

Adelphi University

Guide for Returning to the Classroom

ADELPHI
UNIVERSITY

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Introduction and Guiding Principles

This **Guide for Returning to the Classroom** has been developed in accordance with **Adelphi University's Master Restart Plan in Response to COVID-19**, which can be found on the University's [Restart Website](#).

This document serves to guide our community's Fall 2020 safe return to the classroom following the disruptions caused by COVID-19.

Guiding Principles for Restarting

As stated in the University's Master Restart Plan, Adelphi'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. These plans are focused on our community's safety and health and are fully guided by our mission to provide a world-class academic experience that is dedicated to student success. They are also flexible in acknowledgment of:

- An evolving public health situation and related expert guidance
- New state and public health mandates, as they become available
- Individual needs of community members, especially those who are vulnerable or cannot travel

Reopening Timeline

Adelphi University will abide by New York state's reopening plan, [New York Forward](#). Informed by this, the University is returning to the classroom according to [Phase Four Guidance](#) which began in Hudson Valley on July 7, on Long Island on July 8 and in Manhattan on July 20, and will extend into the Fall 2020 semester, until further notice.

In accordance with the University's Master Plan, students, faculty and staff are expected to follow policies and guidance for:

- Daily health and symptom screening
- Hygiene and handwashing
- Social distancing
- Restrictions on gathering in large groups
- Required masks, face coverings and essential PPE; 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.
- Staying home when sick
- Respecting the health, well-being and personal experiences of other community members

As the knowledge and understanding of the COVID-19 virus continues to evolve, 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.

Course Modalities

Adelphi University is committed to providing access to high quality education across a variety of modalities. Classes will be offered in face-to-face, hybrid, and online modalities. In all cases, students will be able to access and continue coursework remotely in the event they are ill or otherwise unable to participate in a face-to-face class. In this way, no member of our community will be put in a position of choosing between educational progression and the health and safety of self and our community.

The current class schedule will remain largely intact. Where courses are updating modalities to hybrid or online delivery, specific dates and times will be given and aligned with the currently established schedule. Following the Thanksgiving break, classroom instructional activities will be delivered in an online modality.

Each School/College and academic program will identify courses to prioritize for face-to-face delivery. Classes with significant hands-on-learning components will be maintained in a face-to-face format.

Faculty will have significant and comprehensive opportunities for professional development to support distance education pedagogies.

The overarching goal is to deliver an Adelphi education with Adelphi quality and to make that education accessible to all students so that they can progress and achieve their academic goals.

Courses Will Occur in the Following Modalities:

- **Traditional** (0%–29% online) — all or nearly all in-person instruction
- **Hybrid/Blended** (30%–79% online) — some in-person and some online (usually asynchronous) instruction
- **Online** (100% online; no in-person instruction)
 - **Synchronous**
Instruction for the entire course will need students to meet online at a specific day and time.
Example: You meet with your students Monday, Wednesday and Friday, 9:00 a.m. to 9:50 a.m. via Zoom.
 - **Asynchronous**
Students do not need to meet online during a specific day or time; online work is completed in learning management system by deadlines specified by instructor.
 - **Combination** (asynchronous & synchronous)
Example: You meet synchronously with your students Monday and Wednesday 9:00 a.m. to 9:50 a.m. via Zoom; remaining class hours completed asynchronously in learning management system.

- **Hyflex** (Students may choose to attend either in-person or via livestreamed sessions as desired; live sessions are recorded for students unable to attend synchronously; there are in-person, livestream and asynchronous participation options for students.)
 - In-person class sessions may not exceed class capacities for social distancing and public health requirements, e.g., allowing for six feet of social distancing

Example: You split your class into thirds (for in-person meetings). You meet in-person with one-third Monday, the second third on Wednesday, and the final third on Friday. All three lectures are livestreamed and videos are posted on Moodle for asynchronous viewing. There is also asynchronous online coursework.

The class format options are intended to provide students with high-quality, intentionally designed educational experiences and the ability to achieve desired course learning outcomes while lowering density on campus and creating equitable, flexible learning opportunities for students both on-campus and online.

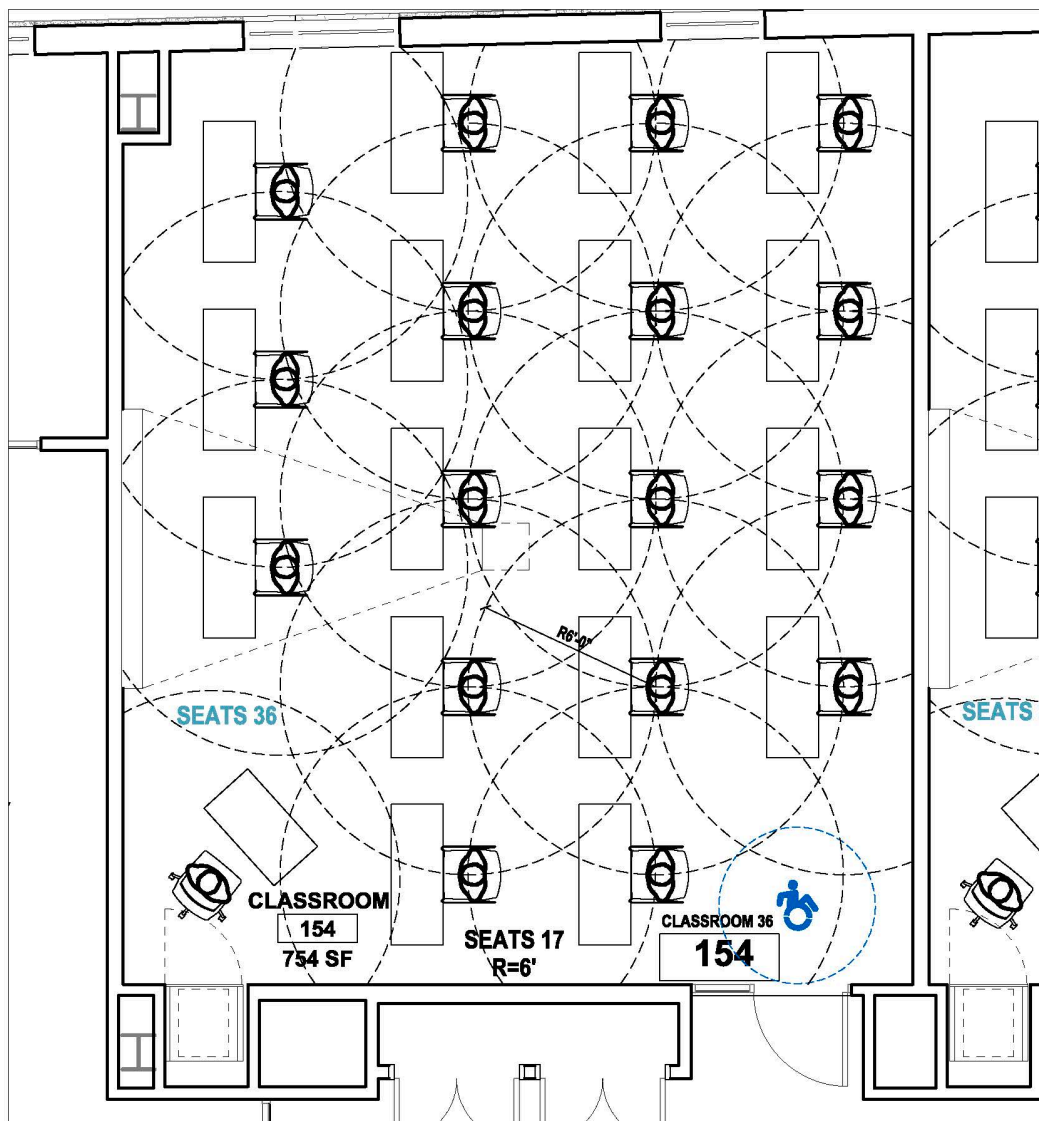
Where a course is delivered in a traditional or hybrid modality, students are expected to attend face-to-face instruction as scheduled unless they exhibit risk factors for — or symptoms of — COVID-19, are undergoing a quarantine, or have another documentable accommodation.

Classroom Capacity

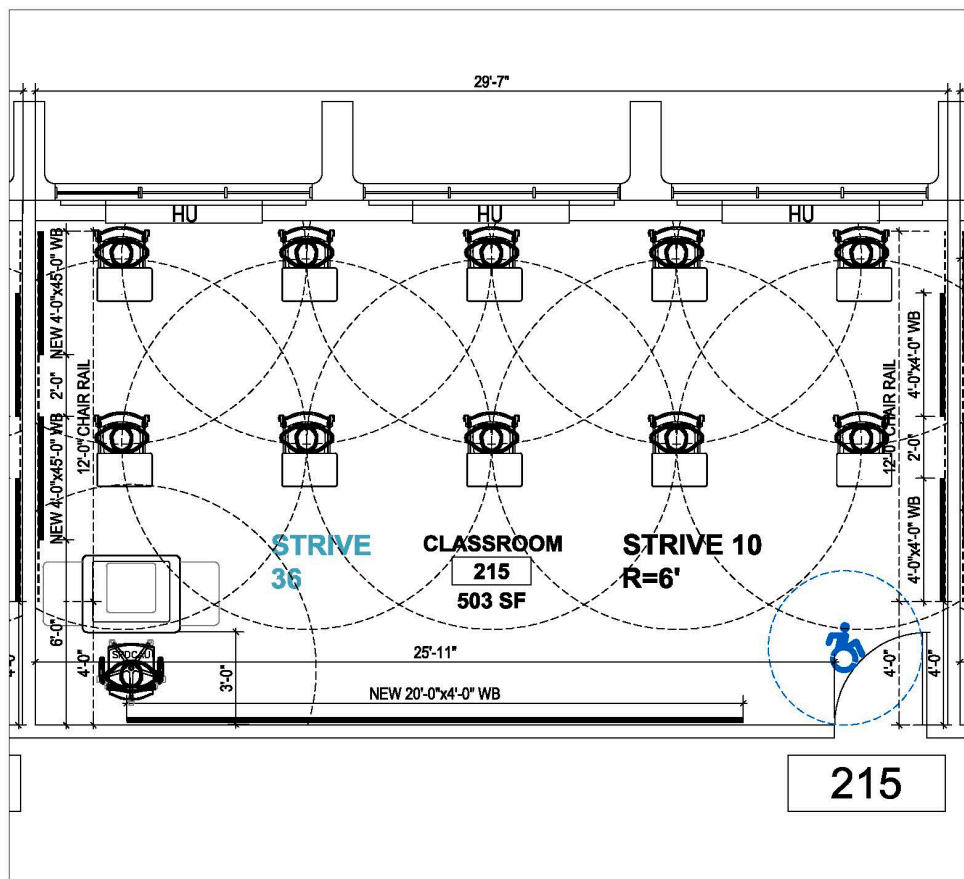
Density reduction strategies will require limiting the amount of classroom capacity for face-to-face instruction. We will reduce classroom capacities to allow for six feet of social distancing within the classroom. We will manage classroom furniture correspondingly and mark seating restrictions in classrooms with fixed seating to support social distancing.

Sample Classroom Layouts

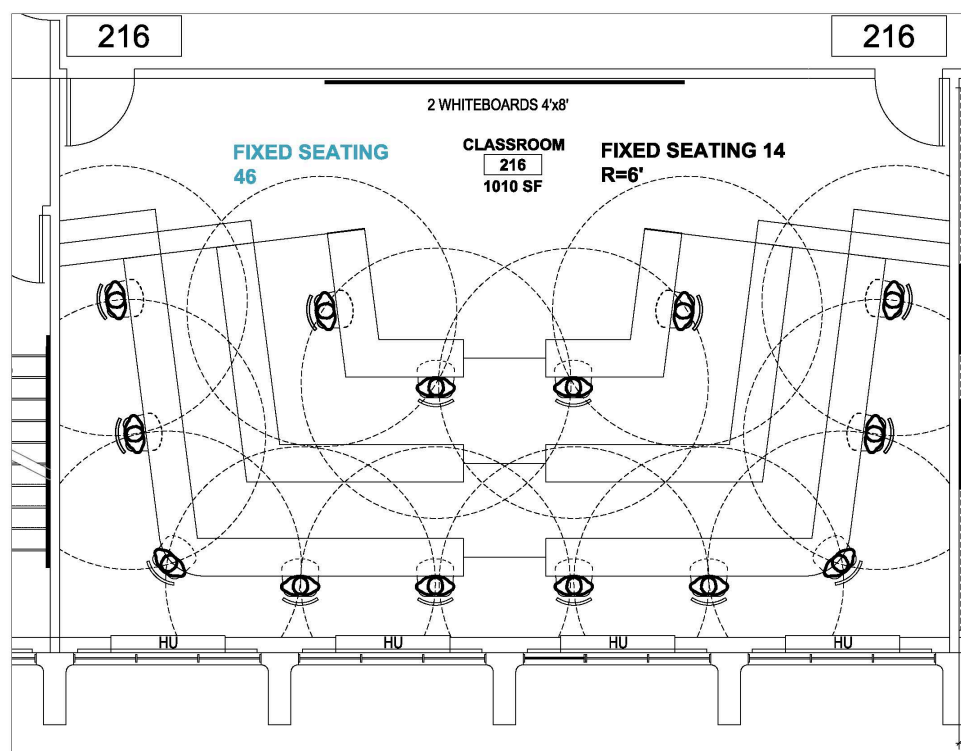
Nexus—Room 154



Hagedorn Hall of Enterprise—Room 215



Hagedorn Hall of Enterprise—Room 216



Classroom Updates

Updates to Classrooms to Minimize Risk in Instruction

Most classrooms are being retrofitted to support face-to-face instruction and to allow for high-quality audio recording. Video recording will also be captured, although limited from a fixed point of view.

Every classroom will have capabilities to record the professor and to record audio of the class session so that course content can be provided to students who are unable to attend a face-to-face session.

Adelphi is developing a centrally funded Classroom Technical Assistant program to train and equip students 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 for students who are unable to attend a face-to-face session. 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. (See the *Cleaning and Disinfecting* section for more information.) Where possible, windows will be open during instructional times.

Classrooms will be equipped with freestanding mobile health barrier screens to provide a moveable barrier and enable a faculty member to move about the front of a classroom without being constrained to a fixed location.

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.

Classroom Policies

Adelphi University is instituting expectations for behavior in the classroom that support mitigation of health risks relating to COVID-19.

Food

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](#) in the normal fashion.

More Information Is available at <https://access-office.adelphi.edu/accessibility-support-services/>.

Face Masks

Individuals in a classroom will be required to wear masks.

In the event that community members do not comply with the mask-wearing requirement, it will be treated as any other student conduct matter, and students may be dismissed from the classroom in the event of continued noncompliance.

Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing or proper handwashing.

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.



You may also wear a cloth face covering, which will help Adelphi reduce the need to purchase additional masks, which are in short supply. 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. The fabric design or pattern for cloth face coverings should be appropriate for the classroom and workplace. Cloth face coverings must only be worn for one day at a time and must be properly laundered before using again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.

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 contain 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.	

Use and Care of Face Coverings

For details regarding cloth face coverings, including how to create, wear and care for homemade face coverings, visit the CDC website.

Putting on the face covering/disposable mask

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face covering/disposable mask fits over the nose and under the chin.
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable), ensuring the nose, mouth, and chin are always covered.
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Taking off the face covering/disposable mask

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

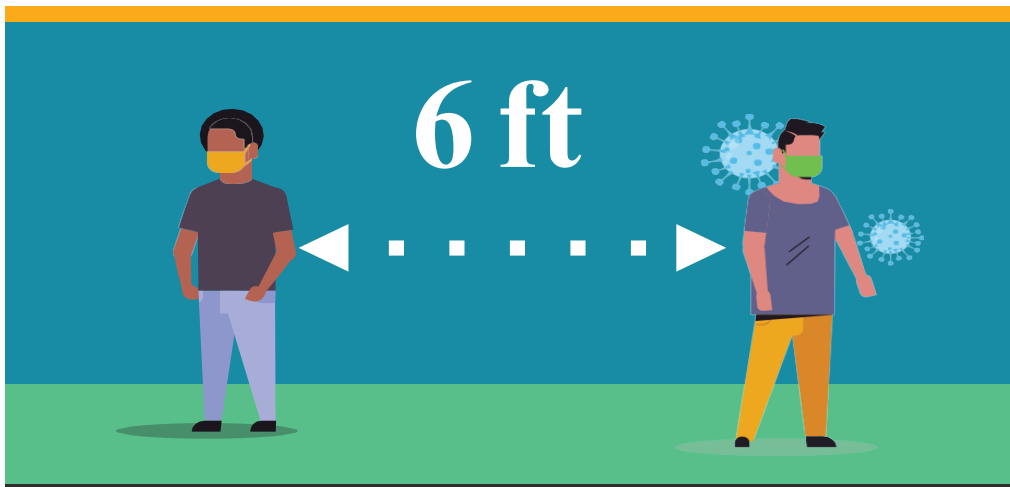
Care, storage and laundering

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each day's use. Cloth face coverings should be replaced immediately if soiled, damaged (e.g., ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Social Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to keep a safe distance away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.

- Stay at least six feet (about two arms' lengths) from other people at all times.
- 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.



Common Area Policies

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, touch screens 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* 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.

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.

Nonessential 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.

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 elevator buttons with exposed hands/fingers, using alternatives such as elbows, an object such as a pen, or gloved hands, 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.
- Students will be required to wear PPE face masks while in any classroom.
- Some classrooms will be equipped with freestanding mobile health barrier 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.
- Faculty will be required to wear PPE face masks in the classroom except in cases when they are behind a health barrier.

- Students will be required to wear PPE face masks in any space where social distancing is clearly not possible.
- Classrooms will be retrofitted to support face-to-face instruction and to allow for high-quality audio recording. Video recording will also be captured, although limited from a fixed point of view.
- 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.
- 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 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, break rooms, 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.

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), United States 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.
- 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.

Cleaning and Disinfecting

Daily Cleaning and Disinfecting Protocols

Adelphi University maintains a rigorous regimen of regular cleaning throughout our campus 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

- **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 once 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 work spaces, 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..

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 touch screens, printers, keypads, telephones, handrails and door handles.

In the event that a positive COVID-19 case surfaces within Health Services areas or Residential 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/desktops.
- 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.

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 buildings 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](#).

Adelphi Custodial Staff Cleaning Tasks/Frequency

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/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
Whiteboards/Chalkboards	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.*