



# **Summer 2021 Campus Operations & Safety Protocols**

Effective May 17, 2021

(Content included in this document subject to change)

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## Accessing Campus During the Summer

Similar to summer 2020, Division Vice Presidents will provide to Human Resources, Campus Police and Health Services a list of employees permitted on campus. Only those employees in the testing protocol who are on the lists are permitted on campus. Prior to arriving on campus each day, employees must complete the symptom tracker on the AU Mobile App and display to the Gate House Attendant their symptom tracker result. Employees will continue to use their University-issued identification to open the gate.

Employees not in the testing protocol, but approved to be on campus, must first be tested in the Testing Center and return home until they receive notification of a negative COVID-19 test. Upon notification of a negative test, employees may then access campus, but must remain in the twice-per-week testing protocol.

## Testing Center Summer Operations

The University will continue to provide onsite COVID-19 testing to those employees working on campus during the summer. Given the expense of the COVID-19 tests, if you are not regularly working on campus, please do not come to campus to be tested.

Effective Monday, May 17, the Testing Center will move to Hagan Hall from its current location in the Plourde Recreation Center with summer hours of operation Monday through Thursday, 8:45 a.m. to 1 p.m. If you need to reschedule your twice-per-week tests given the new hours of operation, please see staff in the Testing Center or call x. 7725. Employees will continue to swipe their University-issued identification to check into the Testing Center.

## Testing Prior to the Fall Semester

Employees not in the testing protocol over the summer should begin their return to the protocol two weeks prior to their return to work. Faculty who have not been in the testing protocol throughout the summer should begin their twice-per-week tests by Friday, August 13. Testing frequency for the fall semester will be determined by Commonwealth guidelines and the percentage of the University community who are vaccinated.

The Testing Center will resume Monday to Friday operations on Monday, August 2.

## Returning to the Office After Personal Out of State Travel

Understanding that many employees will travel out-of-state this summer, the University has developed separate return procedures for vaccinated and unvaccinated employees.

### *Fully Vaccinated Employees*

Upon their return from out of state travel, fully vaccinated employees may proceed to the Testing Center for a COVID-19 test, then go to their offices if they are not presenting COVID-19 symptoms.

### *Unvaccinated Employees*

Upon their return from out of state travel, unvaccinated employees will be tested in the Testing Center, then quarantine until they receive notification of a negative result. Once the unvaccinated employee receives notification of a negative test and if they are asymptomatic, they may return to the office. A test result from an external source will not suffice. If the employee's duties and responsibilities can be carried out remotely during the quarantine period, they may do so only with the approval of their supervisor. If the employee is not approved to work from home during this time they will need to use vacation time.

## Health and Safety Amid COVID-19

Promoting the health and safety of the University community remains paramount to University Administration. As such, most of the safety protocols will remain in effect. Despite the widespread availability of vaccines, COVID-19 continues to present a significant public health threat and members of our community, even those who are vaccinated, must remain vigilant.

### Vaccination Requirement

The University requires that all members of the campus community – students, faculty and staff – be vaccinated to reduce the transmission of COVID-19 and the possibility of acute illness if infected. Pivotal to increasing the residential student census this fall is achieving a 90 percent vaccination rate of the campus community.

#### *Faculty & Staff*

Faculty and staff must be fully vaccinated by Monday, August 9.

#### *Students*

Students must be fully vaccinated two weeks prior to their return to campus. (A specific date is not provided as students return to campus throughout the month of August)

To be fully vaccinated, the individual must have received all required vaccine doses and two weeks have passed since the final vaccination. Requests for an exemption for religious or medical reasons, or moral or freedom of conscience objections are reviewed on a case-by-case basis [after an individual has completed and submitted this form](#). Employees are strongly encouraged to make decisions that benefit the campus community as a whole by participating in efforts to help the University achieve a 90 percent vaccination rate so the safety protocols may be eased. During the summer, the University will provide periodic updates on the vaccination rate of faculty, staff and students. Once an individual receives all required vaccination doses, they are asked to upload to Medicaat proof of vaccination no later than Monday, August 9.

### University Testing & Compliance Dashboard

With a pledge of transparency, the University updates each week on its website and on the AU Mobile app key data with regard to coronavirus testing and safety protocol compliance. This information is accessible to the general public. The University reports each week: the number of tests performed; number of positive cases; number of positive students; number of positive employees; number of individuals who have recovered from coronavirus; and the current number of students in isolation or quarantine on campus. In addition, the University is also providing data with regard to compliance with the safety protocols. [This information may be found here](#). Data with regard to the fall 2020 and spring

2021 semesters will be archived, but accessible to those seeking this information. Effective April 26, the University began sharing information on vaccination rates of employees and students.

### Updated Exposure Quarantine Protocol

Fully vaccinated individuals are not required to quarantine after a COVID-19 exposure if they are asymptomatic. Individuals not vaccinated, or outside of the 2-week time period from their last dose, must quarantine for 10 days if exposed. To access campus, the exposed employee must secure a negative test from off-campus on day 8 to be permitted on campus.

### Symptoms of COVID-19

In most cases, individuals infected with COVID-19 may be mildly sick (similar to the flu) and not require medical attention. However, have a trained Emergency Medical Service/ Emergency Medical Technician assess and transport anyone experiencing severe symptoms including, but not limited to, shortness of breath/difficulty breathing to a healthcare facility. Approximately 40 percent of individuals have no symptoms; symptoms may appear two to 14 days after exposure to the virus. [Individuals exhibiting these symptoms may have COVID-19.](#)

Members of the campus community are asked to honestly complete the symptom tracker each day they access campus to promote the health and safety of the University community.

### When to Seek Emergency Medical Attention

If an individual experiences any of the below symptoms as identified by the [Centers for Disease Control and Prevention](#), dial 911 and seek emergency medical care immediately. Notify the operator that you are seeking care for someone who has, or may have, COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

*\*This list is not inclusive of all possible symptoms. Contact a medical provider for any other symptoms that are severe or concerning to the individual.*

### Onboarding of New Employees

All new Assumption University hires who will be on campus this summer will participate in training on current safety information and precautions, the University's Safety Plan and [Centers for Disease Control and Prevention safety and hygiene measures](#). The training will raise awareness of and educate employees on safety precautions to reduce the transmission of COVID-19, including:

- The practice of social/physical distancing
- Encouraging frequent handwashing and use of hand sanitizer
- Mandatory use of face coverings or masks except when in an individual office
- Self-screening at home, including temperature or symptom checks
- Importance of not coming to work if ill
- When to seek medical attention if symptoms become severe
- Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus

- COVID-19 basics
- Protecting oneself and others from COVID-19
- Proper use of personal protective equipment
- Tools to reduce stress and anxiety including the use of the University's Employee Assistance Program (EAP).
- Caring for those at-risk
- Availability of the Family Leave Act under COVID-19 policies
- Proper cleaning practices with approved disinfectant.

The Office of Human Resources will maintain a list of those employees who have successfully completed the training.

### Housekeeping Protocols

The housekeeping staff adheres to [Centers for Disease Control and Prevention guidance](#) as they relate to cleaning and disinfecting. Housekeeping will clean dining facilities seven days per week and all other buildings when in use or occupied. All housekeeping staff will wear proper personal protective equipment while cleaning common spaces and private offices. Vacuuming will be performed when the office or classroom is scheduled to be unoccupied for up to 48 hours.

### Cleaning Protocols

All common area high-touch surfaces and restrooms will be cleaned and sanitized several times per day using approved cleaning methods provided by the Centers for Disease Control and Prevention. Employees are asked to place their wastebaskets outside their door each evening if they would like their trash emptied. To facilitate an efficient cleaning of private offices, employees must refrain from having on their desks personal items such as photos, coffee cups, writing implements, mobile phone chargers, etc. Cleaning of private offices will follow [Centers for Disease Control and Prevention guidelines](#). Given the nature of this cleaning process, neither Sodexo nor the University are responsible for personal items that may be damaged during this process.

Four times per day (upon arrival, before and after lunch, and prior to departing), employees are strongly encouraged to wipe down their work areas using a disinfectant provided by the University.

### Cleaning Residence Halls

All residence halls will undergo a "deep clean" once students depart for the semester.

### Informational Signage

Signage approved by the Commonwealth of Massachusetts and Centers for Disease Control and Prevention will continue to be displayed on campus in highly visible areas, including restrooms, to comply with the "Safety Standards for Office Spaces to Address COVID-19" guidelines.

## Summer Operations

### Mask Requirement to Remain in Effect

Masks will continue to be worn by University employees when outside of their private offices. Those who share workspaces with colleagues must wear a mask at all times. Given the effectiveness of wearing

masks to thwart the spread of COVID-19 and the low percentage of members of the campus community who are fully vaccinated, the University will maintain the mask requirement on campus.

### Campus Dining Facilities

Dunkin' Donuts will close for the summer effective Friday, April 30. Charlie's will close for the summer on Wednesday, May 5 at 2:30 p.m. and Taylor Dining Hall at 6 p.m.

### Conference Rooms and In-person Meetings

All conference rooms remain off-line and inaccessible. Meetings will continue to take place virtually.

### Increased Frequency of Campus Tours

During the spring 2021 semester, the University welcomed small groups of prospective students and their families to campus for tours. Those tours will continue to increase in their frequency throughout the summer. Admitted and prospective students will experience a walk and talk opportunity with our student ambassadors. This walking tour of campus will be conducted under strict guidelines, including COVID screening and social distancing. Student ambassadors are equipped with additional personal protective equipment and they are participating in increased COVID testing. Visitors will not come into contact with members of the campus community.

### Office Dedensification

The University will continue to follow guidelines as issued by the Commonwealth of Massachusetts as they relate to the maximum occupancy of offices. The current guideline allows for 50 percent of maximum occupancy. When maximum occupancy is adjusted by the Commonwealth, changes will also be made on campus.

### Continued Prohibition of University-sponsored Travel

The University will extend the prohibition on University-sponsored domestic and international travel until September 2021. However, those employees whose primary job responsibilities require travel – such as Admissions Counselors, Athletic Recruiters, Development Officers - may petition their Division Vice President for authorization to travel.

### Continued Prohibition of Outside Groups on Campus

The University will not welcome outside groups or visitors to campus during the summer. This will likely continue into the fall semester. Consequently, any lectures, events or other programs being planned for the fall should be planned as virtual events for the time being.

### Faculty and Staff Use of Exercise Facilities

From Monday, May 17 to Monday, August 2, University employees may use the exercise facilities in the Plourde Recreation Center. Locker rooms will remain closed.

### Catering

Until further notice, all catered meals continue to be suspended.

### Mail Delivery

To reduce contact with individuals outside of one's immediate office or department, mail delivery will be delivered by post office staff on Monday, Wednesday and Thursday. Summer window hours are Monday through Friday 9 to 11:30 a.m.

### Faculty and Staff Use of Restrooms

There is a maximum of one person permitted in faculty and staff restrooms at a time.

### Identification of University Students, Faculty and Staff

Controlling access to campus to promote the health and safety of the community is a priority for the University. Given that members of our community must wear a mask when outside of offices and residence hall rooms, the University must have a means to easily determine if individuals are authorized to be present on campus. As such, all students, faculty and staff are provided an Assumption University branded lanyard that must be worn at all times when outside of offices or residence hall rooms. Lanyards will accommodate University-issued identification and are distributed in the Testing Center.

### Ongoing Communications

During the summer, the University will provide updates on the campus-wide vaccination rate as well as other changes in advice from public health officials. Updates will be shared by email and through the AU Mobile App. [A section of the University website](#) has been created to share news and information about Assumption's efforts to promote the health and safety of the community and will be updated accordingly.

### Retail Operations

Barnes & Noble operates the University Bookstore on campus, located in Hagan Hall. Barnes & Noble has been directed to implement and adhere to the [Safety Standards and Checklist for Retail Businesses](#) as issued by Commonwealth of Massachusetts. Summer hours of operation are Monday through Thursday, 8:30 a.m. to 4 p.m.

### Attending Liturgies

Employees in the testing protocol are welcome to attend liturgies in the Chapel of the Holy Spirit.

### Community Promise

Faculty and staff accessing campus during the summer are asked to adhere to the Community Promise employees signed prior to their return to campus. Those employees who have not signed a [Community Promise](#), must do so prior to returning to campus.



## COVID-19 Campus Compliance Officers

The continued safety of the campus community is a serious and shared responsibility of students, faculty and staff. To promote a safe and healthy environment, three individuals have been appointed COVID Compliance Officers. If you have a concern about student, faculty or staff compliance with the safety plan, please contact the appropriate individual below or [complete this form](#).

- Student Compliance, [Chad Laliberte](#), Director of Student Conduct, X.7325
- Faculty Compliance, [Eloise Knowlton, Ph.D.](#), Associate Vice President for Academic Affairs, X.7486
- Staff Compliance, [Robin Pellegrino](#), Director of Human Resources, X.7599