

Adelphi University
Guide for
Returning to the
Manhattan Center

ADELPHI
UNIVERSITY

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Introduction and Guiding Principles

This **Guide for Returning to the Manhattan Center** 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 Manhattan 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 Manhattan according to [Phase Four Guidance](#), **which began in the city 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.

Class Format Options

- **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 live streamed sessions as desired; live sessions are recorded for students unable to attend synchronously; there are in-person, live stream 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 on 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.

Individuals who do not feel comfortable returning to the center will be given alternative means to participate in educational activities.

Classroom and Office Capacities

Classrooms

Density reduction strategies will require limiting the amount of classroom capacity for face-to-face instruction. Currently there is ability to provide adequate space for all classes scheduled for Fall 2020 at the Manhattan Center to run in some live capacity.

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.

- Classrooms are being retrofitted to support face-to-face instruction and to allow for high-quality audio recording and limited video recording. 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. 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. Where possible, windows will be open during instructional times.
- Classrooms will be equipped with a freestanding mobile health barrier to enable a faculty member to move about the front of a classroom without being constrained to a fixed location.

Room	Normal Max Capacity	Social Distancing Max Capacity	Notes
203	30	10	
204	25	8	
248	32	11	
249	32	11	
250	10	3	
251	25	8	
252	20	7	
254	25	8	
255	15	5	<i>Multi-Use Room</i>
258	35	12	
259	35	12	

Room	Normal Max Capacity	Social Distancing Max Capacity	Notes
260	35	12	
261	25	8	
260/261	60	20	<i>(open partition)</i>
263	35	12	
270	28	9	<i>Computer Lab</i>
271	24	8	<i>Computer Lab</i>
272	23	8	
273	24	8	
277	12	4	

Offices/Common Areas

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 if you are working alone in a confined office space (does not include partitioned work areas in a large open environment). Masks/face coverings should be worn by anyone 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.

Office Areas

- The thirty private offices will monitor their personal space and maintain appropriate social distancing.
- The copy machines and fax machines are located in the general office areas. Those commonly used surfaces should be wiped down before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface.
- A health barrier, placed at the front desks, is planned.

Library

- The library has a capacity of 12 work areas, plus a shared desk for staff. Removal of work areas will be done, to adhere to mandates.
- A health barrier, placed at the main staff desk, is planned.

Common Areas

- Shared spaces such as soft seating within the center will be rearranged to discourage any close contact.

Extracurriculars

Policies will be instituted to allow only activities that maintain social distancing.

Classroom and Office Policies

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.

Handwashing

In an effort to reduce the transmission of COVID-19, students 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 a [hand sanitizer that contains at least 60 percent alcohol](#).



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 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 shift. 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.

Facility Operations

Access

Currently, testing for COVID-19 is not required to enter the Manhattan Center.

The University will require daily health monitoring for all students, faculty and staff prior to gain access to the center to ensure they continue to be free of any symptoms potentially related to COVID-19. The daily health monitoring questions are available on the University's AU2GO mobile app, accessible on iPhone and Android devices, or via eCampus on a desktop computer.

Hours

Currently, all registered classes and students will be accommodated within the operational hours with consideration of social distancing guidelines. (Please see the previous section on *Classroom and Office Policies* for more information).

- **Center Hours**

- Monday, 8:00 a.m.–4:00 p.m. (11/2 through 11/23)
- Tuesday, 8:00 a.m.–4:00 p.m. (10/6 through 11/24)
- Wednesday, 3:00 p.m.–11:00 p.m. (9/2 through 11/25)
- Thursday, 3:00 p.m.–11:00 p.m. (9/3 and 9/24)
Thursday, 8:00 a.m.–4:00 p.m. (10/8 through 11/19)
Thursday, 8:00 a.m.–11:00 p.m. (9/3, 9/24, 10/15, 11/5 and 11/19)

- **Class Hours**

Effective 10/5/20 (except for Wednesday 6:00 p.m. through 8:00 p.m. starting 8/26):

- Monday, 10:15 a.m.–3:15 p.m. (11/2 through 11/23)
- Tuesday, 9:00 a.m.–1:00 p.m.
- Wednesday, 6:00 p.m.–8:00 p.m.
- Thursday, 9:00 a.m.–1:00 p.m.
Thursday, 5:30 p.m.–9:20 p.m. (9/15, 9/24, 10/15, 11/5 and 11/19)

The Center will be closed from 5:00 p.m. on 11/25/2020 through the remainder of the fall term.

Closures

In the event of decreased, scaled-back, ramped-down or shutdown operations, the center will follow the direction of the main campus and all local and state guidelines.

Communication

Students, faculty and staff will be notified via email and the web on any changes to an open status.

Cleaning and Disinfecting

Protocols for Regular Cleaning and/or Disinfecting Campus Buildings

As per Adelphi University Facilities Housekeeping and Custodial Services and Cleaning/Disinfecting definitions in accordance with CDC and New York state Department of Health Guidelines.

- **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

Supply chain inventory for all supplies is extremely sparse due to SARs CoV2 demand. Adelphi is currently working to build reservoirs and will make every attempt to provide disinfecting wipes/sanitizers in classrooms or in close proximity, as reserves allow.

Workspace Cleaning/Disinfection



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.

Building occupants 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.).

A complete cleaning and disinfection and restarting of ventilation systems will be scheduled prior to opening of the building.

Regular Cleaning Protocols

- Regular cleaning, as prescribed by building occupancies, continues. Priorities have been adjusted to provide for increased cleaning and disinfecting of high traffic, high touch surfaces.
- High-touch surfaces include:
 - 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 include:
 - Restrooms
 - Building entrances
 - Classrooms, lounges, and meeting spaces
 - Hallways
- Disinfecting high-touch surfaces in high-traffic areas is performed.
- Hand-sanitizing stations are installed throughout the campus at main entry points. Additional hand-sanitizing stations will be provided in high-traffic areas as supplies become available.
- 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. 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.

Cleaning Protocols for Areas With Confirmed or Suspected COVID 19 Case

- 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.