

Adelphi University

Master Restart Plan in Response to COVID-19

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ADELPHI
UNIVERSITY

Table of Contents

Introduction

Guiding Orders and Requirements.....	4
Guiding Principles for Restarting.....	5
The Adelphi Restart Planning Teams.....	5
Reopening Timeline.....	6

Section I:

Reopening Adelphi's Campus

Public Health and Safety Standards.....	8
Layers of Safety	9
Personal Protective Equipment (PPE)	10
• Face Masks and Coverings.....	10
• Gloves.....	11
• Goggles / Face Shields.....	11
Social Distancing	12
Proper Hand Hygiene and Sanitizers.....	13
Accommodations for Vulnerable Populations.....	14
Testing Requirements	15
Daily Cleaning and Disinfecting Protocols.....	16
• Definitions	16
• High Touch Surfaces	16
• High Traffic Areas	17
• Cleaning and Disinfecting Protocols in the Event of a Positive COVID-19 Case	18
Heating, Ventilation, and Air Conditioning (HVAC) and other Air Quality Measures.....	19
Shared Spaces.....	21
Public Spaces.....	22
• Elevators.....	22
• Restrooms	23
• Classrooms.....	23
• University Bookstore (Retail)	23
• Public Transportation/Panther Shuttle.....	24
• Offices and Workspaces	25
• Meeting and Conference Rooms.....	26
• Laboratories	27
• Dining Facilities.....	27
• Laundry Rooms	28
• Residence Halls.....	28
• Recreational Center and Gym.....	30
• University Pool	30
• Outdoor Spaces (such as Campus Lawns)	30
Athletics, Sports Medicine, and Training	31
• Sports Medicine	31
• Training Room Protocols.....	31
• Strength and Conditioning	32
• Game Operations and Facilities.....	32

Section II:

Monitoring and Tracking Health Conditions on Adelphi's Campus

Daily Health Monitoring and Screening	35
• Students, Faculty and Staff who Pass their Daily Health Check.....	35
• Students, Faculty and Staff who Fail their Daily Health Check.....	35
• Daily Health Monitoring Questions.....	36
• Additional On-Site Screening	37
University COVID-19 Testing Protocols.....	38
• Surveillance Testing	39
• Testing Responsibility and Oversight.....	39
• Additional Monitoring in Residence Halls and on Campus.....	40
Site Safety Monitors, Screening, Contact Tracing, and Early Warning Signs	41
• Site Safety Monitors	41
• Screening	41
• Contact Tracing	41
• Early Warning Signs.....	42

Section III:

Containment of Positive or Suspected Cases on Adelphi's Campus

Confirmed Cases	44
• Contact Tracing	44
• Containment Through Isolation.....	44
• Containment Through Quarantine	45
Hygiene, Cleaning, and Disinfection	46
Communication Plans in the Event of a Positive COVID-19 Diagnosis.....	47

Section IV:

Shutdown Contingency Plans for Adelphi's Campus

Cleaning and Disinfecting.....	49
Continuity of Work, Learning and Services	50

Section V:

Educational Efforts and Communication with the Community

A Safe Return to Campus: Community Website Resource.....	53
Safe Return Quick Guides	54
Signage on Campus	55
Educational and Training Plans.....	56
Human Resources Policies.....	57

Section VI:

Business Continuity and Operational Plans

100 percent Remote Operations BCP	59
Hybrid Operations BCP	59

Appendices:

Appendix A: Restart Planning Collaborators	61
• Academic Restart and Reimagine Team:	
▪ Academics	61
▪ Classes	61
▪ Quality of Online Instruction	61
▪ Academic Calendar	62
▪ Academic Student Support	62
▪ Research and Instructional Labs	62
▪ Animal/Living Organism Care	63
▪ Faculty Support	63
▪ Satellite Centers	63
▪ Externships / Clinical Placements	63
• Athletics and Recreation Restart Team	64
• Human Resources and Diversity, Equity and Inclusion Restart Team	64
• Infrastructure Support and Operations Restart Team	64
• Public Health and Safety	65
• Strategic Enrollment Management Restart Team	65
• Student Experience Restart Team	67
Appendix B: Classroom Layouts	68
Appendix C: Cleaning Tasks and Frequencies	70
Appendix D: COVID-19 Safety Housing Agreement Form	71
Appendix E: Sample Signage Throughout Campus	74

Introduction

Looking ahead to Fall 2020, Adelphi has compiled this guide to inform our safe return and restart following the disruptions caused by COVID-19.

Guiding Orders and Requirements

Adelphi's restart plans align with orders and guidance from:

- [New York State](#) and the [New York Forward](#) Phased Reopening Guidance
- [Department of Health of New York State](#)
- [Department of Health of Nassau County](#)
- [New York State Education Department](#) (NYSED)
- [Centers for Disease Control and Prevention](#) (CDC)
- [Town of Hempstead](#) (TOH)
- [Nassau County](#)
- [World Health Organization](#) (WHO)
- [National Collegiate Athletic Association](#) (NCAA)
- [National Athletic Trainers' Association](#) (NATA)
- [Northeast-10 Conference](#) (NE10)
- [United States Environmental Protection Agency](#) (EPA)
- [Occupational Safety and Health Administration](#) (OSHA)
- [American Society of Heating, Refrigerating and Air-Conditioning Engineers](#) (ASHRAE)
- [Health Insurance Portability and Accountability Act](#) (HIPAA)
- [Americans with Disabilities Act](#) (ADA)
- [Family Educational Rights and Privacy Act](#) (FERPA)
- The Adelphi Public Health and Safety Restart Planning Team (see Appendix A)

We recognize that the knowledge and understanding of the COVID-19 virus continues to evolve, and the University remains prepared to adjust our policies and plans as needed as more information becomes available.

In the event that New York State or local health authorities amend statewide or regional orders and guidance, the University will update the guidance and protocols in this plan in accordance with said updated regulations.

Guiding Principles for Restarting

Adelphi University's policies and protocols for responding to the COVID-19 pandemic and restarting in-person instruction, research and residence life are rooted in two critical concepts:

- protecting our community's health, safety and well-being
- preserving our mission to deliver academic excellence, with modifications required for health and safety

Our restart plans apply to all employees, including our leadership and those identified as essential; all our students, including local, domestic and international; and every member of the community who utilizes services provided by the University.

The Adelphi Restart Planning Teams

In response to the unprecedented circumstances caused by the COVID-19 pandemic, Adelphi formed the Restart Planning Team, composed of seven subgroups—all committed to preserving our educational mission and to protecting and supporting the Adelphi community. This collaboration was led by a number of senior personnel, listed below. A full list of collaborators can be found in Appendix A.

Student Experience Reimagine and Relaunch

- **Sentwali Bakari**, VP, Student Affairs and Dean of Students
- **Joe De Gearo**, Associate Dean, Student Affairs

Academic Restart and Reimagine

- **Steve Everett**, Provost and Executive Vice President

Athletics and Recreation Reimagine and Relaunch

- **Sentwali Bakari**, VP, Student Affairs and Dean of Students
- **Danny McCabe**, Director, Athletics, Intramurals and Recreation

Strategic Enrollment Recovery

- **Kristen Capezza**, VP, Enrollment Management & University Communications
- **Sal Petrilli**, Associate Dean, College of Arts and Sciences

Human Resources and Diversity, Equity & Inclusion

- **Jacqueline Jones LaMon**, VP, Diversity, Equity & Inclusion
- **Cindy Donnelly**, Chief Human Resources Officer

Public Health and Safety

- **Gene Palma**, Chief Administrative Officer and Associate Vice President
- **K.C. Rondello**, Clinical Associate Professor, College of Nursing and Public Health

Infrastructure Support and Operations

- **Gene Palma**, Chief Administrative Officer and Associate Vice President
- **Carol Ann Boyle**, Chief Information Officer, Information Technology

Reopening Timeline

Adelphi University will abide by the four phases outlined in New York State's reopening plan, [New York Forward](#). Informed by this, the University's timeline for reopening is as follows, unless otherwise directed by the state.

Phase Two and Three Guidance Governing Through July 8:

- Essential personnel will prepare the campus for a Fall 2020 restart
- Some administrative units will ease into a return, using a staggered workforce and hybrid approach to scheduling in-office coverage, including but not limited to:
 - (Various) Academic Departments (*for purposes of on-site lab-research*)
 - Enrollment Management
 - Facilities Management
 - Finance and Administration
 - Student Counseling Center
 - Student Financial Services

Phase Four Guidance Beginning July 8:

- Upon entering Phase Four, the University's return to on-campus learning will abide by the safety protocols, hygiene requirements and social distancing measures outlined in this document.
- Adelphi's second summer session, which begins July 6, will permit a select handful of classes (after July 8 and with state permission) to pilot on-campus learning in accordance with the procedures and policies outlined in this document.
- Phase Four guidance will extend into the fall semester, until further notice.

Section I: Reopening Adelphi's Campus

Public Health and Safety Standards

The Centers for Disease Control and Prevention (CDC), the New York State (NYS) Department of Health and other public health authorities have made it clear that COVID-19 spreads primarily [from person to person](#) through respiratory droplets produced when an infected person coughs, sneezes or talks.

While less likely, officials do suggest surface transmissions may be possible by [touching a surface or object that has the virus on it](#) and then touching one's mouth, nose or eyes.

Based on this information, and consistent with the guidelines set forth by NYS in the document [Interim Guidance for Office-Based Work During the COVID-19 Public Health Emergency](#), Adelphi University has adopted the following safety protocols and guidance.

Layers of Safety

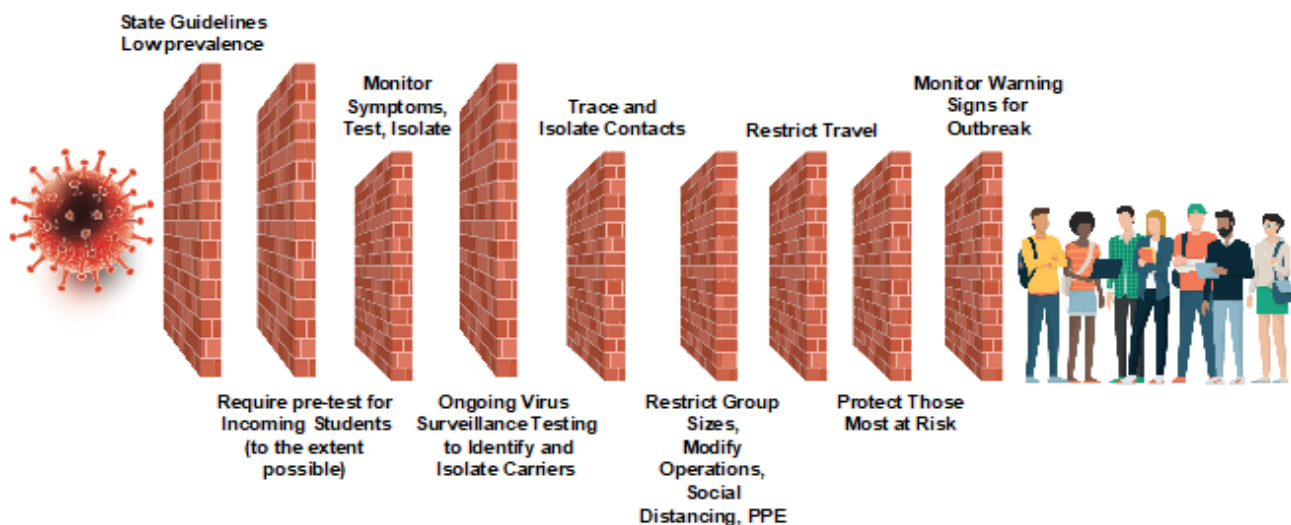
Creating a safe and resilient work, residential, educational and social environment at Adelphi University requires thoughtful planning and strong guidance and partnership with New York State, local health departments, and public health experts and providers.

A tiered system of safeguards identified in Adelphi's Restart Plan will ensure safety, community and public health, and resilient continued operations for learning, working and supporting our community.

Safety Layers being implemented include:

- **Regulatory:**
State, local and public health requirements and guidance.
- **Surveillance:**
Testing, symptom checking and contact tracing.
- **Modified operations:**
Reduced density, restructured public and shared spaces, established isolation/quarantine areas, intensified cleaning and disinfecting procedures.
- **Requirements and expectations for safe behaviors:**
Social distancing, face coverings and proper hygiene.
- **Contingency plans:**
Procedures in place to ensure readiness for containment, partial or full shut down, and a partial or full return to remote work and learning.

Tiered Layers of Safety



Graphic demonstrates layers of safety referenced in Section I.

Personal Protective Equipment (PPE)

Face Masks and Cloth Face Coverings

Face masks or face coverings [deemed acceptable by the NYS Department of Health](#) must be worn by all community members on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common spaces, meeting rooms, classrooms, reception areas, hallways and lobbies, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others in close proximity. The mask or cloth face covering is not a substitute for proper handwashing.

The University requires that:

- Face masks and coverings must be worn in all indoor classroom spaces as an added layer of protection.
- Face masks and coverings must be worn where a minimum of six feet social distancing cannot be maintained.
- For individuals who have a medical condition that prohibits the wearing of a face mask or covering, special arrangements will be made with proper documentation from a healthcare provider.

Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose; ***bandanas, buffs, and gaiters are not acceptable face coverings, and masks with valves or vents do not offer adequate protection and should not be used while on campus.***

Disposable masks will be provided free of charge by Adelphi, if needed, and can be picked up at the following locations:

- Garden City Campus: Center for Recreation and Sports (CRS)–Reception Desk
- Garden City Campus: Student Health Services
- Garden City Campus: Public Safety Office
- Garden City Campus: Swirbul Library–Reception Desk, Lower Level
- Garden City Campus: Nexus Building–Lobby Area
- Garden City Campus: Nexus Building–Admissions Desk
- Garden City Campus: Hy Weinberg Center–Room 302
- Garden City Campus: Hagedorn Hall of Enterprise–Reception Desk (room 121)
- Manhattan Center: Reception Desk
- Hauppauge Education and Conference Center: Reception Desk
- Hudson Valley Center: Reception Desk


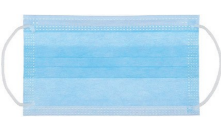


Disposable masks may only be worn for one day and then must be responsibly placed in the trash.

Cloth face coverings must only be worn for one day at a time and must be properly laundered before use again. All community members are encouraged to have a week's supply of cloth face coverings to reduce the need for daily laundering.

In situations that require a higher degree of protection for face covering requirements, cloth face coverings or disposable masks will not be considered acceptable face coverings. For example, if N95 respirators are traditionally required for specific activities, a cloth or homemade mask will not suffice. Adelphi University will adhere to [OSHA standards](#) for such safety equipment.

Adelphi will train community members on how to safely put on, take off, clean (as applicable) and discard PPE, including but not limited to, appropriate face coverings. Such training will be extended to visitors and contractors.

The sharing of face coverings is prohibited.

TYPE AND INTENDED USE OF FACE COVERINGS/MASKS				
Type	Cloth Face Covering	Disposable Mask	Medical-Grade Surgical Mask	N95 Respirator
				
Description	Homemade or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; help contains wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; help contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas) where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

Gloves

Healthcare workers and others in high-risk areas should use gloves as part of PPE, but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene.

As such, Adelphi will not require gloves to be worn by all community members. Proper hygiene protocols, including guidance on washing hands, will be made regularly available.

Goggles / Face Shields

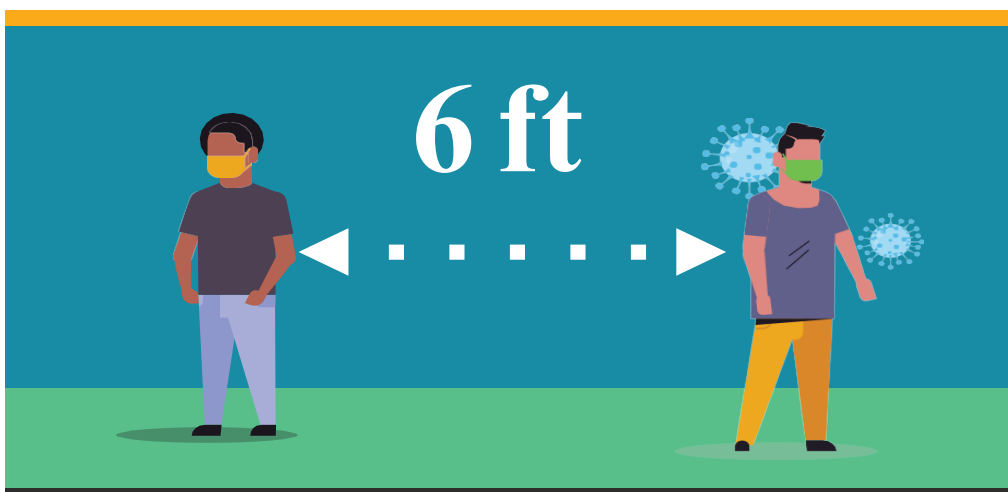
Students, faculty and staff do not need to wear goggles or face shields as part of general activity on campus.

Social Distancing

Consistent with the guidance set forth in the document [Interim Guidance for Office-Based Work During the COVID-19 Public Health Emergency](#), Adelphi University has enacted and will enforce strict social distancing requirements.

Recognizing the important role of social distancing in slowing exposure and spread of COVID-19, Adelphi has implemented the following protocols:

- In all indoor locations across our campus, the total number of occupants will be limited to no more than 50 percent of the maximum occupancy at any given time as set by the certificate of occupancy.
- A distance of at least six feet must be maintained among individuals at all times, unless the space prevents proper distance, in which case PPE policies will be enforced.
- The University will modify or reconfigure learning spaces, work spaces, student and employee seating areas and desks, and traffic flow patterns to promote proper social distancing in all directions.
- When distancing is not feasible, the University will require the use of face coverings and/or install physical barriers such as health glass partitions, strip curtains or cubicle walls in areas where they will not affect air flow, heating, cooling or ventilation.



Proper Hand Hygiene and Sanitizers

Frequent handwashing and sanitizing are clinically proven to help prevent the spread of COVID-19. Everyone on campus will be urged to wash their hands often with soap and warm water for at least 20 seconds, and especially in the following circumstances:

- having been in a public or shared space or touched a high-touch surface such as door knob or elevator button
- after using the restroom
- after removing a face mask/covering
- before eating
- after blowing one's nose, coughing or sneezing

Community members will be instructed to use a hand sanitizer if soap and water are not readily available.

[Hand sanitizer with greater than 60 percent alcohol](#) will be made available throughout all buildings on campus. Hand sanitizing stations are installed throughout the campus at main entry points. Additional touch-free sanitizer stations will be strategically positioned in hallways in close proximity to classrooms and elevators to provide optimum use. Stations may be moved or added based on usage and traffic flows. Clear signage will be present in each building accordingly.

Signage will be posted near the hand sanitizer dispensers indicating that visibly soiled hands must be washed with soap and water and instructing hand sanitizer users to cover all surfaces of their hands with the product and rub the hands together until they feel dry, and to avoid touching their eyes, nose and mouth.

Accommodations for Vulnerable Populations

Several students, faculty and staff may be more vulnerable, identifying with one of the [Centers for Disease Control and Prevention's \(CDC's\) categories for increased risk of severe illness](#).

Vulnerable community members will be directed to consult the [CDC's extra precautions](#) and speak with their designated Adelphi official and healthcare provider.

- Students who wish to request an accommodation based on a documented medical disability which significantly compromises the immune system and ability to participate in in-class instruction, should contact the [Student Access Office](#) (SAO) by phone 516.877.3806 or email sao@adelphi.edu. All decisions regarding equal access and accommodations will be determined on a case by case, individualized basis in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1978.
- Faculty and staff should contact the [Office of Human Resources](#).
- Students who do not have an approved accommodation but wish to discuss a change to their class schedule for other reasons can reach out to the [Office of Academic Services](#) by phone 516.877.3150 or email oasr@adelphi.edu.

Reasonable accommodations will be made on an individual basis. Accommodations may include remote working arrangements for faculty and staff, and access to online synchronous or asynchronous class content for students. All vulnerable populations on campus will have the ability to safely participate in educational and other activities and take advantage of services based on alternatives provided.

Testing Requirements

Prior to reopening and permitting students' return to campus, Adelphi will require the following individual student groups to successfully complete COVID-19 testing, submitting proof of a negative result to the University's Health and Wellness Office:

- Residential students
- Students arriving from high-risk areas as classified by [New York's travel advisory](#) website

Additional details regarding testing procedures and frequency can be found in *Section II: Monitoring and Tracking Health Conditions on Adelphi's Campus*.

Daily Cleaning and Disinfecting Protocols

Adelphi University maintains a rigorous regimen of regular cleaning throughout our campus (see Appendix C) and has always used hospital-grade products and procedures to ensure a clean campus.

In light of the current public health crisis, the University will adhere to best practices of thorough cleaning and disinfection in accordance with [CDC best practices for prevention of COVID-19](#) and the New York State Department of Health guidelines. The staff will also follow the guidelines provided in [Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#) for cleaning common touch surfaces in accordance with [CDC best practices for prevention of COVID-19](#).

Definitions

Adelphi abides by the following definitions:

- **Cleaning**
The removal of foreign material (e.g. soil, and organic material) from objects.
- **Sanitizing**
Reducing contaminants or bacteria to a safe level, lowering the number of germs on a surface.
- **Disinfection**
The thermal or chemical destruction of pathogenic and other types of organisms.
- **Decontamination**
A more extensive disinfection of a room or area following known exposure to hazardous or infectious material.
- **Sterilization**
A process that destroys or eliminates all forms of microbial life and is carried out in health-care facilities by physical or chemical methods.

Cleaning and disinfection of all occupied spaces will be rigorous and ongoing and will occur daily or more frequently as needed. Priorities have been adjusted to provide for increased cleaning and disinfecting of high-traffic, high-touch surfaces.

High Touch Surfaces

These include but are not limited to:

- Stair railings
- Exterior and interior door hardware and surfaces
- Light switches
- Restroom fixtures, partitions, faucets, dispensers (toilet paper, paper towels)
- Elevator control panels and call buttons
- Common area countertops and appliances
- ADA handicap door push plates
- Water bottle filling stations

High Traffic Areas

These include but are not limited to:

- Restrooms
- Building entrances
- Classrooms, lounges and meeting spaces
- Hallways

Disinfecting high-touch surfaces in high-traffic areas is already and will continue to be performed once daily, at a minimum. Additionally, the following measures will be taken:

- Frequency of cleaning high-touch surfaces will increase more than 1x/daily as schedules allow.
- All high-touch surfaces including door knobs and elevator buttons will be disinfected using [products that are EPA-approved](#) for use against the virus that causes COVID-19.
- All manufacturer's instructions for cleaning and disinfection products for concentration, application method and contact time will be observed.
- To reduce high-touch surfaces, Adelphi University will install touch-free amenities such as water fountains, trash cans and hand dryers, wherever feasible.

The campus community is encouraged to practice preventative cleaning in their personal offices, residential spaces or workspaces, which are not normally accessible to the custodial staff.

All individuals are expected to abide by the strict clean-desk policy, so that nonessential items are stored in enclosed cabinets or drawers, rather than on desks.

Supplemental cleaning of teaching spaces and offices not regularly accessible to the custodial staff should be performed as needed by room occupants / faculty with supplies provided by their department.

Adelphi University will ensure that equipment and tools are regularly cleaned and disinfected using [products registered in New York State and identified by the Environmental Protection Agency effective against COVID-19](#), at least as often as users change workstations.

If recommended cleaning protocols or disinfection products cause safety hazards or degrade material or machinery, Adelphi University will put in place hand hygiene stations for use between users and/or supply disposable gloves and/or enact limitations on the number of persons using such machinery.

The Office of Facilities Management, responsible for Housekeeping, will maintain cleaning logs for all on-campus spaces and Facilities work vehicles. Public Safety and Transportation will maintain all cleaning logs for the University buses and Public Safety vehicles.

Cleaning and Disinfecting Protocols in the Event of a Positive COVID-19 Case

Adelphi University will provide for the cleaning and disinfection of all University spaces, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces such as touchscreens, printers, keypads, telephones, handrails and door handles.

In the event that a positive COVID-19 case surfaces within Health Services areas or Residence Life and Housing areas, disinfection will occur by a vendor partner.

All other areas will abide by the following cleaning and disinfecting protocols and procedures:

- Custodial team will wait 24 hours after the person has left the area before entering to clean and disinfect. Custodial team will wear proper face masks, disposable gloves, gown and goggles for all tasks in the cleaning process, including handling trash.
- Cleaning and disinfection will be performed in accordance with guidelines from the NYSDOH and CDC. This includes the use of EPA approved disinfectants, following the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
- Disinfecting these areas includes safely providing a full saturation of disinfectant to all surfaces including walls, fixtures, floors, counter / desk tops.
- If it has been more than seven days since the person with suspected / confirmed COVID-19 was present, neither additional cleaning nor disinfection is necessary (per CDC Guidelines). In these cases, the custodial staff will follow normal procedures for regular cleaning including disinfection of high-traffic, high-touch areas.

See *Section III: Containment of Positive or Suspected Cases on Adelphi's Campus* and *Section IV: Shutdown Contingency Plans for Adelphi's Campus* for more information on responding to a positive case of COVID-19 within the campus community.

Safety data sheets for cleaning products will be made available for review upon request.

Heating, Ventilation and Air Conditioning (HVAC) and other Air Quality Measures

Consistent with the guidelines set forth by the New York State Department of Health in [Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#), Adelphi University will increase the flow of outdoor air to indoor workspaces by opening windows and propping open doors to the greatest extent possible.

In addition, the University will:

- Upgrade all filters to MERV 13 minimum, where applicable
- Implement more frequent filter changes
- Run HVAC systems 24/7 in building that are being used
- Add supplemental microbial filtration systems (UV, catalytic)
- Supplement filtration with HEPA units, where necessary

Changes and operations will be consistent with expert guidance of the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE):

- ASHRAE states that airborne transmission of SARS-CoV-2 is sufficiently likely that airborne exposure to the virus should be controlled.
- Changes to building operations, including the continuous and vigilant operation of HVAC systems, can reduce airborne exposures.
- Ventilation and filtration provided by heating, ventilating and air-conditioning systems can reduce the airborne concentration of SARS-CoV-2 and thus the risk of transmission through the air.
- Unconditioned spaces, on the other hand, can cause thermal stress to people, which may be directly life threatening and may also lower resistance to infection.
- Disabling of heating, ventilating and air-conditioning systems is not recommended.

For HVAC systems suspected to be contaminated with SARS-CoV-2, it is not necessary to suspend HVAC system maintenance, including filter changes, but additional safety precautions are warranted. HVAC system maintenance and filter replacement during the COVID-19 pandemic will abide by the following procedures:

- Workers performing maintenance and/or replacing filters on any ventilation system with the potential for viral contamination will wear appropriate personal protective equipment (PPE) including a properly fitted respirator (N95 or higher), eye protection (safety glasses, goggles or face shield) and disposable gloves (to be disposed of immediately upon completion of task and before touching any eye protection or respirator PPE).
- Filters should remain snug in their frames.

- When feasible, filters will be disinfected with a 10 percent bleach solution or another appropriate disinfectant, approved for use against SARS-CoV-2, before removal.
- Filters (disinfected or not) will be bagged and disposed of in regular trash.
- Once maintenance tasks are completed, maintenance personnel are expected to immediately wash their hands with soap and water or use alcohol-based [hand sanitizer with greater than 60 percent alcohol](#).

Shared Spaces

[According to the CDC](#), current evidence suggests that the novel coronavirus (SARS-CoV-2) that causes COVID-19 may remain viable for hours or days on surfaces made from a variety of materials.

To address this risk, Adelphi University will put in place measures to limit the sharing of objects, such as laptops, notebooks, touchscreens and writing utensils, as well as the touching of shared surfaces, such as conference tables. Employees and students will be asked to perform hand hygiene before and after contact with shared surfaces.

Thorough cleaning and disinfecting protocols in shared and public spaces will be followed, as outlined in detail under the *Cleaning and Disinfecting Protocols* section of this plan.

Adelphi University will limit the use of shared workstations to the extent practicable. To the extent that such workstations remain in use, they will be cleaned and disinfected between users. (See *Cleaning and Disinfecting Protocols* for more information.)

Adelphi will limit the use of small spaces including elevators, supply rooms, personal offices and vehicles to one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings. Even when face coverings are in use, occupancy will be restricted to no more than 50 percent of the maximum capacity in spaces designed for more than one person. Signage will be installed to make these occupancy and PPE requirements immediately clear to our community members and visitors.

Non-essential amenities and communal areas which promote gathering or are high-touch, such as vending machines and communal coffee machines, will be closed or disabled.

Public Spaces

Movement in public spaces on the Adelphi campus will be adapted to improve social distancing. Signage in hallways, stairways and other public spaces will instruct all individuals to “stay to the right” to create appropriate traffic flows.

Signage will be posted and distance markers denoting spaces of six feet will be installed in all areas in which lines are commonly formed or people may congregate, including but not limited to the Office of the Registrar, Office of Student Financial Services, Office of Academic Services, reception desks, and dining and retail facilities.

The University will mark six feet distance circles around workstations and other common stationary work areas.

To help ensure safety of public spaces, Adelphi University will post signs throughout the campus to remind individuals to:

- Cover their nose and mouth with a mask or cloth face covering when six feet of social distance cannot be maintained.
- Properly store and, when necessary, discard PPE.
- Adhere to physical distancing instructions.
- Report symptoms of or exposure to COVID-19, and how to do so.
- Follow hand hygiene and cleaning and disinfection guidelines.

People using the following public spaces must abide by stated guidelines and policies:

Elevators

- Community members will be encouraged to minimize use of elevators when possible to avoid close proximity with others in a confined space.
- Those using elevators will be required to wear a face mask or face covering regardless of whether they are traveling alone or with others.
- All individuals will be encouraged to avoid touching the elevator buttons with exposed hands/fingers, if possible.
- Individuals will be instructed to wash their hands or use alcohol-based [hand sanitizer with greater than 60 percent alcohol](#) upon departing the elevator.
- The number of individuals who may occupy each elevator at any one time will be limited; occupancy signage will be posted at each elevator location.

Restrooms

- Maximum occupancy of restrooms will be limited based on the number of sinks to ensure appropriate social distancing.
- Posted signage will instruct individuals to wash their hands thoroughly after using the restroom to reduce the potential transmission of the virus, and to use paper towels, which will be available, to turn off faucets and open the door to exit the restroom.

Classrooms

- Classroom capacities will be reduced to allow for six feet of social distancing within the room.
- Classroom furniture will be adjusted as needed and seating restrictions will be indicated for those rooms with fixed seating to support social distancing.
- Sample classroom floor plans can be found in Appendix B.
- Students will be required to wear PPE face masks while in any classroom.
- Students will be required to wear PPE face masks in any space where social distancing is clearly not possible.
- Classrooms will be retrofitted with technology to support both face to face instruction and to allow for high quality audio recording and limited video recording so that course content can be provided to students who are unable to attend a face-to-face session.
- Classroom Technical Assistants (a paid student employee position on campus) will be assigned to classrooms as needed to support face-to-face instruction. Technical Assistants will be able to troubleshoot classroom technology needs to ensure that instruction can be captured and uploaded into the Course Learning Management System. In addition, Classroom Technical Assistants will have access to masks, which can be distributed to any individual not wearing a mask in a classroom building.
- Classroom disinfecting protocols will follow the larger institutional guidance as indicated in this document. Where possible, windows will be open during instructional times.
- Some classrooms will be equipped with freestanding mobile health barriers screens to provide a moveable barrier that enables a faculty member to move about the front of a classroom without being constrained to a fixed location.
- Individuals in a classroom will not be permitted to consume food unless they have an approved accommodation requiring the ability to eat during class sessions. Such accommodations must be approved through the Student Access Office according to established procedures.

University Bookstore

- The University Bookstore will operate in full compliance with the state's [Interim Guidance for Essential & Phase II Retail Business Activities During the COVID-19 Public Health Emergency](#).
- Individuals in the bookstore, including both employees and customers, must not exceed 50 percent of maximum occupancy for the space, as stated on the certificate of occupancy.

- All individuals must ensure a distance of at least six feet is maintained at all times.
- Face masks or coverings are required of patrons while inside the retail location.
- A health barrier will be installed at the cashier location as added protection between the employee and customer.
- Students will be encouraged to order their books online and prepay, after which they will schedule an appointment for pickup. With prepayment in place, contactless pickup appointments will be scheduled at intervals to maintain social distance.
- The number of people permitted in the store will be restricted to avoid crowding and support social distancing.
- Posted signage will encourage proper PPE requirements, and appropriate social distancing via floor markers. Additionally, signage will be posted to encourage proper hygiene protocols.
- Customers will be encouraged to touch only products that they will be buying in order to minimize touch points on retail products.
- Bookstore employees will have staggered schedules to assist in observing social distancing measures. Additionally, breakrooms, where applicable, will have reduced capacity measures in place and will abide by all campus-provided cleaning and disinfecting protocols.
- Employees will be encouraged to sanitize their hands every 30 minutes, or more frequently as needed. Additionally, hands should be properly sanitized immediately after handling a delivery.
- Deliveries will occur in designated locations and will abide by proper PPE requirements.

Public Transportation / Panther Shuttle

- Adelphi's Panther Shuttle operation will run in accordance with guidelines provided by the [Interim Guidance for Public Transportation Activities During the COVID-19 Public Health Emergency](#).
- Prior to riding the Panther Shuttle, individuals must be cleared through the University's Daily Health Monitoring Questionnaire, accessible through AU2GO. Riders may be asked to show their "green clear screen" at any time.
- All Panther Shuttles will be retrofitted with a barrier between the driver and passengers.
- Individuals taking public transportation or using the University's Panther Shuttle must wear a mask before entering the bus, rail or car and avoid touching surfaces with their exposed hands.
- Increased ventilation (e.g., open windows) will be used where possible.
- Social distancing of, at minimum, six feet should be followed at all times, when possible.
- Face masks or coverings are required on the Panther Shuttle, even in instances where proper social distancing can be maintained.
- Shuttle capacity will be reduced, where possible, to encourage proper social distancing between seats.
- Posted signage will remind riders and operators of proper hygiene and distancing protocols.

- Upon disembarking, individuals are asked to wash their hands or use an alcohol-based [hand sanitizer with greater than 60 percent alcohol](#) as soon as possible and before removing their mask.

Offices and Workspaces

- Offices that feature an open environment will be modified to ensure six feet of space between employees and up to 50 percent of fire code maximum occupancy. When six feet of distance between employees is not possible, partitions, barriers or curtains will be installed.
- Employees will be required to wear a face mask or face covering at all times while in a shared work space/room.
- Employees must abide by a strict clean-desk policy, so that nonessential items are stored in enclosed cabinets or drawers, rather than on desks.
- Departments will institute measures to physically separate and increase distance between employees, other coworkers and essential visitors, including:
 - Visual cues such as floor decals, colored tape and signs installed in areas where lines may form or other gathering may be a concern. These will indicate social distance markers and public health and safety reminders.
 - Signage will be installed in corridors and stairways to instruct pedestrians to “stay to the right.” Individuals will be expected to observe all directional signage.
- In office work, no more than one person should be in the same room unless the required six feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required for employees working alone in a confined office space (does not include partitioned work areas in a large open environment), but employees must be prepared at all times to don a mask if another person comes within six feet of them.
- Masks/face coverings should be worn by any staff in a reception/receiving area.
- Masks/face coverings should be used when inside any Adelphi facility where others are present, including walking in narrow hallways where others travel, and in break rooms, conference rooms and other meeting locations.
- Employees who can continue to work remotely to fulfill some or all of their work responsibilities will be encouraged to do so to reduce the number of individuals on campus and thus to reduce the potential spread of the COVID-19 virus.
- All employees will be required to complete the daily symptom checker through the AU2GO application prior to coming to work each day. Employees who do not have access to smartphone technology or are otherwise unable to complete the survey should speak directly with their immediate supervisor. Additional information can be found in the section, Detection of Infection.
- In order to limit the number of individuals and interactions among those employees essential to be on campus, departments will be encouraged to schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces. Further, staggered reporting and departure times in at least 30-minute increments will reduce traffic in common areas to meet social distancing requirements.

- Employees who have a medical condition that prohibits them from wearing a face mask or covering will be instructed to inform their manager and provide a note from a healthcare provider.
- Disposable masks will be provided by Adelphi, free of charge, if needed. Disposable masks may only be worn for one day and then must be placed in the trash.
- Housekeeping teams will clean office and work spaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings.
- Employees are also encouraged to wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface, which will be available throughout campus. This includes any shared-space location or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).
- All Adelphi equipment (e.g., monitors, printers) will be thoroughly disinfected by the employees who use them when initially returned to the office. Additionally, disinfecting laptops, cell phones, telephone headsets and any other personal devices is recommended before entering Adelphi facilities each day.
- Sharing of telephones, desks, keyboards, cubicles or offices will be discouraged. If/when it is necessary, thorough disinfecting will take place between uses and/or disposable gloves will be provided for removal and disposal immediately after use.
- Staff at work on site must follow these additional social distancing practices:
 - Do not gather in groups of 10 or more.
 - Stay out of crowded places and avoid mass gatherings.
 - Comply with distancing markers where displayed.
 - Avoid personal contact including shaking hands.
 - Do not share food or beverages.
 - Do not share workspaces that do not accommodate social distancing.
 - Avoid unnecessary movement between work areas, building floors and buildings.

Meeting and Conference Rooms

- In-person meetings are strongly discouraged; Adelphi will continue the use of Zoom and other video conferencing services whenever possible.
- When phone or videoconferencing is not possible, in-person meetings will be limited in size and cannot exceed 50 percent of a room's maximum occupancy as identified by the fire code. Departments will be asked to remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices of six feet between attendees.
- All attendees should wear a mask or face covering while sharing space in a common room.

- Following any in-person meetings, meeting organizers are expected to clean shared surfaces such as conference tables, chairs and doorknobs using the disinfecting supplies located in each meeting space, discarding all trash in the proper hands-free receptacle at the end of the meeting.

Laboratories

- All laboratory and research work must comply with the guidelines set forth in [New York State's Interim Guidance for Higher Education Research During the COVID-19 Public Health Emergency](#).
- All laboratory and research activities must meet state standards as well as applicable federal requirements, including but not limited to minimum standards of the Americans with Disabilities Act (ADA), Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA) and United States Department of Labor's Occupational Safety and Health Administration (OSHA).
- Total occupancy of laboratories will not exceed 50 percent of the stated maximum occupancy.
- A distance of six feet will be maintained between all workstations, unless safety of the core activity requires a shorter distance. Acceptable face coverings must be worn at all times while working within the laboratories.
- When possible, the number of individuals assigned to lab activities will be reduced to reflect the minimal count needed to successfully complete stated activities.
- Sharing of laboratory workstations will be minimized. Individuals who must share a station because of the nature of work being completed will be required to wear proper face coverings at all times.
- Proper cleaning and disinfection of workstations will occur between each use.

Dining Facilities

- All Dining Facilities will abide by the [Food Services Guidelines](#) prepared by New York State.
- All staff members reporting to operate within dining facilities will be required to complete daily health monitoring questionnaires, including a temperature check to ensure one's temperature does not exceed 100.4.
- All staff members will complete training on proper hygiene and disinfecting of work stations. Additionally, staff members will be encouraged to wash hands every 30 minutes, as feasible.
- Hand sanitizing stations will be placed at the entrance of dining facilities and throughout the dining areas.
- Indoor capacity of dining facilities will be limited to 50 percent of maximum occupancy as determined by the fire code. Seating arrangements will comply with six feet social distancing mandates. Additionally, kitchen setups will reflect six feet social distancing mandates.
- Regardless of physical distance, all individuals will be required to wear proper face masks or coverings when entering and exiting the facilities, including staff. Once seated, individuals

may remove their face coverings to eat their meal, following proper removal procedures as outlined in PPE: face masks and coverings.

- All dining facilities employees and services must wear proper PPE at all times including face masks/coverings and gloves. This measure also requires delivery personnel to wear proper PPE, including face masks.
- All individuals must obey signage throughout dining facilities, including floor decals, indicating proper social distancing protocols and traffic flows.
- Entrances and exits will be clearly marked in each dining facility.
- Areas will be designated specifically for vendor pickups or deliveries as it relates to dining facilities and materials. A sanitizing station will be placed by the loading dock door.
- Self-serve food stations will be replaced by grab-and-go dining options or full-service stations. Additionally, made-to-order items will be minimal in order to reduce unnecessary lines and wait times.
- Condiments will be provided directly to individuals in single use disposable packaging/containers, where possible, eliminating self-serve pumps. Similarly, prepackaged disposable food utensils will be provided, where possible.
- Health barriers will be installed at all food and cashier stations. Additionally, health dividers, some portable, will be installed throughout the dining areas, creating separation between individual tables, walkways and seating areas.
- Mobile ordering will be made available for select dining locations including Paws Cafe, C-Store, deli orders and late-night dining.
- Cashless payments will be encouraged, using AU2GO, credit cards or Apple pay.
- Contactless delivery will be made available for students located in residence hall quarantine/isolation rooms.
- Each table will be properly cleaned and disinfected in between uses.
- High touch surface areas will be cleaned every 30 minutes.

Laundry Rooms

- Like other common areas, Laundry rooms will have signs posted to indicate 50 percent reduced capacity of persons.
- Proper social distancing of six feet must be obeyed at all times.
- Face masks or coverings must be worn by all individuals when inside of a University laundry room.

Residence Halls

- Residence halls will operate under 10 percent reduced capacity to allow for social distancing and allocation of a floor for temporary quarantine and isolation.

- Special housing considerations (e.g., single rooms) will be evaluated in conjunction with the Student Access Office (SAO). Accommodation requests (such as for students who have an underlying health condition) must be submitted through SAO per established procedures.
- Staff and residents will complete required training about proper safety protocols (e.g., hygiene, distancing, steps to take if ill, PPE, risk of attending non-University gatherings).
- All residents will be required to complete a [special housing agreement](#) (as seen in Appendix D) to acknowledge and agree to safety measures and proper behaviors while living in Adelphi-sponsored housing.
- Hand sanitizer and proper PPE will be made available to individuals as necessary in all residence hall lobbies.
- Shared spaces must obey 50 percent capacity reduction and follow proper social distancing protocols of six feet between individuals. This includes but is not limited to kitchens, lounges and waiting areas. Additionally, while in these spaces, individuals are required to wear face masks or coverings at all times.
- Residence hall programming will have limited attendance capacity, restricting attendance to 10 individuals per program. All participants will be expected to wear masks.
- All programs will be held in an appropriate common space to allow for appropriate social distancing, and health and safety protocols will be followed.
- Programs will not permit communal food/snacks. Only prepackaged items will be made available.
- Housekeeping will ensure cleaning and disinfection at least daily, of surfaces, shared spaces and objects (e.g., door knobs, handrails) as well as high transit areas.
- Individuals are asked to limit the sharing of objects and are discouraged from touching shared surfaces. If contact is necessary, proper hygiene protocols must be followed before and after.
- Nonessential visitors and activities involving external groups are prohibited until further notice.
- Directional signage will be posted where needed and possible to support social distancing. It is expected that all individuals obey posted signage.
- Residential students may have a need or desire to travel home on the weekends for jobs and family commitments. Although students are not prohibited from traveling, students should limit the frequency that they make those trips in an effort to protect the campus community from potential exposure.
- In accordance with [New York State guidelines](#), if students travel to a location where COVID-19 cases are more prevalent, they may be asked to quarantine upon return.
- Residence halls will close for the fall semester on November 25, 2020, at 5:00 p.m. Student-athletes, international students, students working for the University, and select others approved on a case-by-case basis will be eligible to reside on campus after November 25, 2020, with departmental permission.

Recreational Center and Gym

- All sports and recreation activities will abide by the state's [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#).
- Check-in and/or appointment desks will maintain six feet social distancing from other employees and patrons/players/spectators. Where possible, health barriers will be installed to create separation between employees and other individuals. Face masks or coverings are required at all times while at the desk(s).
- Capacity will be limited to no more than 50 percent of maximum occupancy for a particular area as set by the certificate of occupancy and fire code.
- Proper social distancing protocols between patrons/players/spectators will be observed at all times. While indoors, face masks or coverings will be required at all times.
- Additional guidance is provided in the following section: *Athletics, Sports Medicine and Training*.

University Pool

- The University will abide by all guidelines outlined in the state's pool advisory guidelines, [accessible here](#).
- The maximum size of any single group of people using the pool is not to exceed 10 individuals. There may be more than one group using the pool, provided that proper social distancing can be maintained.
- All individuals using the indoor pool must maintain a distance of at least six feet from other individuals at all times, unless they are members of the same household or family unit (such as roommates), or the core activity requires a shorter distance.
- At any time, individuals who are within six feet distance of others and are not in the water must wear an acceptable face covering that covers both the nose and mouth.
- For health and safety concerns, face coverings must not be worn by individuals while in the water.
- Proper cleaning and disinfection protocols must be followed, including for high-touch areas such as railings, lockers and chairs.
- All social distancing and hygiene protocol signage must be obeyed.

Outdoor Spaces (such as Campus Lawns)

- People congregating outdoors will be expected to restrict the size of the gathering to 10 people or fewer and will be required to maintain six-foot social distancing.
- Face masks or coverings are encouraged during all gatherings, even those outdoors. In instances where six feet cannot be maintained, face masks or coverings are required.

Athletics, Sports Medicine and Training

Adelphi is committed to the health and safety of our student-athletes as part of our larger community, and to providing a quality student-athlete experience to the nearly 400 members of our 23 varsity sports.

Adelphi Athletics policies are based upon recommendations from the [CDC](#), the [NCAA](#), the [WHO](#) and the [National Athletic Trainers' Association \(NATA\)](#). In addition, the [Northeast-10 Conference](#) is developing protocols for a return to training and competition, which will establish baseline procedures for its member institutions. These protocols are coupled with new NCAA rules, which reduce the playing season in each sport.

[The Council of Presidents of the Northeast-10 Conference voted unanimously on Thursday, July 16, to suspend all NE10-sponsored competition and championships through December 31 in response to the COVID-19 pandemic.](#)

Practices for Adelphi teams will continue, beginning with small-sided sessions (four to eight team members at a time) before gradually adding more team members to each session over the following several weeks until the full team eventually practices together.

Future competition schedules will be determined in collaboration with our fellow NE10 Conference members. Only when it is deemed safe and appropriate to compete against other institutions and travel will Adelphi's athletic programs begin their competitive seasons. In providing the safest environment for the competitors, attendance will be limited throughout the year with a four-phase spectator policy.

Sports Medicine

- Athletic Trainers will screen athletes and staff daily in a designated screening area, including temperature checks and a symptom checklist.
- If an athlete meets the criteria for possible COVID-19 infection, we will follow protocols set forth in Section II: *Monitoring and Tracking Health Conditions on Adelphi's Campus*.
- The athletics department will follow a practice policy, which establishes small "pods" of 4-8 student athletes with gradual expansion of the pod to encompass the whole team over a period of time.

Training Room Protocols

- Only eight athletes will be allowed in the main athletic training room with a maximum capacity of 10 people, including staff. Four treatment tables will be removed and put in a temporary space allowing for six feet between athletes receiving treatment.
- Whirlpools will be utilized by appointment only. Only one person will be allowed to use a whirlpool at a time and will only be used for injury purposes; no use for recovery purposes. After each treatment, the whirlpool will be drained and disinfected.

- Everyone entering the space will be required to wear face masks and use hand sanitizer stationed at the door before entering.
- Everyone will enter the space through the main entrance, room 123. This main door will remain closed. Athletes will either knock or call the main phone to be let in. A designed waiting area will be available, ensuring proper social distancing.
- Each sport will have a designated window of time to make appointments for necessary treatment based around their practice schedule.
- The main athletic training room will be utilized only for treatments that involve modalities and necessary manual therapy as dictated by the athletic trainer including ultrasound, stim, game ready, normatec and instrument-assisted soft tissue mobilization tools. All treatments will be by appointment time during their designated window for their sport.
- Post practice icing/tape removal/quick treatments will be done on the field/court before the athlete goes back into the building.
- The Athletic Training staff will clean the tables, counters and equipment following use by each athlete. The floor will be disinfected daily by custodial staff. The Athletic Training department will use an approved disinfectant which appears on the EPA's List N as a disinfectant that meets EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19. It will be used on all tables and surfaces after an athlete receives treatment.
- Teams will no longer share water bottles. Single-use disposable cups will be available or athletes will have their own bottles.
- Bench towels will no longer be shared or given out.

Strength and Conditioning

- Strength and Conditioning Staff will be provided with gloves and a mask.
- The weight room will be relocated to a new location that provides for proper social distancing.
- Social Distancing of 6 feet will be practiced during team workouts.
- Team workouts will follow the same graduated timelines as practices, utilizing small-sided "pods" of 4-8 student athletes and gradual expansion of the pod.
- Equipment will be wiped down by the strength and conditioning staff after each group. The Athletic Training department will use an approved disinfectant which appears on the EPA's List N as a disinfectant that meets EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19.
- The group/team that is designated to come in next at their appointed time shall wait on the South end of the gym.

Game Operations and Facilities

- The University will reduce the use of varsity locker rooms to no more than 8 people in the locker room at one time.
- The weight room will be relocated to a new location that provides for proper social distancing.

- Hand sanitizers will be stationed at gym entrances and doors will remain open.
- The indoor track will be limited in use.
- Furniture in the lobby will be removed and rearranged to ensure proper social distancing.
- Buffer times will be scheduled between practices/contests to limit exposure between teams.
- Competition schedules will be determined in collaboration with fellow [NE10 Conference](#) members. Only when it is deemed safe and appropriate to compete against other institutions and travel, will Adelphi's athletic programs begin their competitive seasons.
- When competition resumes, the athletic department and its varsity teams will follow an agreed-upon game day protocol established by the [NE10 Conference](#). These protocols will include, but are not limited to:
 - Procedures for visiting teams
 - Procedures for home teams
 - Procedures for officials
 - Sideline procedures
 - Procedures for team travel
 - Pre- and post-game procedures
- Doors will remain open to avoid touch points when possible
- Proper social distancing measures will be in place for essential gameday staff (includes but not limited to stats, social media, camera people, producer, broadcaster).
- Broadcasters will be assigned equipment (headset) that will be disinfected after each use.
- A phased approach for allowing spectators will be implemented for athletic events, based on recommendations from New York State, departments of health and Adelphi University Restart Planning Teams.

Section II:

Monitoring and Tracking Health Conditions on Adelphi's Campus / Detection of Infection

Daily Health Monitoring and Screening

According to the CDC guidance on [Symptoms of Coronavirus](#), people with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness.

The University will require daily health monitoring for all students, faculty and staff prior to arrival on campus to ensure they continue to be free of any symptoms potentially related to COVID-19. Additionally, any preapproved essential visitors who require access to campus must complete the health monitoring process during check-in at the Public Safety booth or designated point of campus entry.

The daily health monitoring questions are available on the University's [AU2GO mobile app](#), accessible on iPhone and Android devices or, when necessary, on a tablet or paper form available at the Public Safety booth or designated point of campus entry.

Students, Faculty and Staff Who PASS Their Daily Health Check

- The AU2GO "COVID-19 Screening" app results in a bright green "**CLEARED**" screen if the user passes the screening questionnaire.
- This green screen is time and date-stamped in a large font, easily visible from a six-foot distance and allowing for easy reference during entry of campus.
- Anyone on campus may be asked to show their approved status at various checkpoints throughout campus.

Students, Faculty and Staff Who FAIL Their Daily Health Check

- The AU2GO "COVID-19 Screening" app results in a message stating "You are **NOT CLEARED** to return to campus. Based on your response, you may return to campus upon completing at least 14 days of self-quarantine."
- An auto alert will be sent to the Adelphi Health and Wellness Office for follow-up, monitoring and counseling.
- Faculty, staff, non-residential students and preapproved essential visitors who fail will be asked to leave campus, return home and follow up with their healthcare provider.
- Residential students who cannot leave campus will be referred to the University's Student Health Services Center for evaluation, care, on-campus room accommodations and next steps (see on-campus quarantine).

Anyone who fails a daily health monitoring check will not be permitted to return to campus until evaluated and cleared by the Adelphi Health and Wellness Office (faculty and staff) or Student Health Services (students).

Daily Health Monitoring Questions

The daily health monitoring questions are intended to determine whether faculty, staff or students have:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive for COVID-19 in the past 14 days; and/or
- Experienced any symptoms of COVID-19 in the past 14 days.

These verifications will be valid for 24 hours.

The daily health monitoring questions include:

- 1. In the past 14 days, have you tested positive for COVID-19?**
- 2. In the past 14 days, have you experienced any new onset of the following possible symptoms of COVID-19?**
 - ☐ Cough
 - ☐ Shortness of breath or difficulty breathing
 - ☐ Chills
 - ☐ Muscle pain
 - ☐ Sore throat
 - ☐ New loss of taste or smell
- 3. In the past 14 days, have you knowingly been in close contact with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?**
- 4. Have you traveled to a restricted state in the past 14 days?**
- 5. Do you have a face covering or mask (or agree to pick one up from a designated campus location immediately upon arrival), and do you agree to wear it while on Adelphi property?**

Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose. Bandanas, buffs and gaiters are not acceptable face coverings, and masks with valves or vents do not offer adequate protection and should not be used while on campus.

- 6. Do you agree to abide by CDC Social Distancing guidelines while on Adelphi property?**

A distance of at least six feet is to be maintained among individuals at all times, unless safety of the core activity requires a shorter distance. Any time individuals must come within six feet of another person, acceptable face coverings must be worn. Individuals must be prepared to immediately don a face covering if another person unexpectedly comes within six feet.

Individuals experiencing any of the above COVID-19 symptoms must remain home.

If an employee or student begins experiencing any of these symptoms while on campus, they will be asked to leave campus immediately and contact their healthcare provider for an assessment and testing.

Adelphi's newly created Health and Wellness Office will conduct the daily review of the logs and all students who have been evaluated and cleared by Student Health Services (healthandwellness@adelphi.edu or 516.877.6000).

Additional On-Site Screening

Additional on-site screening practices for students, faculty, staff and preapproved essential visitors may also include:

- Randomized screening of individuals at or near building entrances to minimize impact in case of an individual suspected or confirmed to have COVID-19, where space and building configuration allows.
- Screening queue configurations that allow for adequate social distancing outside building entrances.
- Use of contactless thermal cameras in select building entrances to identify potentially symptomatic visitors and direct them to a secondary screening area to complete a follow-up screening.

In any of the above screening procedures, a "failed screen" resulting in suspicion of illness will result in the same protocols as outlined above for a failed daily health check.

University COVID-19 Testing Protocols

In addition to daily health monitoring requirements detailed above (including the daily completion of the health monitoring questions via AU2GO), non-invasive preliminary testing for COVID-19 infection will be required of **all resident students**.

Additionally, students who are planning to arrive from states currently designated with a [travel advisory status through New York state](#) (NYS) will be required to complete testing and quarantine for 14 days upon arrival before rejoining campus life.

Any resident student who is returning to campus from a state under a [NYS travel advisory](#) is required to quarantine for 14 days (whether on or off-campus) and must be medically cleared by the Office of Student Health Services prior to rejoining life on campus. In the event that NYS or the local health department amends the current quarantine requirement, the university will update Adelphi's protocols in accordance with updated regulations.

Adelphi will ship, at no cost, a COVID-19 self-administered saliva testing kit (in partnership with Vault Health) that should be administered seven days prior to arriving on campus.

Students and Adelphi's Health and Wellness Office will be notified of the test results within 48 hours.

These students will also be provided with an additional COVID-19 saliva test that must be administered within 72 hours of arriving in the residence hall to confirm negative status.

Home testing kits will be sent to all of the aforementioned groups by mail.

The University will not require testing of all returning students, faculty and staff (as per CDC recommendations) but will make voluntary on-site testing available by appointment in the Alumni House, or designated alternate location, on specific dates. Ongoing monitoring of the campus environment will be achieved through a process the CDC calls surveillance testing ([see CDC definitions and recommendations](#)), according to CDC recommendations.

Individuals who become symptomatic or those who are asymptomatic but have had recent known or suspected exposure to a person who tested positive for COVID-19 will be required to complete a mandatory COVID-19 diagnostic test and will be moved into quarantine, as [recommended by CDC guidelines](#). For residential students, quarantine will be completed in a specially designated residence hall room.

The University has partnered with Vault Health to provide saliva-testing kits to required populations. Details and instructions, provided by Vault Health immediately upon ordering a test kit, include the following:

- Kits are shipped via overnight delivery, Monday through Friday.
- Tests will be conducted under remote supervision via Zoom video call with a trained Vault test supervisor.
- Upon completion of the Zoom testing call, the sample must be returned and received within 48 hours of it being produced.

- Results will be provided within 48–72 hours of the lab receiving the sample. Results may be positive, negative, inconclusive or rejected.
- All positive results will include notification to Adelphi’s Health and Wellness Office.
- All positive results will include notification to Human Resources to ensure employees receive appropriate paid time off, short-term disability and ADA Accommodations if needed.
- All positive cases will remain confidential to protect the identity of the individual(s) who tests positive, as required by the [Health Insurance Portability and Accountability Act \(HIPAA\)](#), [Americans with Disabilities Act \(ADA\)](#) and the [Family Educational Rights and Privacy Act \(FERPA\)](#), as applicable

Beyond the preliminary required testing for all residential students, COVID-19 testing will only be required of symptomatic individuals or asymptomatic individuals with confirmed/suspected contact with a COVID-19 positive case.

Surveillance Testing

The University will not require testing of all returning students, faculty and staff (as per CDC recommendations) but will make voluntary on-site testing available by appointment in the Alumni House, or designated alternate location, on specific dates.

Ongoing monitoring of the campus environment will be achieved through a process the CDC calls surveillance testing ([see CDC definitions and recommendations](#)), according to CDC recommendations.

A random sample of up to 700 faculty, staff, and students who are accessing campus (determined from the pool of daily health symptom tracking submissions) will be selected each month for participation in surveillance testing.

Testing Responsibility and Oversight

The newly created Adelphi Health and Wellness Office will coordinate testing and results with Vault Health, a newly established partner. All testing will comply with standards set by the [New York Forward](#) plan and the Departments of Health for [New York state](#) and [Nassau County](#), as well as other applicable local authorities.

Adherence to these protocols will be overseen by Michelle Glover Brown, director of Environmental Health and Safety, and Jacqueline Concepcion, assistant director of Student Health Services.

At-home tests will be administered by Vault Health. Results, delivered by Vault Health, will be shared with both the tested individual as well as the Adelphi Health and Wellness Office.

Individuals not included in the preliminary required testing group (all residential students) are responsible for all associated costs with testing and are encouraged to remain in close contact with individual health insurance providers.

Individuals will be directed to their local health departments for all COVID-19 concerns, emphasizing that testing is free to all eligible New Yorkers as ordered by a healthcare provider or by calling the NYS COVID-19 hotline at 1.888.364.3065.

In the event that a positive case is diagnosed within the community, the Adelphi Health and Wellness Office will collaborate and partner with Nassau County health officials to ensure compliance with contact tracing and any necessary additional testing or actions needed within our community.

The Office of Human Resources will coordinate appropriate paid time off, short-term disability and ADA Accommodations, if needed, for any employee who is diagnosed positive. All positive cases will remain confidential to protect the identity of the individual(s) who tests positive, as required by the [Health Insurance Portability and Accountability Act \(HIPAA\)](#), [Americans with Disabilities Act \(ADA\)](#) and the [Family Educational Rights and Privacy Act \(FERPA\)](#), as applicable.

Additional Monitoring in Residence Halls and on Campus

The University set up iPad thermal testing in Residence Hall A as part of its summer pilot program.

Based on successful results, the University has installed thermal testing at all entrances to each of its seven residence halls.

Additionally, handheld thermoscanners are being purchased and will be utilized at high-traffic stations throughout campus.

Site Safety Monitors, Screening, Contact Tracing and Early Warning Signs

Site Safety Monitors

In accordance with the [New York State Department of Health](#), Adelphi has designated site safety monitors responsible for ensuring ongoing compliance through monitoring; our Director of Environmental Health and Safety Michelle Glover Brown, and Assistant Director of Student Health Services Jacqueline Concepcion.

If any member of the Adelphi community witnesses a breach in compliance, they are encouraged to report the incident to Adelphi's site safety monitors noted above. All reports will remain confidential and protected from adverse action.

Screening

Regular health screening of employees, students and authorized essential visitors will primarily be conducted through daily health monitoring checks and testing procedures as described above. Additionally, adherence to protocols for reduced density, face coverings, social distancing and disinfecting will assist in minimizing risk on campus.

Through these actions and those below, regular screening assists in facilitating immediate awareness of a possible infected member of our on-campus community and corresponding necessary actions such as contact tracing and containment measures.

Additional regular screening steps will include:

- Daily review of health monitoring logs
- Follow-up with members of the community who have tested positive
- Clearance of community members who have documented completion of quarantine following infection
- Enforcement of protocols in place

Contact Tracing

In the event that a student or employee tests positive for COVID-19, the University will immediately notify the local health department of the individual's residence as required by public health law in New York, and will assist them in conducting contact tracing as per their protocol.

Additionally, the Adelphi Office of Health and Wellness will work closely with the Nassau County Department of Health to initiate and complete all required contact tracing and in implementing any appropriate additional safety measures and/or emergency notifications.

Pursuant to this Restart Plan, these measures may include a partial or complete closure of the campus to all but essential personnel (consistent with the assessed level of risk) and the resumption of a fully online mode of instruction until the threat of COVID-19 transmission is deemed sufficiently mitigated.

Early Warning Signs

A dashboard is being created to monitor metrics that will serve as early warning signs for the University. Metrics may include:

- Daily number of people on campus who completed AU2GO health checks (available for the Garden City campus and all centers)
- Number of students & employees quarantining on/off campus
- Number of people in isolation on/off campus
- NYS Health department statistics for COVID-19 by region
- Number of COVID-19 tests administered with results
- Status of follow-up surveillance testing among certain populations

Section III:

Containment of Positive or Suspected Cases on Adelphi's Campus

Confirmed Cases

In the event of a confirmed case of COVID-19 within the Adelphi community, immediate steps will be taken to contain the spread of the virus.

Contact Tracing

In the event that a positive case is diagnosed within the community, the Adelphi Health and Wellness Office will collaborate and partner with Nassau County health officials to comply with contact tracing and any necessary additional testing or actions needed.

Containment Through Isolation

Faculty and staff, non-residential students and preapproved essential visitors will not be allowed on campus if they have received a positive diagnosis of COVID-19. If they are on campus when the diagnosis becomes known, they will be instructed to leave campus, return home and begin isolation. Individuals will be instructed to follow up with their healthcare provider.

- Adelphi will enforce a strict [Stay at Home Policy](#) for all faculty and staff. The Office of Human Resources will coordinate appropriate paid time off, short-term disability and ADA Accommodations, if needed, for any employee who is diagnosed positive. All positive cases will remain confidential to protect the identity of the individual(s) who tests positive, as required by the [Health Insurance Portability and Accountability Act \(HIPAA\)](#), [Americans with Disabilities Act \(ADA\)](#) and the [Family Education Rights and Privacy Act \(FERPA\)](#), as applicable.
- **Non-residential students** will be asked to return home and complete their isolation in their designated residence. Individuals will not be permitted back on campus until 14 days later and with medical clearance that must be submitted to the Adelphi Health and Wellness Office.
- **Residential students** who cannot leave campus will be referred to the University's Student Health Services Center for evaluation, care and next steps.
 - An on-campus Residential floor will be set up in Residence Hall B, complete with access to private bathrooms. Residential students who test positive for COVID-19 and who cannot leave campus will be moved to that residence hall floor until they are well and have been medically cleared to end isolation; a minimum of 10 days. This determination will be made in accordance with local health authorities.
- **Students of Nursing:** As identified by the CDC and Nassau County and New York state departments of health, a test-based strategy is not recommended for those in the Healthcare field. After a positive diagnosis, these individuals will be cleared from isolation by local health departments based on the most up-to-date public health guidelines and permitted to return to campus when they are deemed by these officials to no longer be infectious and pose no risk to the Adelphi community.

Residential students in isolation will be provided with the following accommodations and support:

- **Dining Deliveries**
Contactless delivery of meals and purchases for students located in residence hall quarantine/isolation rooms will be coordinated between Dining Services and Residential Life.

Students will place meal and C-store orders for delivery with Dining Services. Special dietary requests such as gluten free and vegan will be accommodated. Dining Services and Residence Life staff will coordinate a contactless delivery.

- **Medicine and Prescription Delivery**

Adelphi's Office of Student Health Services will provide instructions to students who require prescriptions to be filled or refilled. Orders will be placed with a designated pharmacy and delivered to the Student Health Services office on campus. The student will complete an online signature form and complete a tele-visit (for education and confirmation) with Student Health Services staff. Upon completion of these steps, Student Health Services staff will deliver the medication to the student's residence in a contactless method. This process ensures adherence with federal health privacy regulations.

- **Mental Health Services**

Student support services including mental health counseling services will offer the options of phone or video telehealth services. Additionally, students who are in isolation or quarantine will be encouraged to schedule and participate in virtual check-ins through phone or video conferencing on a weekly basis, or more frequently as needed.

- **Academic Arrangements**

For those courses offered as traditional in-person or hybrid-learning experiences, online sessions for in-person components will be made available to ensure that students who are unable to attend and participate in-person due to illness and isolation can complete materials via virtual options. Should a student be too ill to participate online, makeup arrangements will be confirmed on an individual basis with each professor.

Containment Through Quarantine

In the event of suspected or confirmed contact with a positive diagnosis of COVID-19, exposed individuals will be alerted through appropriate contact tracing procedures completed in conjunction with the Nassau County Department of Health. These individuals will be moved into quarantine out of precaution.

- **Non-residential students** will be asked to return home and complete their quarantine in their designated residence. Individuals will not be permitted back on campus until 14 days later and with medical clearance that must be submitted to the Health and Wellness Office.
- **Residential students** who cannot leave campus will be referred to the University's Student Health Services Center for evaluation, care and next steps. These students will be moved to a designated location on campus for quarantine for 14 days.

Anyone who tests positive for COVID-19 will **not** be allowed back on campus (or for residential students, back into the general population) until they produce a COVID-19 test with a negative result. Students who test positive for COVID-19 will be allowed back on campus or out of isolation only once they are:

- 10 days from the start of symptoms and symptoms are improving, AND
- 72 hours fever free without the use of fever reducing medication, AND
- produce a negative COVID-19 test result

Tests will be provided through partnership with Vault Health. Results will be communicated to both the individual and the Adelphi Health and Wellness Office.

Hygiene, Cleaning and Disinfection

As described in Section I: *Cleaning and Disinfecting Protocols in the Event of a Positive COVID-19 Case*, Adelphi has prepared strategies to clean and disinfect all exposed areas in accordance with the New York State Department of Health and the CDC. This includes the use of EPA-approved disinfectants, following the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

Best practices, according to the CDC, that will be followed include:

- Close off areas used by the individual(s). Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection.
- Have cleaning staff clean and disinfect all areas (e.g., offices, bathrooms and common areas) used by the person(s), focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#).
- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

Any spaces impacted by a confirmed positive case will be disinfected by Adelphi Housekeeping and Facilities staff. However, Health Services areas and Residential Life and Housing areas with confirmed cases will be disinfected by a vendor partner.

In addition to the best practices outlined above, the spaces necessitating Adelphi cleaning teams to enter will abide by the following regulations, as outlined previously:

- Custodial team will wait 24 hours after the person has left the area before entering to clean and disinfect. Custodial team will wear proper face masks/coverings, disposable gloves, gown and goggles for all tasks in the cleaning process, including handling trash.
- Disinfecting these areas includes safely providing a full saturation of disinfectant to all surfaces including walls, fixtures, floors and counter / desk tops.
- If it has been more than seven days since the person with suspected / confirmed COVID-19 was present, neither additional cleaning nor disinfection is necessary (per CDC Guidelines). In these cases, the custodial staff will follow normal procedures for regular cleaning including disinfection of high-traffic, high-touch areas.

Communication Plans in the Event of a Positive COVID-19 Diagnosis

In the unfortunate likelihood that a member of our community on campus tests positive for COVID-19, the following communication procedures will be followed:

- Individuals who test positive while on or after returning to campus will be directed to contact either Student Health Services (students) or the University's Health and Wellness Office (staff). They will not be permitted to return to campus (or, in the case of residential students, rejoin the campus population) until cleared by Student Health Services (students) or a physician (staff).
- The University will follow the CDC's [Public Health Guidance for Community-Related Exposure](#) (see Section II: *Contact Tracing*). The relevant manager will directly instruct potentially exposed individuals to stay home for 14 days, telework if possible and self-monitor for symptoms.
- Individuals who shared the space necessitating a 24-hour closure and cleaning will be notified of the need to close and disinfect the workspace by their immediate supervisor, without compromising confidentiality of the person who tested positive; the identity of the infected individual will be kept confidential in accordance with federal health information privacy laws.
- The space in which the person worked, if they were on campus while contagious or sick, **will be closed** and the responsible manager will inform employees in that area of the closure and make arrangements for them to work from home or elsewhere. There will be no mass communication.
- The impacted space and any adjacent spaces will be appropriately cleaned and disinfected **after a 24-hour waiting period** per [CDC guidelines](#). If the cleaning and disinfection involves the University's outside partner, the wait may be longer.
- All individuals impacted by the closed space will be advised of when they may return by their immediate supervisor, who will be guided by the University's Office of Health and Wellness.

Section IV:

Shutdown Contingency Plans for Adelphi's Campus

Cognizant of the possibility of one or more positive COVID-19 cases on our campus in Fall 2020, Adelphi stands ready to promptly notify and collaborate with the Nassau County and New York State Departments of Health.

Cleaning and Disinfecting

In the event of a positive COVID-19 diagnosis within our community, cleaning and disinfecting procedures outlined in Section III under *Hygiene, Cleaning and Disinfection* will be followed. In all other instances, general daily cleaning protocols will be followed as detailed in Section I under *Daily Cleaning and Disinfecting Protocols*.

In addition, once a positive case of COVID-19 is identified, rapid contact tracing will allow for timely notification and immediate self-quarantine of those potentially exposed to the virus. In accordance with health privacy laws, only potentially exposed individuals will be contacted by tracers as needed. The University will work with the local health department and receive guidance if additional safety measures, partial or full closures of any spaces or buildings on campus are required.

A shutdown will be used as a strategy to stop or slow the further spread of COVID-19 in communities. In the event that a shutdown is triggered, the University will prepare immediate reduction of on-campus activities and operations. Closure, when necessary, will be implemented.

Continuity of Work, Learning and Services

When faced with a shutdown, the University will prioritize the continuation of the Adelphi educational experience for students in addition to the protection of the community's health, safety and well-being.

In the event of one or more cases of COVID-19 within our community, we will abide by the communication protocols outlined above under Section III, *Communication Plans in the Event of a Positive COVID-19 Diagnosis*. Additionally, we will consider messages to the University community to counter potential [stigma](#) and discrimination as needed.

All positive cases will remain confidential to protect the identity of the individual(s) who tests positive, as required by the [Health Insurance Portability and Accountability Act \(HIPAA\)](#), [Americans with Disabilities Act \(ADA\)](#) and the [Family Education Rights and Privacy Act \(FERPA\)](#), as applicable.

Adelphi is prepared to take any and all steps recommended by the Nassau County and/or New York State Departments of Health, including but not limited to:

- cancellation of classes and shift to fully remote learning, as necessary
- closure of buildings and facilities
- short-term closure (for 2-5 days) of all campus buildings and facilities or those deemed exposed/high risk
- short-term event and activity cancellations (e.g., club meetings; on-campus sport, theater and music events)
- extended cancellations and closures to stop or slow further spread of COVID-19
- prohibition of students, staff and faculty gatherings of any type

A full shutdown will necessitate a shift from hybrid operations to fully remote operations, abiding by the following pivots:

- A shift to permit only essential personnel on campus, as defined in remote-operations business continuity plans (available to staff via the University's intranet and Office of Risk Management)
- All classes will shift to remote teaching and learning, unless otherwise indicated by regulatory agencies (such as in the case of special lab, clinical or field experiences permitted to continue). Administration will work closely with local and state officials to ensure proper guidance is followed as it relates to permissible continuation of in-person educational experiences. Continuity plans for remote teaching and learning, as established in Spring 2020 and modified throughout Summer 2020, do address:
 - Use of infrastructure and services (e.g., Moodle, Google, Zoom) to support efficient transition of classes from in-person to distance-based formats.
 - Online academic support services for students, including library services, learning and writing support, and access to virtual office hours.

- Triage process for technical issues, using support of Information Technology and the Faculty Center for Professional Excellence.
- Process for addressing student technology concerns, including limited access to computers and/or Internet
- Similarly, all events and activities will be canceled as needed, relying on the guidance of local and state officials as well as [available CDC guidance](#).
- If a local-, state- or federal-mandated closure of campus, all residents will be given one week's notice to vacate the residence halls, using staggered, assigned move out times. Residents who are unable to safely vacate the residence halls due to travel restrictions in place, distance (e.g., international or out-of-state students) or who do not have a safe and reliable environment in which to continue their studies, may request and receive special approval from their residence hall director to remain on campus until they can safely return home. Basic necessities such as dining will be provided.
 - If the campus has not been mandated to close, and if cases of COVID-19 have not been identified among residents of on-campus community housing, students may be allowed to remain in on-campus housing. Residents will be reminded of precautions and restrictions in place during the campus shutdown period.
 - If the campus has not been mandated to close, but cases of COVID-19 have been identified among residents of on-campus community housing, individuals with COVID-19 will be moved to isolation and those residents with confirmed exposure to the positive individual(s) will be moved to quarantine. Residents will be reminded of precautions and restrictions in place during the campus shutdown period.
- The Panther Pantry, Adelphi's food pantry designed to provide support for those with food insecurity or need for basic toiletries, will operate through its online ordering system.
- Student support services, including but not limited to learning and writing center, mental health counseling, and career and professional development services will be offered via Zoom video sessions and/or teletherapy where applicable.
- The Office of Information Technology and Office of Human Resources will make available and reemphasize prepared resources to support the Adelphi community in their remote working, learning and teaching:
 - Staff HR support: <https://hr.adelphi.edu/working-at-au/remote-work-guide/>
 - Staff IT support: <https://it.adelphi.edu/catalog/guide-to-working-remotely/>
 - Students: <https://academics.adelphi.edu/remote-learning/>
 - Faculty: <https://moodle.adelphi.edu/enrol/>
(Note: the continuity of instruction site is only accessible to faculty.)

To communicate the launch of a shutdown or closure with relevant stakeholder groups throughout the campus community, the University will employ use of direct email, web alerts and RAVE alerts (to designated emergency contacts on file). Additionally, the University will enact its business continuity plans, each of which outline department-specific communication trees.

Section V:

Educational Efforts and Communication with the Community

As the University prepares for a safe return to campus, educational efforts and communication will remain critical to successful operations.

A Safe Return to Campus: Community Website Resource

In order to prepare our community for expected behavior, personal protective equipment requirements, hygiene guidelines, proper social distancing protocols and other campus mandates, we have established a comprehensive website, adelphi.edu/restart, that will be regularly updated with new information as it becomes available.

Available on adelphi.edu/restart, our community will have access to:

- Guiding principles for a safe return to campus
- Daily health monitoring requirements, including a list of all five questions
- Details of our phased returns, along with relevant links to state guidance
- A detailed summary of workspace cleaning and disinfection protocols
- Definitions and accommodation processes for vulnerable populations
- Contact information for site safety monitors, including a description of their roles
- Social distancing and hygiene guidelines
- HR policies and relevant pandemic leave information
- Leadership teams and contact information
- Resources including local, state and federal guidance
- A guide to signage around campus
- Frequently Asked Questions
- An option to contact us with a question not answered by the page

This site will also host this report, once approved and finalized, for public access.

In addition to the above items, Adelphi will offer access to “[Safe Return Guideline Reports](#),” offering easy-to-digest information to guide our campus community’s return to operations and areas.

Safe Return Quick Guides

Our restart teams and University leaders have produced quick guides for various areas and operations of Adelphi's campus locations. These documents provide useful information and important safety and wellness guidance for our students, faculty and staff in specific areas.

The guides can be found on our Restart Website under [Safe Return Quick Guides](#). They are updated as CDC, New York State and Department of Health guidance evolves and impacts University measures to protect our community.

The guides include:

- Adelphi's Guide for Returning to Athletics and Campus Recreation
- Adelphi's Guide for Returning to the Classroom
- Adelphi's Guide for Returning to the Hauppauge Education and Conference Center
- Adelphi's Guide for Returning to the Hudson Valley Center
- Adelphi's Guide for Returning to the Hybrid Workplace
- Adelphi's Guide for Returning to Libraries
- Adelphi's Guide for Returning to the Manhattan Center
- Adelphi's Guide for Returning to On-Campus Dining
- Adelphi's Guide for Returning to Performing Arts
- Adelphi's Guide for Returning to Residential Life
- Adelphi's Guide for Returning to Student Life

Signage on Campus

Signage throughout campus will encourage and remind community members of their personal responsibility in protecting the safety, health and well-being of our community. Building occupants and passersby will be expected to follow all posted signs including traffic flow through entrances, exits, elevator usage and similar common areas. All individuals will be required to comply with social distancing markers where displayed.

Example traffic flow and distance markers as well as informative hygiene information can be found in Appendix E.

Educational and Training Plans

The University will employ regular communications (primary mode of communication will be email) as well as social media to promote awareness and factual information among community members.

A “[Pledge to Protect](#)” has been developed and will be promoted on adelphi.edu, adelphi.edu/restart, University-sponsored social media and posted visibly in areas around campus. The University community will be encouraged to sign and support the pledge to “help protect our community and the public during this pandemic... and to take responsibility for my own health and the protection of others, and to help keep our community safe from the spread of COVID-19.”

The Adelphi Health and Wellness Office will provide regular communication and education to students, and in residence halls, all staff will be trained on CDC guidelines, ensuring access to proper, accurate information.

For employees, the Office of Human Resources has developed a variety of training materials to educate our faculty, staff and administration. Essential training on COVID-19 policies has been completed with all Deans, Chairs and Department Heads. The objectives of this training include:

- Inform AU managers of new policies and changes to existing practices related to COVID-19
- Provide guidance on how to answer the most frequently occurring questions from faculty and staff
- Ensure both managers and their employees know whom to ask to get assistance with questions about Americans with Disabilities Act (ADA) accommodations

Beyond formal training, the Office of Human Resources has also compiled and made available on-demand seminars and articles to aid in the development and education of our community members as it relates to mental health and wellness, productivity and leadership. These trainings will assist in ensuring an engaged, well-led community during a time of prolonged crisis, and include:

- [Three Ways to Be More Adaptable During Difficult Times](#) - LinkedIn Learning
- [21 New Skills You Can Now Learn](#) - LinkedIn Learning
- [Productivity and Happiness Under Sustained Disaster Conditions](#) - Chronicle
- [15 Questions About Remote Work, Answered](#) - Harvard Business Review
- [Top Working from Home Tips from Around the World](#) - BBC
- [Leading Your Team Past the Peak of a Crisis](#) - BBC
- [Remote Work Trends to Guide High Performance](#) - Gallup

Finally, the University Restart Website’s [resources tab](#) will remain up to date with educational and verified resources for community members to use and reference as needed.

Human Resources Policies

Several policies have been developed and/or updated to reflect the flexibility and guidance needed for faculty and staff during the current pandemic.

- [Vacation Carryover Policy](#)
- [Stay At Home Policy](#)
- [Short Term Disability \(STD\) Leave Policy](#)
- [COVID-19 Leave Policy](#)
- [Accommodations for Vulnerable Individuals / ADA Accommodation Policy](#)
- [Accommodations for Religious Holidays](#)

Section VI: Business Continuity and Operational Plans

Business Continuity and Operational Plans

Adelphi University has prepared a library of Business Continuity and Operational Plans (BCPs). In this library, the University has archived both academic and nonacademic units' operational plans in the event of unforeseen and/or necessary disruptions. Two business continuity plans exist for each unit:

- 100 percent Remote Operations BCP
- Hybrid Operations BCP

All plans are stored on the University's intranet and are accessible by institutional leadership.

Appendices

Appendix A

Restart Planning Collaborators

Academics

- **Chair: Steve Everett**, Provost and Executive Vice President
- **Andy Atzert**, Dean, College of Professional and Continuing Studies
- **Susan Dinan**, Dean, Honors College
- **Jacques Barber**, Dean, Derner School of Psychology
- **Debbi Smith**, Interim Dean, University Libraries
- **Elaine Smith**, Dean, College of Nursing and Public Health
- **Vincent Wang**, Dean, College of Arts & Sciences
- **Xiao-lei Wang**, Dean, College of Education and Health Studies
- **Diann Cameron-Kelly**, Associate Provost for Student Success
- **Rajib Sanyal**, Dean, Willumstad School of Business
- **Chris Storm**, Senior Associate Provost
- **Diann Cameron-Kelly**, Associate Provost for Student Success
- **Liz Ciabocchi**, Associate Provost of Academic Affairs
- **Cara Terzulli**, Deputy to the Provost
- **Susan Briziarelli**, Assistant Provost for Global Affairs
- **Anne Mungai**, Associate Provost for Strategic Initiatives and Graduate Studies

Classes

- **Liz Ciabocchi**, Associate Provost of Academic Affairs
- **Chris Storm**, Senior Associate Provost
- **Angela Friedman**, Director, Academic Operations and Data
- **Nathalie Zarisfi**, Director, Faculty Center for Professional Excellence (FCPE) with FCPE Staff, Chairs, Deans

Quality of Online Instruction

- **Liz Ciabocchi**, Associate Provost of Academic Affairs
- **Aaron Hung**, Associate Professor, Ruth S. Ammon School of Education
- **Michael LaCombe**, Associate Professor, History
- **Nathalie Zarisfi**, Director, Faculty Center for Professional Excellence (FCPE)
- **Belle Gironda**, Senior Instructional Designer, FCPE
- **Erik Fox-Jackson**, Interactive Learning Designer, FCPE
- **Rui Huang**, Part-Time Educational Media Producer, FCPE

- **Karen Kolb**, Instructional Designer, FCPE
- **Nathan Ross**, Assistant Director, Learning Innovation and Assessment, FCPE
- **Ryan Sobeck**, Instructional Designer, FCPE
- **Kai Williams**, Interactive Learning Designer, FCPE
- **Sean Tallman**, Application Integration Administrator, Information Technology

Academic Calendar

- **Steven Smith**, Registrar
- **Angela Friedman**, Director, Academic Operations and Data
- **Kellyann Monaghan**, Associate Professor and Chair, Art and Art History
- **Ana Isabel Simon-Alegre**, Assistant Professor, Languages, Literatures & Cultures
- **Kathryn Krasinski**, Assistant Professor, Anthropology
- **Maria Paradiso**, President, Student Government Association
- **Usama Bhatti**, President, Graduate Student Council
- **Sheryl Mihopoulos**, Assistant Vice President, Student Financial Services

Academic Student Support

- **Diann Cameron-Kelly**, Associate Provost for Student Success
- **Tom Ward**, Executive Director, Center for Career and Professional Development
- **Graziela Fusaro**, Director, Center for Innovation
- **Matt Lavery**, Director, Learning and Writing Centers
- **Rosemary Garabedian**, Director, Student Access Office
- **Mitch Nagler**, Bridges Director
- **Joshua Hiller**, Assistant Professor, Mathematics and Computer Science
- **Chotsani West**, Executive Director, Diversity, Equity and Inclusion
- **Steven Cox**, Assistant Professor, Communications Sciences & Disorders
- **Melissa VanAlstine-Parris**, Associate Professor, Chemistry
- **Kayla Rozanski**, Student Support Specialist

Research and Instructional Labs

- **Vincent Wang**, Dean, College of Arts and Sciences
- **Eugenia Villa-Cuesta**, Associate Professor, Biology
- **Brian Stockman**, Associate Professor and Department Chair, Chemistry
- **Matt Wright**, Associate Professor and Department Chair, Physics
- **Alan Schoenfeld**, Professor, Biology
- **Lee Stemkoski**, Professor, Mathematics and Computer Science and Vice-Chair, Faculty Senate
- **Dana Battaglia**, Associate Professor and Department Chair, Communications Sciences and Disorders
- **John Petrizzo**, Associate Professor, Health and Sport Sciences

- **Anthony Egan**, Director of Clinical Education and Simulation Lab
- **Katherine Fiori**, Professor, Derner School of Psychology
- **Fred Hicks**, Director of IT Infrastructure
- **Jennifer Maloney**, Associate Professor, Art and Art History
- **Christopher Saucedo**, Professor, Art and Art History
- **Erin Heisel**, Visiting Assistant Professor, Music
- **Blyth Daylong**, Executive Director, Performing Arts Production

Animal/Living Organism Care

- **Andie Ward**, Professor and Department Chair, Biology
- **Mary Cortina**, Director, Office of Research and Sponsored Programs
- **Matthias Foellmer**, Professor, Biology

Faculty Support

- **Chris Storm**, Senior Associate Provost
- **Nathalie Zarisfi**, Director, Faculty Center for Professional Excellence (FCPE)
- **Kate Fiori**, Associate Professor and Department Chair, Derner School of Psychology
- **Kevin Mercier**, Associate Professor and Director, Health and Sport Sciences

Satellite Centers

- **Jim McGowan**, Executive Director, Off-Campus Administration
- **Liz Ciabocchi**, Associate Provost, Academic Affairs
- **Andy Atzert**, Dean, College of Professional and Continuing Studies

Externships / Clinical Placements

- **Elaine Smith**, Dean, College of Nursing and Public Health
- **Xiao-Lei Wang**, Dean, College of Education and Health Sciences
- **Jacques Barber**, Dean, Derner School of Psychology
- **Diann Cameron-Kelly**, Associate Provost for Student Success
- **Tom Ward**, Executive Director, Center for Career and Professional Development
- **Graziela Fusaro**, Director, Center for Innovation
- **Neil Halloran**, Director, Internships, Willumstad School of Business

Athletics and Recreation Restart Team

- **Co-Chair: Danny McCabe**, Director, Athletics, Intramurals and Recreation
- **Co-Chair: Sentwali Bakari**, VP, Student Affairs and Dean of Students
- **Emily Dorko**, Associate Director, Athletics, External Relations and Senior Woman Administrator
- **Mike Gavagan**, Assistant Athletic Director, Sports Medicine
- **Linda Gundrum**, Director, Recreation and Intramural Sports
- **Andrew McCabe**, Assistant Director of Athletic Facilities and Game Operations
- **Kara Megherian**, Assistant Athletic Trainer
- **Shaun Rutherford**, Assistant Director, Recreation
- **Bob Perez**, Associate Professor, Health and Sport Sciences and Faculty Athletic Representative
- **Arianna Livreri**, Senior Assistant Director, Center for Student Involvement

Human Resources and Diversity, Equity and Inclusion Restart Team

- **Co-Chair: Jacqueline Jones LaMon**, Vice President, Diversity, Equity & Inclusion
- **Co-Chair: Cindy Donnelly**, Chief Human Resources Officer
- **Cathy Cleaver**, Adjunct Faculty, Willumstad School of Business, and Lead AAUP Representative
- **Jane Fisher**, Director, Talent Management & Labor Relations, Human Resources
- **MaryAnne Hyland**, Associate Dean for Undergraduate Programs and Student Success, WSOB
- **Cara Terzulli**, Deputy to the Provost
- **Hayley Dryer**, University Counsel, Cullen & Dykman
- **Tom Wassel**, University Counsel, Cullen & Dykman
- **Nick Iadevaio**, Advisory, VP, Human Resources, L'Oreal
- **Lori Letzler**, Human Resources Partner, Human Resources

Infrastructure Support and Operations Restart Team

- **Co-Chair: Gene Palma**, Chief Administrative Officer and AVP
- **Co-Chair: Carol Ann Boyle**, Chief Information Officer, Information Technology
- **Gina Scardino-DeBold**, Assistant Director, Board Relations & Academic Ceremonies
- **Raymond Hughes**, Associate Director, Administration & Investigations, Public Safety
- **Joe Battaglia**, Director and Assistant Vice President, Project Management Office
- **Angelo Gagliano**, Associate Director, Auxiliary & Events Services
- **Darlene Darmiento**, Assistant Director, Procurement, Financial Operations
- **Adam Visconti**, Associate Director, Residential Life & Housing
- **Nicole Gaudino**, Director, Student Health Services
- **Linda Jean-Louis**, Associate Registrar for Scheduling & Reporting, University Registrar
- **Mark Proto**, Associate Director, Endpoint, A/V & Telecommunications, IT
- **K.C. Rondello**, Clinical Associate Professor, College of Nursing and Public Health

- **Robert Shipley**, Assistant Vice President, Facilities Management
- **Steven Smith**, University Registrar
- **Evan Watchmaker**, Academic Solutions Engineer, IT
- **Jim McGowan**, Executive Director, Off-Campus Administration, College of Continuing and Professional Studies
- **Liz Ciabocchi**, Associate Provost, Academic Affairs
- **Laura Ludlam**, Director, Alice Brown Early Learning Center
- **Aaren Freeman**, Associate Professor, Biology & Graduate Coordinator, Environmental Studies Program
- **Aaron Hung**, Associate Professor, Curriculum & Instruction, College of Education and Health Sciences and Faculty Senate SCAIT Committee Member
- **Andrew Atzert**, Dean, College of Professional and Continuing Studies
- **Benjamin Begun**, Endpoint Project Coordinator, Information Technology
- **Jennifer Blazeovich**, Special Project Coordinator and Assistant to the Chief Administrative Officer
- **Avery Bourgeois**, Director of Budget and Information Technology Operations, IT
- **John Cartabuke**, Housekeeping Supervisor, Facilities Management
- **Vito Ciovorelli**, Manager of Mechanical and Electrical Systems, Facilities Management
- **Robert Conaghan**, Associate Director, Facilities Management
- **Blyth Daylong**, Executive Director, Performing Arts Production
- **Noelle Fiallo-Evans**, Senior Creative Director for Design Services, University Communications and Marketing
- **Joseph Goodrich**, Manager of Transportation and Parking Services, Public Safety
- **Fred Hicks**, Director of Infrastructure, Information Technology
- **Liz Kash**, Director of Procurement, Financial Operations
- **Kenzie Keyes**, Director of Housekeeping, Facilities Management
- **Tom Kramer**, Procurement Agent, Financial Operations
- **Andrew McCabe**, Assistant Director of Athletic Facilities and Game Operations, University Athletics
- **Mike McGuinness**, Assistant Director of Operations, Public Safety
- **Pete Miemis**, Manager, Administrative Services
- **Eileen Michels**, Executive Assistant to CIO, Information Technology
- **Lisa Minicozzi**, Assistant Professor, Ruth S. Ammon School of Education
- **Kerry Nicollet**, Director of Engagement, Information Technology
- **Dennis O'Connell**, Captain Supervisor of Emergency Management and Training
- **Tristana Pearson**, Adelphi University Student and President of RSA
- **Bonnie Pontecorvo**, Director of Administration Quality Assurance, Facilities Management
- **Courtney Scala**, Front-End Developer, Information Technology
- **Jasur Shukurov**, Adelphi University Student & Lead IT Help Desk Assistant
- **Shilpi Sinha**, Associate Professor, Ruth S. Ammon School of Education
- **Cameron Thomson**, Project Manager, Office of Project Management

Public Health and Safety

- **Co-Chair: K.C. Rondello**, Clinical Associate Professor, College of Nursing and Public Health
- **Co-Chair: Gene Palma**, Chief Administrative Officer and Associate Vice President
- **Jacqueline Concepcion**, Assistant Director, Student Health Services
- **Rosann Costa**, Adjunct Faculty, College of Nursing and Public Health
- **Darlene Darmiento**, Assistant Director of Procurement
- **Bryan Farrel**, Mobile App Developer
- **Noelle Fiallo-Evans**, Senior Creative Director for Design Services
- **Scott Finklestein**, Manager of Web Technologies
- **Renaire Frierson**, Title IX Coordinator, Director of Equity & Compliance, Human Resources
- **Nicole Gaudino**, Director, Student Health Services
- **Michelle Glover-Brown**, Director, Environmental Health & Safety
- **Wendy Goldstein**, Executive Communications Specialist
- **Jacqueline Johnston**, Assistant Professor, College of Nursing and Public Health
- **Kenzie Keyes**, Director of Housekeeping
- **M. Pilar Martin**, Assistant Professor and Director, College of Nursing and Public Health
- **Josephine Peterson**, Adjunct Faculty, College of Nursing and Public Health
- **Geoffrey Ream**, Associate Professor, School of Social Work and AAUP VP of Grievance
- **Elaine Smith**, Dean, College of Nursing and Public Health
- **Adam Visconti**, Associate Director, Residential Life and Housing
- **Emilia Zarco**, Associate Professor, Health and Sport Sciences

Strategic Enrollment Management Restart Team

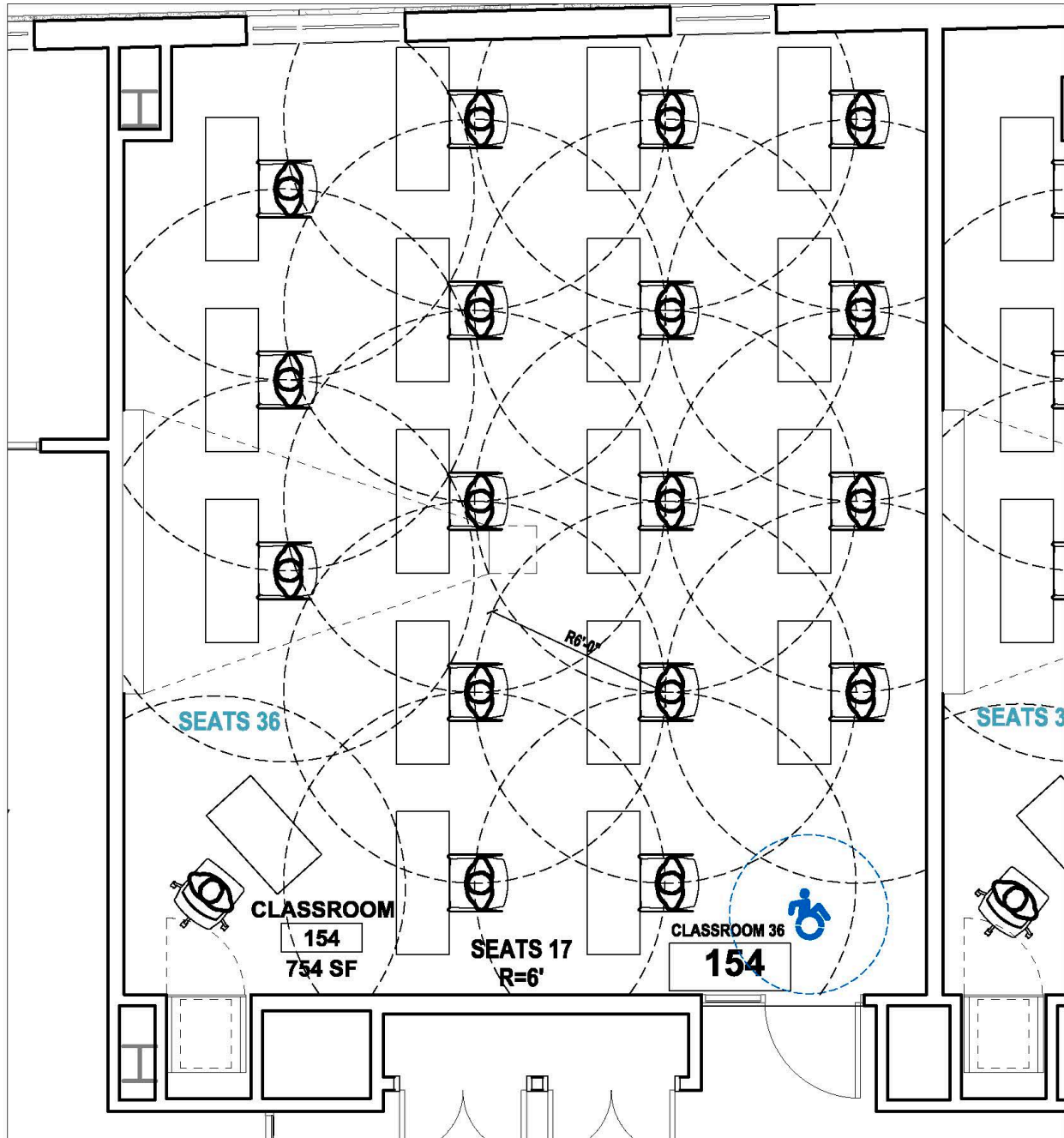
- **Co-Chair: Kristen Capezza**, VP, Enrollment Management and University Communications
- **Co-Chair: Sal Petrilli**, Associate Dean, College of Arts and Sciences
- **Stephanie Espina**, Director, Undergraduate Admissions
- **Michael Myers**, Director, Graduate Admissions
- **Joshua Hiller**, Assistant Professor, Mathematics and Computer Science, and Chair, Senate Committee on Admissions and Retention
- **Louise Geddes**, Associate Professor, Department Chair, English, and Chair, Senate Committee on Academic Standards
- **Kelly Ann Monaghan**, Associate Professor and Department Chair, Art and Art History
- **Eugenia Villa-Cuesta**, Associate Professor, Biology, and Senate Executive Committee
- **Liz Ciabocchi**, Associate Provost, Academic Affairs
- **Mike Holstein**, Special Advisor to Budget and Finance, Finance and Administration
- **Chotsani West**, Executive Director, Diversity, Equity and Inclusion
- **Sheryl Mihopulos**, Assistant Vice President, Student Financial Services
- **Rachel Maxwell**, Executive Director, Data Analytics and Insights
- **Raymond Galinski**, Assistant Provost, Research, Assessment and Planning
- **David Duke**, Men's Basketball Head Coach, Athletics
- **Doris Petti**, Executive Assistant to VP and Office Manager, Enrollment Management

Student Experience Restart Team

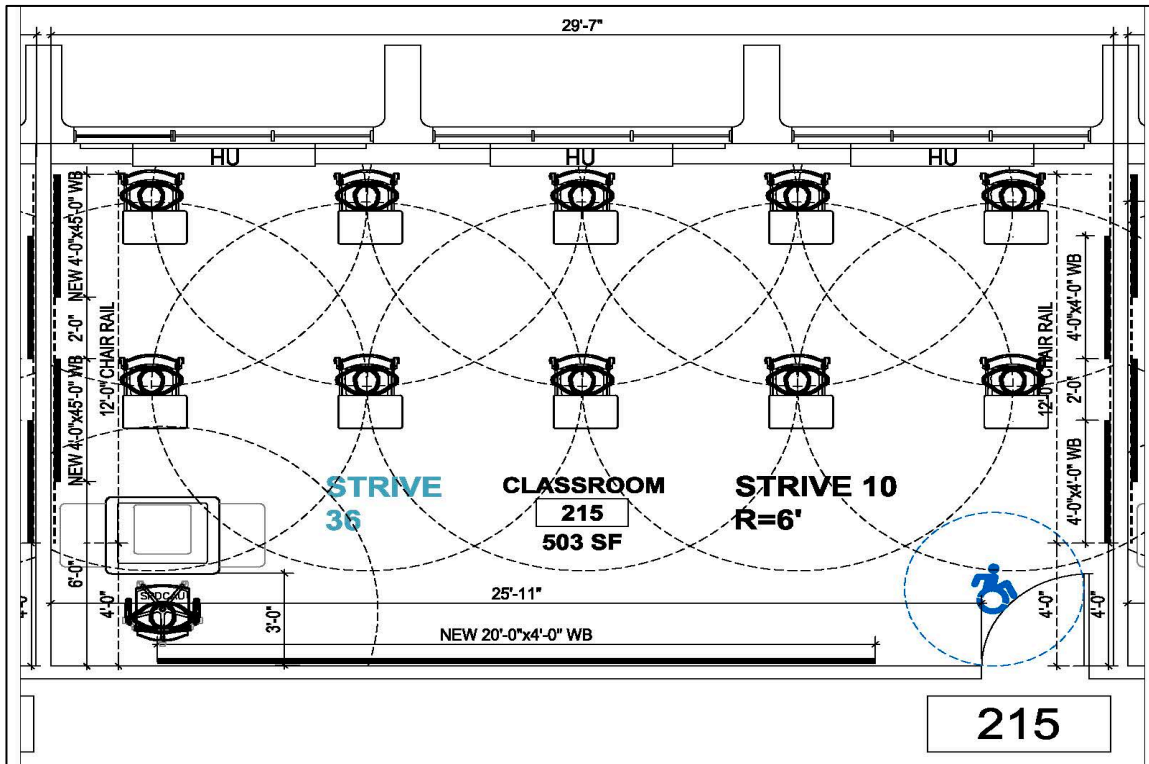
- **Co-Chair: Sentwali Bakari**, VP, Student Affairs and Dean of Students
- **Co-Chair: Joe De Gearo**, Associate Dean, Student Affairs
- **Guy Seneque**, Director, Residential Life & Housing
- **Adam Visconti**, Associate Director, Residential Life & Housing
- **Alain Lanz**, Executive Director, Auxiliary & Event Services
- **Carol Lucas**, Interim Associate Dean, Division of Student Affairs
- **Anna Zinko**, Director, Student Involvement
- **Alexa Grosskreuz**, Senior Assistant Director, Student Involvement
- **Athena Bressack**, Assistant Director, Student Involvement
- **Josh Altman**, Associate Director, Student Counseling
- **Rosemary Garabedian**, Director, Student Access Office
- **Brian Flatley**, Associate Director, Student Access Office
- **Jacqueline Concepcion**, Assistant Director, Health Services
- **Sarah Eltabib**, Senior Lecturer, General Studies and Faculty Senate Chair
- **Justyna Widera-Kalinowska**, Associate Professor, Chemistry
- **Susan Briziarelli**, Assistant Provost, Global Affairs
- **Kaitlyn Woods**, Senior Associate Director of Special Events and Engagement
- **Katherine Grant**, Associate Director, Alumni Relations
- **Tricia Byrne**, Business Solutions Analyst, Information Technology

Appendix B Classroom Layouts

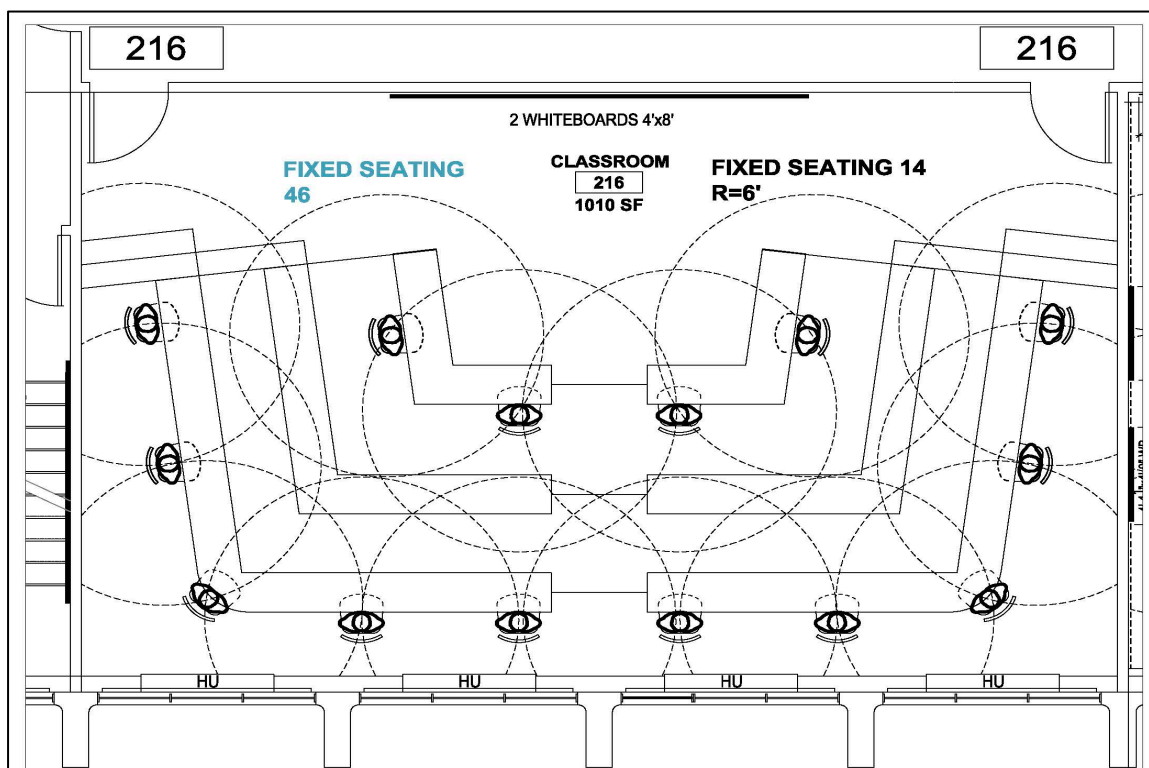
Nexus - Room 154



Hagedorn Hall of Enterprise - Room 215



Hagedorn Hall of Enterprise -Room 216



Appendix C

Cleaning Tasks / Frequencies Performed by AU Custodial Staff

Location type	Cleaning provided	Frequency
All buildings	Removal of refuse and paper recyclables	Daily
All buildings	Apply EPA approved disinfectant to all public restrooms and public areas	Daily
All buildings	Apply EPA approved disinfectant to refuse and recycle containers and surfaces	Daily
Public Restrooms	Disinfect all toilets, sinks, urinals, mirrors. Remove trash, sweep and mop floors, replace paper products and hand soap.	Daily and as needed
Entrances, Lobby areas, Hallways and Restrooms	Disinfect all high-touch areas	Daily
Lobby Areas	Sweep, mop, vacuum carpets / walk off mats, remove trash, wipe down furniture, clean glass entry doors, police exterior entrances.	Daily
Hallways	Sweep, mop, auto scrub, buff floors	Weekly and as needed
Classrooms	Remove trash, sweep, spot mop floors, disinfect surfaces	Daily
Lecture Halls	Remove trash, sweep, spot mop floors, disinfect surfaces	Daily
Offices / Cubicles	Spot clean, dust	As needed
Offices / cubicles	Remove trash and recycling	Weekly / as needed
Stairwells	Disinfect handrails and doorknobs	Daily
Carpeted floors	Vacuum offices, suites, office cubicles	Weekly / as needed
Carpeted floors	Vacuum public spaces, hallways, carpet classrooms, conference halls, lecture halls	Bi-monthly / as needed
Carpeted floors	Shampoo private offices, suites or cubicles	As requested with funding
Carpeted floors	Shampoo public spaces, hallways, carpeted classrooms, conference classrooms, lecture halls	Annually
Tile floors	Dust, damp mop, spot mop	Daily
Tile floors	Strip, wax, buff	Annually
White boards / Chalk boards	Erase and wash	Weekly

Cardboard Removal: Originating department is responsible for breaking down all cardboard and neatly stacking by recycle container in area. A work ticket should be submitted for coordinated pickup.

Appendix D

COVID-19 Safety Housing Agreement Form

Residential Life and Housing Agreement: Pandemic Addendum

This document is an Addendum (the "Addendum") to the Residential Hall Agreement between the student-resident (hereinafter called "Resident") and Adelphi University (hereinafter called "University"). This Addendum sets forth additional terms and conditions pertaining to the occupancy of a residence hall at Adelphi University, and shall control over the Residential Hall Agreement in the case of any conflicts or inconsistencies between the two documents.

Your email address (**student@mail.adelphi.edu**) will be recorded when you submit this form.

ADDENDUM

The health, safety, and well-being of Adelphi students and the campus community is the utmost priority. As a result of the outbreak of a disease caused by the novel coronavirus referred to as COVID-19 that is currently impacting New York, the nation and significant parts of the world (COVID-19 Pandemic), the University may be required by law or health and safety reasons to change the residential check-in/check-out dates, to change the occupancy arrangements or assignments within the residence halls (Pandemic Relocation), or ask Residents to move off-campus on a temporary or permanent basis (Pandemic Move-Out).

Unless the University, in its sole and absolute discretion, agrees to otherwise in writing, any Pandemic check-in/check-out changes, Pandemic Relocation or Pandemic Move-Out shall not result in the termination or cancellation of the Residence Hall Agreement, affect a Resident's obligations to comply with the terms of the Residence Hall Agreement, or be grounds for a refund, even if other services such as meal plans are altered or adversely disrupted as a result of the COVID-19 Pandemic.

Residents residing in the residence halls for the 2020-2021 academic year must comply with the following terms and conditions which are based on New York State and federal recommendations and guidelines:

Check-in: Adelphi will follow all travel advisories and restrictions that are put in place by Federal, State, and other local authorities in our region. Adelphi will send an at-home COVID saliva test (with instructions) to each resident student at no charge. Results will be sent to Adelphi prior to the student's arrival on campus. Residents can also expect that additional periodical testing will be conducted throughout the fall semester while the student resides on campus. The University may conduct periodic testing, temperature checks, or other screening as deemed necessary, in the University's sole discretion, in the interest of the safety of the campus community.

Guests: Guests external to the University are not permitted in the residence halls. Individual room guests must live in the same residence hall and are limited to a maximum of one guest per Resident. No guests are permitted in an individual room unless all of the room's Residents agree to permit guests. The only exception is for friends and/or family members who are assisting Residents with check-in or move out, which are limited to two individuals per Resident.

Face Coverings: Residents must wear face masks or face coverings outside of individual residence hall room any time Residents are in a situation where social distancing may be difficult to maintain,

including, but not limited to, in public settings both indoors and outdoors (for example, when walking in the hallways, in residence hall common areas, communal or public restrooms, in building lobbies, while riding in elevators, while walking to/from class or dining locations). Residents may remove face coverings or masks to eat or drink in areas of campus designated explicitly for eating and drinking or while in a large outdoor space or large indoor facility where they are able to maintain a distance of at least six feet from other individuals.

Social Distancing Guidelines: Maintaining distance from one another is one of the best ways to minimize exposure to COVID-19 and slow its spread. Because the virus can be spread by someone even when they do not feel sick or demonstrate symptoms, it is essential to keep a safe distance from one another whenever possible. Residents adhere to the following social distancing guidelines to the greatest extent possible:

- Stay at least six feet (about two arm lengths) from other people at all times – this is true even when wearing a mask. This does not apply to Residents while in their individual residence hall rooms.
- Stay out of crowded places and avoid mass gatherings.
- Do not shake hands, hug, or otherwise have physical greetings that require touching.

Handwashing: In an effort to reduce the transmission of COVID-19, Residents must frequently wash their hands with soap and water for at least 20 seconds, especially after being in a public place, coughing, sneezing, blowing their nose, or touching their face. If soap and water are not readily available, use alcohol-based [hand sanitizer with greater than 60 percent alcohol](#).

Restrooms: Students must wear masks or face coverings and practice social distancing whenever possible when using communal or public restrooms. Avoid crowding, and, where possible, wait outside if the restroom is occupied. Students must keep these facilities clean after use and may not store their personal items in communal restrooms. Students residing in rooms equipped with semi-private bathrooms are responsible for cleaning their individual restrooms.

Illness: If a Resident becomes ill, the Resident should not leave their residence hall room, and must immediately contact the Health Services Center for further guidance.

Quarantine/Isolation/Relocation: Pandemic exposure may require a Resident to be quarantined, isolated, and/or relocated based on potential exposure and contact risk. Quarantining, isolation, and relocation may not be in the Resident's assigned room and may be on or off-campus for at least 10-14 days and until symptoms have fully resolved. Resident needs, such as meal delivery, will be coordinated by Dining Services, Residence Life and Housing, Health Services, and the Office of Public Safety. Resident must comply with the quarantine/self-isolation measures.

Elevators and Stairwells: Residence Hall elevators are prioritized for accessibility use and moving large items. Only one person should enter an elevator at a time. Residents should use the stairs whenever possible. If Residents must use the elevator, they must wear a mask or face covering. Residents shall not prop open stairwell doors as this constitutes a fire safety hazard.

Community Space: For those community lounges or study spaces that are open, occupancy capacity will be reduced. Residents must practice social distancing and safety protocols and comply with guidelines regarding the use of all residence halls spaces as provided in this Agreement (e.g., elevators and restrooms) and updated with timely signage.

Refunds: The University shall not be liable for any damages, or be required to make a full or partial refund of housing and/or meal costs (but may do so at its option and the amount of any such refunds shall be solely at its discretion), because of any failure, delay or interruption in the University's

performance of its duties and obligations under this Agreement as a result of circumstances beyond the University's control, including, but not limited to, compliance with any law, decree, or order of any federal, state, or local governmental agency or authority, including travel restrictions, quarantines or related governmental acts, any omission or delays in acting by any governmental authority, riots, war, public disturbances, strikes, lockouts, labor disputes, fires, floods, extreme weather events, Acts of God, outbreaks, pandemic, epidemic, including, without limitation, the coronavirus pandemic, or any other circumstances beyond the University's control which make it impossible, illegal, or impracticable for the University to satisfy its obligations under this Agreement (a "Force Majeure Event"). Failure, delay, or interruption of the University's performance of its obligations under this Agreement due to a Force Majeure Event shall not constitute a breach of this Agreement.

Compliance: All Residents must comply with the terms and conditions herein in the interest of the health and safety of the residential community. A Resident's failure to abide by the terms and conditions of this Agreement may lead to disciplinary procedures in accordance with the University's Code of Conduct, which may result in immediate removal from University residence halls.

ADDENDUM

Acknowledgment:

By signing below, Resident acknowledges that they understand (1) that the University has put in place the safety rules and precautions in order to mitigate the spread of COVID-19, which rules and precautions may be updated at any time; (2) there is an inherent risk of exposure to COVID-19, which is a contagious disease, in any place where people are present, including University residence halls and in other areas on campus; and (3) that the University cannot guarantee that Residents and other members of the campus community will not be exposed to and/or contract COVID-19 or other illnesses

Occupancy after November 25, 2020:

All residence halls will close for the fall semester on November 25, 2020, at 5:00 p.m. All classes and finals will move online for the remainder of the fall semester, until December 22, 2020. Student-athletes, international students, and students working for the University will be eligible to reside on campus after November 25, 2020 for an additional fee. Other exceptions will be considered by the University, in its sole discretion, on a case-by-case basis. The residence halls will reopen for the spring 2021 term on January 24, 2021.

Acceptance of Terms:

Acceptance of Terms: Resident should take the time to carefully review each term and condition of this Addendum to make an informed decision about living in residential housing for the 2020-2021 school year.

If Resident declines to accept the terms of the Addendum, Resident may opt-out of living on-campus for the 2020-21 academic year. Resident must submit a cancellation request in the housing portal by August 1, 2020 to receive a full refund of the housing deposit.

By checking the box below, I acknowledge that I have reviewed, read, and understand the Residence Life and Housing Agreement and this Addendum, including that there will be no refunds for service changes/interruptions, and I agree to be bound by the terms and conditions. *

[] I have read and agree to the Terms of Acceptance.

Appendix E

Sample Signage Throughout Campus





Your safety comes first.
Face masks required
beyond this point

Wear your face mask correctly:

- Wash your hands before putting on your face mask.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.
- Do not place a mask on a child younger than 2.

06/20-211825 SIGN F



Stay Healthy. *StayGold.*
Visit: adelphi.edu/coronavirus
Official University Signage

ADELPHI
UNIVERSITY



if you have symptoms.



Fever



Cough



Shortness of Breath

PLEASE DO NOT ENTER.

**Employees must contact their primary care providers and
students must contact Health Services.**

06/20-210218 SIGN E



Stay Healthy. *StayGold.*
Visit: adelphi.edu/coronavirus
Official University Signage

ADELPHI
UNIVERSITY



Stay at least 6 feet apart.

**In corridors and
stairways, please
stay to the right.**

Maintain social distance.



Stay Healthy. *StayGold.*
Visit: adelphi.edu/coronavirus
Official University Signage

ADELPHI
UNIVERSITY

**Please
stand here.
Observe social
distancing.**



Do your part. Stay 6 feet apart.



Capacity of this room is



Your safety comes first.
Observe social distancing.
Wear a face mask.

06/20-21825 SIGN H



Stay Healthy. *StayGold.*
Visit: adelphi.edu/coronavirus
Official University Signage

ADELPHI
UNIVERSITY

**LIMIT the
number of
persons on
this elevator.**

**Be caring. Be careful.
Stay 6 ft. apart.**



Stay Healthy. *StayGold.*
Visit: adelphi.edu/coronavirus
Official University Signage

ADELPHI
UNIVERSITY

ENTER BUILDING HERE

**Stay safe.
Observe physical distancing.**



Stay Healthy. *StayGold.*
Visit: adelphi.edu/coronavirus
Official University Signage

ADELPHI
UNIVERSITY

EXIT
ONLY



Stay Healthy. *StayGold.*
Visit: adelphi.edu/coronavirus
Official University Signage

ADELPHI
UNIVERSITY

High-touch surfaces are cleaned and sanitized often at Adelphi.

- **Doorknobs**
- **Faucets and bathroom fixtures**
- **Elevator buttons**
- **Countertops, desks, lab tables**
- **Vending machines**
- **Cash machines**
- **Trash cans**

For your safety, please clean these items before use.

- **Touch screen panels**
- **Keyboards**
- **Computer mice**
- **Laptop carts**
- **Laptops**

06/20-21828 SIGN G



Stay Healthy. *StayGold.*
Visit: adelphi.edu/coronavirus
Official University Signage

ADELPHI
UNIVERSITY