development of HyFlex teaching spaces (36 classrooms, 4 large lecture halls, and 35 labs/specialty spaces).

HyFlex Classes

HyFlex is a flexible hybrid teaching model that enables delivery of courses simultaneously to students who are in the classroom and online, using lecture capturing and broadcasting capabilities in classrooms. HyFlex also provides three methods of course delivery: in-person, synchronously online, and asynchronously.

Teaching, learning, and student services can be provided both on-ground and online. The on-ground classroom capacity is reduced to allow for the six-foot social distancing required (approximately 12 students in most rooms), while other students (approximately 20) are attending the live teaching event online.

Unlike the Fall 2020 Semester, a small percentage of spring classes will be offered fully on-ground. These are specialty courses that require specialized equipment that can only be provided in person (e.g. music technology, construction management, pottery, and nursing).
Classroom & Campus Safety Measures
The square footage of classrooms, offices, and gathering spaces have been analyzed to determine occupancy limits as it relates to social distancing. Removal of furniture, relocation of desks, chairs, and teacher stations allows for six feet of physical spacing. The conversion of large open areas into small lecture halls has also enabled the University to create new teaching spaces. Hundreds of physical and digital signs have been installed in all buildings and throughout campus to remind the CCSU community to follow the University’s Safety Protocols, including the wearing of face masks and social distancing. Plexiglass installed in administrative offices and classrooms is an added layer of protection when social distancing could be compromised. Physical barriers placed outside of service areas guide social distancing leading up to service desks/windows/counters. Additional safety measures include overhead signage, counter signage, floor spacing decals, and a nearby supply of cleaning products. To eliminate hallway congestion, rooms adjacent to the HyFlex classrooms are designated and prepared to serve as safe waiting areas where students, prior to class, can maintain social distancing. One-direction travel in academic building corridors and stairwells help reduce contact between individuals.

Experiential Learning
Off-campus learning experiences are also an important component of many of our academic programs. In some cases, experiential learning is required for program completion, as well as certification and licensure. These learning experiences include off-campus practicums, internships, student teaching, clinical and field placements, and other off-campus 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 required at the off-campus sites while developing the following health and safety guidelines:

- Students must complete a newly developed Experiential Learning Application that establishes the safety protocols that must be followed and includes important contact information for the student, faculty, and off-campus site supervisor essential for contact tracing; this must be acknowledged by the student, faculty, and off-campus site supervisor.
- Students must also 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 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, students’ program completion will be delayed when off-campus hours are required for certification and licensure.
- When internships/co-ops require that students provide proof of a COVID test, CCSU administers, at its cost, an appropriate COVID screening.
- In situations and circumstances out of the University’s control that do not allow students to complete their required hours, providing an “incomplete” as a final grade is strongly recommended 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 for students to complete their program.
DINING FACILITIES
Using new technologies and modified dining facilities, Sodexo continues to provide our students with several dining styles and options that adhere to local, state, and federal health guidelines while providing flexibility and a sense of safety. CCSU has created four specific locations in Memorial Hall to provide capacity in keeping with “distance dining” that aligns with DPH guidance. The operational changes include:

- Meal options include dine-in, carry-out, full-service buffet-style and prepackaged.
- All tables are outfitted with plexiglass dividers.
- Using the “Bite” app, students can view daily menus to plan ahead.
- Touchless entryways and other technology installed create options for online ordering and cashless payments.
- Self-service buffet options eliminated.
- Floor markers, additional health & safety signage, and plexiglass barriers installed.
- Students in quarantine and isolation are provided with meal delivery.
- Sodexo employees wear masks and gloves and wash hands frequently. They also regularly report on their health and undergo random weekly COVID testing.
- High-touch surfaces cleaned frequently with professional-grade products.
- Outdoor check-in station established at dining hall entrance.
- Through a heat mapping process, occupancy sensors alert students remotely via smart app of dining room capacity.

ATHLETICS
The Northeast Conference Council (NEC) of Presidents postponed competitions and championships for the Fall 2020 season, but approved winter competition. The men’s and women’s basketball teams are pilot winter sports under detailed safety protocols established with guidance from NCAA, NEC, and CDC. The protocols also govern practices and coordinated team activities. Prior to each contest, a representative of CCSU communicates these protocols to all visiting institutions. Should the NEC provide additional guidelines, those will also be utilized.

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

Testing
Each team is required to undergo specific testing based on the severity of contact related to the sport. Tests are administered in both PCR and antigen format. Test results serve as a major determinant in a team’s or student-athlete’s participation in practice, competition, isolation, and/or quarantine.

Reporting
- A positive test result requires an immediate call to the CCSU COVID Hotline (additional information on contact tracing on page 13).
- Student-athlete contacts head coach, head athletic trainer and Student Health Services in the event of a positive test result or COVID-19 symptoms.
- Coaches and staff contact Head Coach/Athletic Director, Head Athletic Trainer and Human Resources (HR) in the event of a positive test result or COVID-19 symptoms.

Return to Play
A structured “return to play” plan allows our teams to begin practicing in a controlled and monitored environment to start their season and manage the interaction between students and staff. Return to
play/competition is taking place in phases, as defined below. These phases have been recommended and reviewed by CCSU’s team physicians. A working spreadsheet has been created for each team to assist individual student-athletes in the completion of the phases.

- **Phase 1** (14 days) - Groups of four to five student-athletes eat and train together to avoid contact with other team members and other student-athletes. As advised by our doctors, this 14-day period holds even for those who test negative upon their arrival to campus.

- **Phase 2** (7-14 days) - Groups of 10 to 12 student-athletes eat and train together. The decision on length of this phase (and in some cases extending it) is determined in consultation with our medical experts. Some athletes may need additional time to physically condition to the appropriate level.

- **Phase 3** (7-14 days) - The entire team reunites. Determining when the team or individual athletes need a longer time to physically condition to the appropriate level will occur in collaboration with our medical experts.

**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 University’s 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 do not use whistles during practice.
- Coaches and other staff are required to wear masks at practice.
- Student-athletes remain part of the same group for each phase of return to play.
- Social distancing guidelines are enforced:
  - 6 feet between persons; 12 feet between persons during workouts
  - 15 feet advised for coaching staff
- If multiple groups are on the field at the same time, quadrants are established to maintain adequate distancing.
- If multiple coaches are on the field during training sessions, they must stay with their assigned group and are not to circulate with other groups.
- Touch surfaces on the way in and out of training areas are limited (e.g. balls, cones, goals).
- When reporting to training, student-athletes arrive wearing/bringing any needed clothing, equipment, towels, etc.
- At the completion of each training session, student-athletes are instructed to leave promptly and shower at home or their residence hall.

**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 camps. Athletic trainers have been outfitted with personal protective equipment (PPE), which include N95 masks for administrative staff. Athletes who visit the Athletic Training Room are electronically badged and the date and time of visit are recorded and used to support the potential need for contact tracing.
Pre-Competition Screening for Home and Away Contests
Prior to a team’s departure for an away game, COVID-19 testing is 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.
- On subsequent dates, 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 host and visiting institution detailing travel and host party clearance or failure is exchanged prior to facility usage.

STUDENT CONGREGATION SPACES
The campus has identified “open” outdoor for group socialization and so-called “areas of expression” that provide space to maintain social distancing. Also, large interior locations have been assessed for the potential of hosting smaller capacity groups while maintaining the 6-foot social distancing requirement. The University Architect worked in concert with the Health and Safety Director to identify spaces which would safely accommodate 40 plus students. These spaces include the Library, Carol Ammon Atrium, Founders Hall, Alumni Hall, the Student Center, Kaiser Gymnasium, and Devils Den. Spatial distancing is being achieved in these locations by a variety of methods, including placement of furniture, removal of seating, instructional signage, and floor markers.

RESIDENCE LIFE
In keeping with state health and safety guidelines, CCSU is operating six residence halls during the spring semester at reduced occupancy. 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. In addition to the six residence halls for the general student population, two additional residence halls have been converted to manage isolation and quarantine needs.

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

- Electronic bell systems have been installed to notify hall staff when anyone enters the building.
- Resident-students are required to present a color-coded ID to enter their designated residence hall.
- 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.
- Social distancing in public spaces (lounges, meeting rooms, hall bathrooms) is required (though many of the public spaces will be closed).
- The maximum size of any suite is capped at four students to promote effective social distancing.
- Only resident-students are allowed in their residence hall during the semester. Room visits are restricted to other hall residents and only one at a time (two for a suite).
- No family or guests are allowed in the halls (other than one guest on “Drop-Off Day”).
- Special areas outside of residence halls (e.g. large room in Hilltop Café or Vance Lawn tent) are designated for family/guest visits.
- Shared kitchens are closed.
- Students who reside in suites or apartments with private bathrooms must keep all personal items in the bedroom.
- New cleaning protocols have been developed for high touch areas. Cleaning and disinfecting products are provided throughout the halls and frequency of cleaning public areas and bathrooms has been increased.
The University is organizing orientation meetings for the return of resident-students to reinforce the requirements of 6-foot physical distancing.

Residence Life and student staff receive additional training in health and safety regulations.

Resident Assistants (RAs) are responsible for establishing virtual 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, not using mobile electronics in the bathroom. Additionally, we have reinforced hygiene with reminders for handwashing, 6-foot separation, and closing toilet lids before flushing.

Bathrooms located in both the isolation and quarantine buildings 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 section in this document (page 13).

RESIDENCE HALL CLEANING & DISINFECTING

The management of all chemicals and their distribution is supervised prior to use by CCSU’s Department of Health and Environmental 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.
- Disinfectant wipes have been placed near sinks, shower stalls, and toilets
- 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

- The University has confirmed that bathrooms with an exhaust system meet applicable building codes. Further, 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.

PERSONAL PROTECTIVE EQUIPMENT

CCSU is committed to the safety of all members of the CCSU community including students, faculty, staff, and vendors. 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 established health and safety protocols, including but not limited to the wearing of face masks and maintaining social distancing.

**FACE MASKS**

Wearing face masks is required in all campus buildings and at outside locations where social distancing is not feasible. Bandanas, scarves, 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.

CCSU has procured personal protective equipment to support the mask safety protocol during the spring, but the campus community is strongly encouraged to purchase their own masks.

Cloth and disposable face masks are available to faculty, staff, or students who do not bring their own from home. During the spring semester, mask dispensing stations will be offered at five locations on campus – the University’s former smoking huts and a drive-up depot located at the top of Arute Parking Lot. Employees will be responsible for the care and cleaning/maintenance of the issued cloth face mask.

**OTHER PPE REQUIREMENTS**

Research or tasks that require specialized PPE are outlined in PPE Hazard Assessments by the Office of Environmental Health & Safety (EHS). PPE for employees who potentially could be in 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 Student 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 DCD/DPH in concert with the University Director of Environmental Health and Safety.

**DISINFECTION**

The management of all chemicals and their distribution is supervised prior to utilization by personnel from the Department of Health and Environmental Safety.

The Facilities Management Department is following disinfection and sanitization protocols recommended by the Connecticut Department of Public Health and the CDC. The supply chain for procuring these products was secured in spring 2020 and enable the University to maintain the highest level of management as it relates to disinfecting and sanitizing. Building entrances and classrooms 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 addresses 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
- Deep cleaning and disinfection of dining areas
- Blocks of time scheduled for cleaning of classrooms between each class
- Disinfecting high-touch areas (doorknobs, handles, railings, entrances, etc.) multiple times throughout the day
• Cleaning and disinfection of all bathrooms multiple times through the day
• All hard floor surfaces cleaned daily with disinfectant
• Public notices (signs) posted throughout buildings highlight the need for disinfection using hand sanitizers, wipes, and cleaning regimens
• Outside air supply for buildings increased to allow more fresh air into buildings

TRAVEL
All travel outside of Connecticut financially supported and/or previously approved by the University has been suspended until further notice. Requests for exception must be submitted to CCSU President Zulma Toro and should be directed to Courtney McDavid in the President's Office at mcdavidc@ccsu.edu.

• If personal or professional travel occurs, individuals are required to comply with the Governor’s Travel Advisory which is regularly updated here.
• If employee travel beyond Connecticut’s borders and a quarantine by the state is required, please contact Norma Rivera in HR at (860) 832-2305 or by email at norma.rivera@ccsu.edu for procedures related to the return to work process.
• CCSU has provided this information to all faculty, staff, and students via email and/or CCSU website and updates on protocols or procedures are revised as needed.
• Travel by visitors and vendors who arrive from red states requires compliance with the Governor’s travel advisory requirements. Questions should be directed to the CCSU COVID Hotline.
• Students, faculty, and staff who arrive on campus from a red state are required to comply with all travel advisory requirements set forth by the Governor. Questions should be directed to the CCSU COVID Hotline.

STAFFING
Messages to the campus community are communicated from the University President, Office of Academic Affairs, Office of Communications & Logistics, the Chief Operating Officer (Incident Commander). Employee-specific messages are sent by Human Resources (HR).

HR is charged with overseeing the orderly return and repopulation to campus of faculty and staff. The department 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 web resources include:

• Written notifications and announcements that students, faculty and staff are not to come to work or leave their residence halls if they are experiencing COVID-like symptoms.
• Restricted access to campus for visitors with a single visiting center.
• 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.
• In addition, HR has provided links to relevant forms, protocols, and programs afforded to employees to support them as individual concerns arise.

ACCESS TO CAMPUS
The University recognizes that resident-students need to have visitors from time to time during the semester. These visits are scheduled through Residence Life. The University has created a visitation room, in Hilltop Café, at the edge of campus where these scheduled visits take place and are deep cleaned between visits. In addition, the University has established two outdoor tented spaces to support larger scale socializing opportunities.
All third-party staff, contractors, and visitors are required to fill out the CCSU Symptom Monitoring Survey in advance of 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 tracers. Proper campus notification and confirmation of adherence to safety guidelines must be provided prior to access being granted.
PART TWO:
Plan for 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 Student Health Services and our 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 preventive measure to help contain the spread of COVID-19. It also provides Student Health Services up-to-the-minute information and ongoing metrics without the need for in-person visits.

RESIDENCE HALL ARRIVAL PROCESS
The Spring 2021 move-in logistics for resident-students has been developed to mitigate the possibility of students on campus who are infected with the coronavirus. The plan requires multiple COVID-19 tests and a quarantine period. The University is strongly recommending that seven (7) days prior to arrival to campus, resident-students undergo a COVID-19 RT-PCR test.

- Resident-students will return to campus on January 19, 2021.
- Arrival times will be scheduled ahead of time and staggered throughout the day to ensure gatherings and clusters do not occur.
- Upon arrival to campus, a rapid test (Binax) will be administered to each student.
- Once confirmed as negative (approx. 15 minutes), students will be escorted to their residence hall with the assistance of a moving company whose staff has been tested and cleared for duty.
  - Resident-students will begin a seven-day quarantine period on the campus.
  - No family members or guests can enter the residence halls.
- Students who test positive will be directed to the University’s isolation building and a 10-day isolation period will commence.
- By end of the first day, each resident-student will undergo a COVID-19 RT-PCR test.

ARRIVAL QUARANTINE
- Prior to the start of classes on January 26, 2021, resident-students will quarantine in their assigned rooms for seven (7) days. Each day, they will be required to complete the CCSU Symptom Monitoring Survey. Their movements on campus will be limited to their assigned residence hall, dining facility, and several spaces designed for socialization while adhering to COVID-19 health and safety protocols.
- During this seven-day quarantine, students who become symptomatic will follow the standard operating procedures for notification, telehealth appointments and transfer to the CCSU Quarantine or Isolation buildings (See pages 13 and 14 for details).
- On the fifth day of quarantine, each resident student will be administered another COVID-19 RT-PCR test (their second in five days).
- Before release from quarantine, each student must confirm that all of their tests and a seven-day quarantine have been completed.

RESIDENT TESTING & CONTAINMENT
All resident-students will be required to undergo weekly testing through March and then 25 percent will be randomly tested each week until semester’s end.
- A coordinated plan has been developed with Student Health Services and commercial testing providers.
- Students who receive a positive result will be directed to isolate in Seth North Hall (CCSU’s isolation residence hall) for 10 days after symptom onset (or from the date of the test if asymptomatic). Each
Time in isolation may be extended for students who become symptomatic. This isolation may continue beyond the minimum 10-day period, according to CDC guidelines.

**DAILY MONITORING**
Students, faculty, and staff are required to complete CCSU’s online self-screening, the Symptom Monitoring Survey, for every day they will be on campus. For resident-students, this means they must take the survey every day. For all others, they must complete the survey before arriving to campus.

**ONGOING COVID-19 TESTING**
Prior to the start of the spring semester, faculty and staff who routinely are on campus are encouraged to undergo a COVID-19 RT-PCR test at a community health provider. The University worked with the State of Connecticut to procure the services of a third-party commercial COVID testing provider which will send swabbers to campus.

Each week through March, swabbers will test 100% of the resident-students, student-athletes, commuter students enrolled in on-ground and HyFlex classes, and residence hall directors. For the rest of the semester, 25 percent of this group will be randomly tested.

- Students who identify as having symptoms associated with COVID-19 are required to call the CCSU COVID Hotline and also identify symptoms on the daily CCSU Symptom Tracker Survey. This notification initiates contact tracing and the scheduling of a telehealth appointment with Student Health Services. The results of the telehealth appointment may include an order for self-quarantine and to undergo a COVID test.
- Students and residence hall staff who test positive must self-isolate until 10 days after symptom onset (or from the test date if asymptomatic), be fever free for at least 72 hours (without the use of fever-reducing medication) and have improvement of any other symptoms for 72 hours prior to arrival. This 10-day period may be extended for those who develop symptoms in accordance with CDC guidelines.
- The University-related contacts of students and residence hall staff who test positive are identified and undergo a COVID-19 RT-PCR test. If an asymptomatic “contact” tests negative during their quarantine period, this person continues to observe quarantine and self-monitor for symptoms until authorized to vacate.
- Contact tracing might result in the testing of all students and staff of a residence hall.

**COLLECTING COVID-19 CASE INFORMATION**
The Connecticut Department of Health notifies CCSU personnel 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 established Contact Tracing Center is equipped with two incoming hot lines – one for student cases and the other for employee cases.
- The contact tracing team is staffed by a combination of third-party nurses, CCSU Nursing faculty, Student 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 Student Health Services and epidemiologists from the New Britain Public Health Department. The nurse supervisors and CCSU COVID 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.
• Student Health Services provides oversight and supervision of the staff conducting student contact tracing.
• Contact Center team members are asked to commit to 20 hours per week for at least one semester.

REPORTING POSITIVE TEST RESULTS PROTOCOL

Positive student case:
• Immediate call to CCSU Contact Tracing Center
• Director of Environmental Health and Safety, Health Services, and Student Affairs notified
• Director of Environmental Health and Safety contacts DPH for cases residing in New Britain and on-campus resident cases
• Case information updated in ContaCT

Positive faculty or staff case:
• Immediate call to CCSU Contact Tracing Center
• HR, Director of Environmental Health and Safety, and Health Services notified
• Director of Environmental Health and Safety contacts DPH for cases residing in New Britain and on-campus cases
• Case information updated in ContaCT
PART THREE:
Plan for Containment

The duration of an individual’s quarantine or isolation period is dependent on several factors. Direction from both DPH and the CDC is the foundation for determining the duration. Additional guidance comes from information gathered through telehealth and medical assessment. Human Resources and Health Services will determine when an individual can leave either quarantine or isolation and return to the campus community.

ISOLATION

Seth North Hall, a three-story building, is the smallest residence hall on campus and houses 55 single rooms. Lavatories are accessed from hallways. The laundry facility in the basement contains three washers and three dryers. The Hall Director’s apartment on the first floor and the community study hall in the basement is used by the staff managing the isolation operation.

Isolation care is monitored and managed by a medical professional with consultation from CCSU Student Health Services and health service providers. Isolation care will remain in effect for a minimum of 10 days provided that the student meets these conditions:

1. Is afebrile without medication for 72 hours
2. Student reports improving symptoms
3. Student is medically cleared in writing by a licensed medical provider and receives approval by CCSU Health Services.

Protocol

• An individual who receives a positive test result or is deemed highly symptomatic by Student Health Services is required to isolate. The Contact Tracing Center communicates with each individual. Non-resident individuals are instructed to remain off campus and to not return until receiving written notification from the University confirming their date of return.

• Both resident-students and non-resident students are contacted by the Contact Tracing Center and offered a telehealth appointment with Student Health Services. Resident-students who opt to 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 Seth North, the isolation hall.

• Seth North is staffed with registered nurses (RN) and licensed practical nurses (LPN), as well as a hall administrator who is located in the quarantine 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 Student Health Services are provided in each room.

• Students may continue to take classes remotely if well enough to do so. Until cleared by Health Services, student may not attend on-ground classes.
  o Students too ill to attend classes while in quarantine or isolation will not be penalized academically for missed assignments or tests but may be required to make up this work.
  o The contact tracing team supervisor (or Student Health Services director) will notify the associate dean of students and other key University administrators of students required to quarantine or isolate.

• Resident-students and non-resident students remain in isolation until receiving written notification from the University confirming their date of return to their assigned residence hall room, at least 10 days after symptom on-set or testing positive if asymptomatic.

• Single bedrooms receive a change of linens by third-party staff and a mini fridge is provided.

Medical Care

• Seth North is staffed 24 hours a day with a combination of an RN or LPN and one staff member per shift.

• The medical staff complete symptom checks, assess students’ general well-being, and perform temperature checks.

• Medical staff report to the Director or Associate Director of Student Health Services.
QUARANTINE

Beecher Hall has been dedicated as the quarantine residence hall. The three-story, corridor-style residence hall 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 is used by the staff managing the quarantine operation.

Protocol

- Individuals associated with the University 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 off campus and may not return until receiving written notification from the University confirming their date of return.
- Resident-students who choose to quarantine 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 Beecher Hall.
- The contact tracer and/or Student Health Services staff will provide resources about COVID-19 testing on and/or off campus if needed.
  - Students who have come in contact with someone who has tested positive will be directed to seek COVID-19 testing and quarantine for up to 14 days.
    - It is understood that a 14-day quarantine may result in a significant burden to students, may impede the student’s physical or mental health, and/or create economic hardship. For this reason, the University health service providers may also consider a shorter quarantine period for students who are deemed close contacts.
    - For the reasons cited above and per DPH guidance, the Student Health Services staff may reduce the quarantine period to 10 days provided the following conditions are met:
      1. Daily self-monitoring for COVID-19 symptoms has been done and the student has had no symptoms of COVID-19 through the entire 10-day quarantine (Day 0 being the day of exposure).
      2. Daily symptom monitoring continues for four more days (days 11-14) and the student continues to be asymptomatic.
    - After 10 days, students need to continue following the health & safety protocols to prevent COVID-19 exposure (e.g. wear a face mask in public, avoid gatherings with people not in their immediate living situation, avoid contact with people over the age of 65 who have medical conditions).
    - In the event that symptoms develop during the 11-14-day period, students are expected to immediately self-isolate, contact the CCSU student contact tracing line and schedule an appointment with Student Health Services or their PCP.
  - When medical clearances are approved, or other health service dispositions are made, the Student Health Services team notifies the contact tracing team supervisor (or Health Services Director in the absence of the supervisor).
  - The contact tracing team supervisor (or Health Services Director) notifies key individuals listed below (as well as others as deemed necessary by the COO):
    - Vice President for Student Affairs
    - Director of Student Health Services
    - Director of Residence Life (if the student lives on campus)
    - Associate Dean of Students
    - Deputy Chief Information Officer
    - Director of Environmental Health and Safety
    - Human Resources
    - Athletics Director (if student-athlete involved)
    - RN in the Quarantine/Isolation Residence halls
    - Hall Administrator of the Quarantine/Isolation Residence halls
• 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 Student Health Services are provided.

**Medical Care**
• Beecher Hall is staffed 16 hours a day with a combination of an RN or LPN and one staff member per shift.
• The medical staff complete symptom checks, assess students’ general well-being, and perform temperature checks.
• Medical staff report to the Director or Associate Director of Student Health Services.
• Resident-students and non-resident students remain in quarantine until receiving written notification from the University confirming their date of return to their assigned residence hall room, at least 14 days after contact with the infected individual.
• In the event that a student in quarantine at Beecher Hall tests positive for COVID-19 or is deemed highly symptomatic by Student Health Services, the student is transferred to Seth North to complete a designated isolation period.

*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 to obtain approval prior to coming to campus and/or a workplace accommodation, if appropriate. Students must contact the Office of Student Disability Services.*

**CONTACT TRACING**
Under the direction of the President, CCSU successfully designed and established pro-active COVID-19 Contract Tracing Teams that respond to exposure issues involving students, faculty, staff and vendors. In collaboration with the public health departments for the State of Connecticut and City of New Britain, the CCSU Contact Tracing Teams achieved superior success rates both in the identification and containment of COVID-19 exposure on and off campus. CCSU made a significant commitment to ensuring the safety of not only the CCSU community but the community at large.

Through its directives, CCSU obtained early and timely notifications of exposure and/or positive status, compliance with quarantine and isolation measures and, most importantly, early and timely medical interventions. Most effectively, CCSU directives to student, faculty and staff with illness symptoms to remain at home or be confined to their residence hall rooms, irrespective of a COVID-19 diagnosis, achieved multiple levels of success and mitigated exposure. This strategy, along with making health and safety a priority, fostered trust and security in the campus community.

Additionally, CCSU took the necessary leadership in educating students, faculty, and staff regarding safe practices, including implementing critical measures to limit exposure of individuals with serious medical conditions, while maintaining the highest quality standards and service delivery.

• 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 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.
• The CCSU Contact Tracing team is staffed by a combination of Nursing faculty, CCSU HR staff, and other CCSU employees. All contract 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 six or seven days a week, depending on the University’s needs, the volume of calls and positivity rate, etc.
• Beginning in January, the number of contact tracers will 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:

• **For 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.

• **For students in the classroom**
  Faculty direct students to comply with face mask and safety requirements. Students who fail to follow the faculty member’s direction shall be asked to leave the classroom and be referred to the Office of Student Rights and Responsibilities (SRR).

• **For visitors, vendors, and students outside of classrooms**
  Reports of noncompliant visitors, vendors, students, and others who fail to follow health and safety protocols (e.g. wearing a face mask or social distancing) should be directed to the “COVID Hotline.” 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
Student Health Services and the Director of Health & Safety are in regular contact with the New Britain Department of Public Health. In addition, Student Health Services consults with the RNs, LPNs and APRNs working in the Isolation Hall, Quarantine Hall and the CCSU Contact Tracing Center. These contacts will continue to expand as we develop our plans related to the distribution of the vaccine in the coming months.
PART 4:
Plan for Shutdown

SHUTDOWN BY CCSU (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 or not 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 determined, 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 2020 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 6-feet of physical spacing.
• Dining halls have 6-feet of physical spacing 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 achieved 6-feet of physical spacing.
• The guidelines for residence halls/dormitory density is being followed.
• The University is organizing orientation and the return of students following 6-foot physical 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 business.
• 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 Student Health Services and the CCSU Director of Health & Safety are in regular contact with the New Britain Department of Public Health. In addition, CCSU Student Health Services consults with the RN/LPN coordinators of the isolation and quarantine residence halls.
• Faculty, staff, and students are reminded to wash hands frequently.
• Travel for 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 a single visiting center established.
• Isolation and quarantine space have been designated with established medical, cleaning, and meal arrangements.
• Prior to reopening, testing will be required for specific groups per state public health guidelines.
• Ongoing testing will be performed weekly with 25% of resident-students and residence hall directors per the state’s public health guidelines.

Updated 12/4/2020