Salem | STATE UNIVERSITY

SSU REPOPULATION OPERATIONS PLAN

A PRACTICAL GUIDE TO NAVIGATE CAMPUS THIS FALL

AUGUST 18, 2020

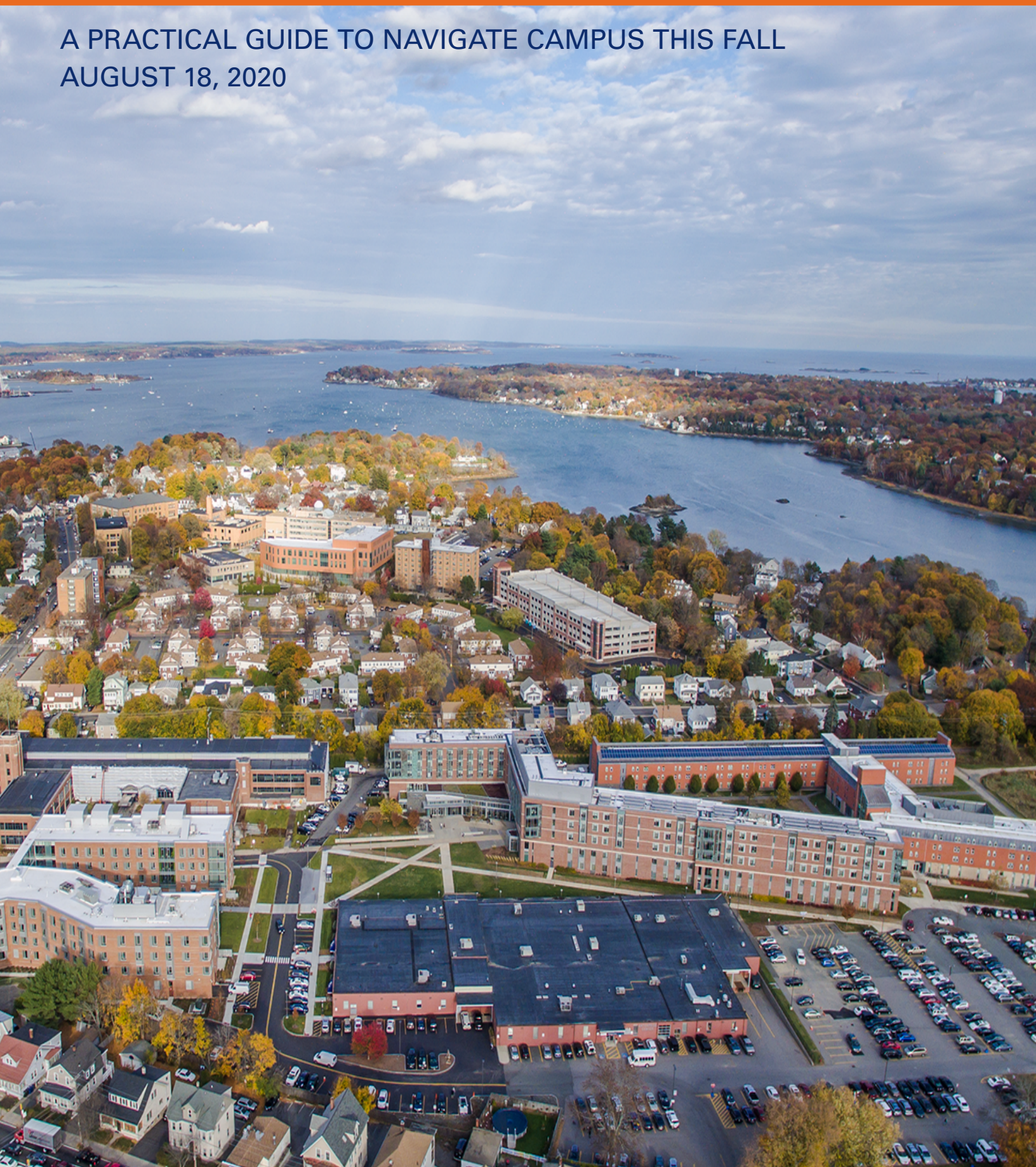


TABLE OF CONTENTS

Record of Revision 2

Message from the President 3

Message from SSU Covid-19 Emergency Response Team Leadership 4

Introduction 5

SSU Guiding Principles for Our Physical Return to Campus 6

Coordination With External Agencies 8

SSU Covid-19 Health and Safety Protocols 10

Preparing Campus for Your Return 12

SSU Health and Safety Strategies for Fall 2020 15

SSU Operational Plans for Fall 2020 16

- Health and Safety Operational Plan 16
- Academic Affairs Operational Plan 19
- Student Support Services Operational Plan 22
- Human Resources and Information Technology Operational Plan 27

APPENDIX 1: SSU Advisors to the COVID-19 Response and Repopulation Efforts 29

APPENDIX 2: What You Should Know About COVID-19 to Protect Yourself and Others 32

APPENDIX 3: Using a Face Covering Effectively 33

APPENDIX 4: Student Guide for On-Campus Safety During COVID-19 34

APPENDIX 5: Employee Guide for On-Campus Safety During Covid-19 38

APPENDIX 6: SSU Campus Repopulation FAQ for Employees 42

APPENDIX 7: COVID-19 Information for Faculty 43

APPENDIX 8: SSU COVID-19 Health and Safety Mitigation Strategies for On-Campus Activities 44

APPENDIX 9: SSU Laboratory Safety Check List 47

APPENDIX 10: Sample Guidance for Practica, Clinical Placements, and Internships – School of Social Work 49

APPENDIX 11: SSU Protocols by Commonwealth Phase 50

APPENDIX 12: Departmental COVID Control Plan Template 52

APPENDIX 13: References 53

ADDENDUM 55

RECORD OF REVISION

Given the nature of this unprecedented pandemic, this plan must remain flexible to meet the changing circumstances that may arise. The following displays a record of revisions that were made and approved by the COVID-19 Emergency Response Team in concert with all appropriate stakeholders.

Section and Summary of Changes	Date of Revision	Revision Number	Revision Made By
Testing p. 16	8/6/20	v2	Corey Cronin
Repopulation Plan p. 18	8/18/20	v3	Corey Cronin
Spring 2021 Addendum p. 55-70	1/22/21	v4	Gene Labonte

MESSAGE FROM THE PRESIDENT

Salem State University has responded with remarkable courage, compassion and determination to the monumental challenges posed by the COVID-19 pandemic. As you are keenly aware, SSU remained open throughout this crisis, and through adapting our modalities and operations continued to serve and educate our students to the best of our abilities. I am highly impressed by our faculty and staff's ability to maintain our student-centered focus and provide an excellent education while balancing their own personal challenges of working remotely, addressing personal responsibilities of their households, and, in some cases, direct impacts from COVID-19.

Like the general economy, our re-population of campus will be very slow and deliberate and will be based on the data and science available, as well as guidance from the Department of Higher Education. At Salem State University, however, we are not reopening a business, we are re-populating our community. Thus, we are purposefully taking a conservative approach to the number of students, faculty and staff on campus as well as implementing physical distancing and health and safety protocols to keep our community as safe as possible and to limit the spread of COVID-19 within our community.

We have made great efforts to plan for all potential options for the Fall 2020 semester. While this operations plan will guide our physical return to campus, it will be a flexible and living document, as we will be vigilantly watching over our campus and will make adjustments as needed to protect our community as much as possible. Respecting physical distancing significantly reduces our class capacity, in most cases to less than half of our intended enrollment. Housing occupancy will also be limited with the goal of providing single bedrooms to all students. For the indefinite future, staff who can work remotely will continue to do so. De-densifying our campus with these efforts reduces the number of people on campus – maximizing opportunities for physical distancing and minimizing spread.

What I describe above is likely the new normal for academic year 2020-2021. As Worcester Polytechnic Institute President Laurie Leshin stated as part of the Commonwealth's COVID-19 Reopening Advisory Board, these decisions – how and when to return to campus – are probably the most difficult of any college president's entire career. Indeed, these decisions impact the safety of our students, faculty, staff and the entire community of Salem, as we typically bring thousands of people to and from campus every day. All who come to campus play an important role in the safety of our community and must follow the university policies and protocols designed to limit the spread of COVID-19. I am confident in our community and our plans to move forward with the next academic year safely and effectively.

I would like to thank all who assisted in the response and planning related to COVID-19, particularly our entire SSU COVID-19 Emergency Response Team and its leaders, Gene Labonte, Operations and Risk Management Lead, and Elisa Castillo, Health and Safety Lead. As we know COVID-19, in some manner, will be with us for the entirety of the upcoming academic year, I have appointed Chief Labonte and Dr. Castillo to continue to lead these efforts. They will report directly to me.

While the future impacts of the pandemic remain unknown, we will continue our efforts to provide our students with the high-quality, student-centered education they have worked so hard for and deserve.

John D. Keenan
President

MESSAGE FROM SSU COVID-19 EMERGENCY RESPONSE TEAM LEADERSHIP

Salem State University is committed to taking the necessary steps to ensure the health and safety of our students, faculty and staff as much as possible. Our campus has worked harder than ever the past few months to address the pandemic, and we have been honored to lead this work.

Collectively, we addressed the COVID-19 pandemic in three phases: focusing on the immediate safety and well-being of our campus; maintaining continuity of operations and preparing for the surge; and planning for the recovery from the pandemic's impact. As we begin phase three and work towards a goal of returning to campus, we strive to do so safely and will implement a plan in accordance with the Center for Disease Control's Higher Education Guidelines, the Commonwealth's Framework for Reopening Colleges and Universities and its Reopening Task Force Mandatory Safety Standards for Workplaces, and our own COVID-19 Recovery Task Force. This plan, the SSU Repopulation Operations Plan, will serve as our campus guide so that we have a shared understanding of the expectations, logistics and protocols to keep our campus community as safe and healthy as possible while limiting the spread of COVID-19.

The principles that informed this plan and that should be considered for all aspects of university activity are simple. First, health and safety are a shared responsibility, and our implementation should guide our community to internalize behaviors that are essential to ensuring the health and safety of all members of our community. Second, health and safety are the primary considerations for all decisions regarding campus activities and interactions. We all have a personal responsibility when coming to campus to follow this plan if we are to truly limit the spread of the virus and mitigate the impact. Third, despite all our collective, best efforts, we cannot guarantee that there will not be a COVID-19 outbreak on campus. However, if we all do our part and follow the protocols as described in this document, we believe that we will be limiting the spread of the disease and protecting our community to the greatest degree possible.

Please keep in mind that a rushed or ill-considered return to normalcy will undermine all efforts we have taken thus far to successfully limit the spread of COVID-19 on our campus. While it is common for individuals to crave normalcy in a time of crisis, we must carefully monitor decision making to ensure it is not guided by that desire, but instead by rational risk analysis. Our primary mission of educating students must conform to the structural conditions and protocols in this plan for each phase identified by the Governor, and we must be flexible and able to adapt quickly should we enter a resurgence of COVID-19. When "normal" does come, it will look very different than the pre-pandemic normal we once knew. However, we have seen our community come together and excel over the past few months, and we are confident that we will get through this.

Thank you for your continued care and concern for our community. We continue to think of those impacted, and we will forever be grateful for the health care workers and first responders who are taking care of our community during this time. Thank you for doing your part to protect the SSU community.

Gene Labonte
Assistant Vice President
for Public Safety and Risk Management
ERT Operations and Risk Management Lead

Elisa Castillo, PhD
Assistant Dean of Students for Wellness
ERT Health and Safety Lead

INTRODUCTION

The outbreak of the coronavirus (COVID-19) has forced the world into an unprecedented time when most facets of our daily lives were stopped and needed to adapt. Originating overseas, the virus spread across the United States from the West Coast in the beginning of 2020. While Massachusetts saw its first cases in February, the Commonwealth became a hotspot for the epidemic in March, and the Governor declared a State of Emergency issuing a stay at home advisory.

Salem State University (SSU) has monitored COVID-19, its spread, and the evolving nature of the virus from the beginning. President Keenan established the SSU COVID-19 Emergency Response Team (ERT) from the university's Incident Command Center in February of 2020 to coordinate with federal, state and local agencies on responding to, mitigating, and limiting the spread of COVID-19 on campus and within the SSU community. Additionally, the team was charged with developing a continuity of operations plan for the pandemic that addressed the needs of Academic Affairs, Student and Residential Life, and Human Resources and Information Technology, within the context of the overall health and safety of the campus community and in adherence to federal and state guidelines.

The ERT and the SSU community responded quickly: restricting travel, closing residence halls, and transitioning fully to remote teaching, learning and work. The university also responded to the needs of the greater community by providing local hospitals and first responders with personal protective equipment (PPE) and housing for those exposed to the virus through work as well as for those in need of a safe place to quarantine.

Our operational planning process then evolved to include four COVID-19 Recovery Implementation Teams: Health and Safety; Academic Affairs; Student and Residential Life; and Human Resources and Information Technology. Each team included administrators, faculty and staff who were tasked with identifying risks, challenges and mitigation strategies for physically returning to campus in the safest way possible. The team findings, combined with federal and state guidelines, were used to inform the university's operational strategy outlined in this report.

Throughout this crisis, SSU has and will remain open, and our student-centered education and supports will continue to be delivered as best as possible while strictly adhering to the guidance and recommendations provided by the Center for Disease Control (CDC) and the Commonwealth. The SSU community is a strong and caring one that tends to look out for each other and advocate for those who cannot. Let's keep this SSU spirit and be kind, patient and flexible as we navigate these unchartered waters together.

SSU GUIDING PRINCIPLES FOR OUR PHYSICAL RETURN TO CAMPUS

This is a unique and challenging time in our world's history in many ways. This operations plan is based on the most current information available about COVID-19 and is subject to change based on the trajectory of the virus combined with local, state and federal guidance. At Salem State University, the health and safety of our entire community remains our top priority, and our return to campus requires that we all prepare for new learning and working environments. For Fall 2020, our in-person classes, housing occupancy, and on-campus workforce will be more restricted than in our traditional academic year, allowing us to de-densify our campus and enact protocols that will assist in limiting the COVID-19 spread. The guiding principles for our physical return to campus center around the Massachusetts Higher Education Framework guidance. They are as follows:

Protect the health and safety of students, faculty, staff and those in surrounding communities.

- Health and safety are the cornerstones of all decisions made for the repopulation of our campus.
- Health and safety protocols are data informed and based on national, state and local public health guidance.
- While the Commonwealth may permit a higher capacity for workspaces and gatherings, SSU will continue to practice caution on campus, aiming to be under the limits permitted by the state.
- All community members who return to campus must follow public health guidance and the SSU COVID-19 Health and Safety Protocols.

Enable students to make meaningful progress towards their educational goals.

- Offer a range of online and in-person educational experiences to help our students meet their educational goals, as well as, make meaningful connections with other students, faculty and staff.
- Monitor and address the impact isolation can have on members of our community.
- Provide access to resources and support services to ALL students to assist them in their personal growth and wellbeing.
- Encourage faculty to work with students who need to be absent from campus due to public health concerns.

Acknowledge and address disparities.

- Remain aware and address disparate impact on vulnerable populations and minority communities of students, faculty and staff.
- Encourage and assist with online education and remote work whenever possible.
- Prepare Disability Services and Human Resources to address the needs of students or employees with underlying medical conditions who may need accommodation for online or in-person activities.
- Increase supports and resources for students focused on their health care and wellness, with particular attention to health disparities and the needs of students of color.
- Be prepared to house and support students in the residence halls, if it is the safest place for them to quarantine or if the campus is otherwise closed.

Respond to the evolving conditions of the pandemic.

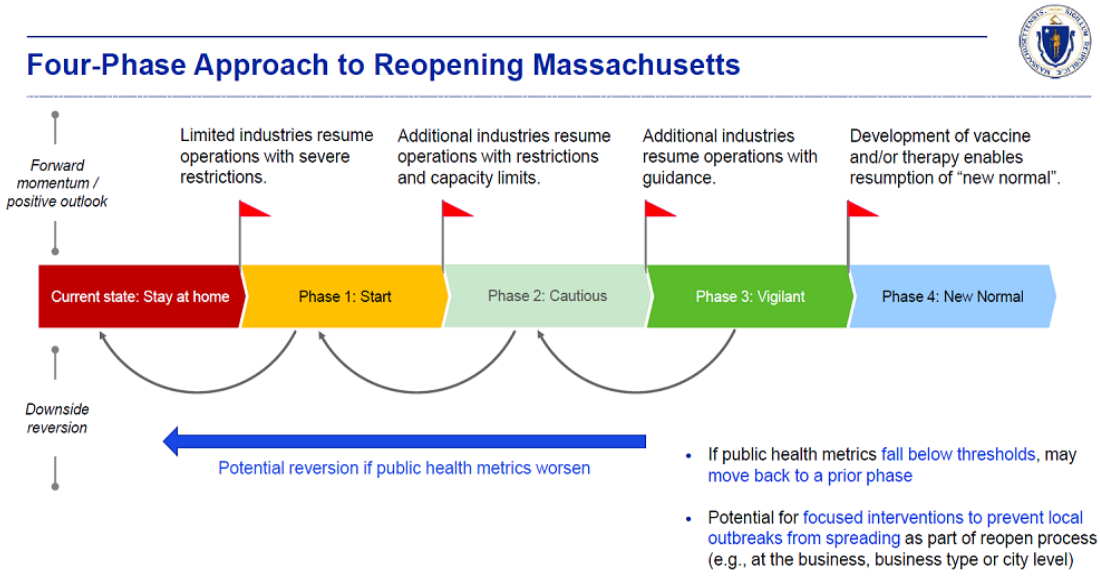
- Continuously monitor public health information and guidance, and be prepared to adapt activities in order to protect our community from the spread of the disease.
- Communicate with the community as the pandemic and the resources to address the disease evolve.
- All on-campus employees should be prepared to work remotely in the event that there is a need for isolation or quarantine.
- Everyone should be prepared to transition to remote learning or work if there is an outbreak or second wave that requires a safer at home advisory.

Engage all community members in the solution.

- Health and safety are a shared responsibility. Our operations plan should guide students and employees to internalize behaviors that are essential to ensuring the health and safety of every member of the campus community.
- All community members must follow public health guidelines and the SSU COVID-19 Health and Safety Protocols.
- As a Viking we expect you to advocate for and foster a culture of shared responsibility for the health and safety of our larger community. Every member of our community, their families and loved ones, are counting on each of us to keep them safe as we interact on campus.

COORDINATION WITH EXTERNAL AGENCIES

SSU maintains close contact with several offices and agencies at the federal, state and local levels to ensure that we have the most up-to-date information on the COVID-19 pandemic and are compliant with all public health directives. This operations plan takes a phased approach to the repopulation of our campus for the fall based on the Commonwealth's Reopening Massachusetts Plan as well as its Higher Education Framework for returning to campus.



Commonwealth of Massachusetts – Reopening Advisory Board Presentation, May 11, 2020

While the Commonwealth's guidelines to reopen, depicted above, may allow for more capacity than what is identified in this plan, our approach to repopulating the SSU campus is deliberately conservative due to our design, population and operating principles. Consequently, the ERT has relied heavily on guidance from the American College Health Association, CDC Sector Specific Guidance for Institutions of Higher Education and others in addition to the state guidance. Valued sources of information include:

Federal Agencies

- Centers for Disease Control and Prevention (CDC)
- National Institutes of Health (NIH)
- Occupational Safety and Health Administration (OSHA)
- U.S. Department of Education (DOE)
- Federal Emergency Management Agency (FEMA)
- U.S. Department of State (DOS)
- Equal Employment Opportunity Commission (EEOC)

State, Regional and Local Agencies

- Commonwealth of Massachusetts Department of Public Health (DPH)
- Massachusetts Emergency Management Agency (MEMA)
- Executive Office of Education (EOE)
- Board of Higher Education (BHE)
- City of Salem Board of Health

Our community must remain vigilant and flexible should another surge impact our region. Planning and communication will be the keys to a successful academic year, and this plan will be updated accordingly.

Triggers for Down Phase

SSU will monitor various health metrics to assess the pandemic's impact to campus, the surrounding community and the region. Counseling and Health Services will track screening data and cases identified on campus to detect the early signs of a potential viral outbreak on campus. Should the university's quarantine and isolation efforts require more beds than the university's quarantine capacity, or if state or local health officials indicate that the campus, greater Salem community or region must curtail activities to reduce transmission of the virus, then SSU will act promptly to move to a more restrictive mode of operation. This may include the possibility of suspending in-person instruction, commencing a move-out of the residence halls, and transitioning the workforce to fully remote operations.

SSU COVID-19
HEALTH AND SAFETY PROTOCOLS

We are all in this together. If we all strictly adhere to the required SSU COVID-19 Health and Safety Protocols while on our campus, we stand a much better chance at limiting the spread of this virus to ourselves, our family, our friends, and the greater community. These protocols are based on best practices and recommendations from the Center for Disease Control, the World Health Organization and the Commonwealth of Massachusetts.

SSU requires that ALL who come to campus abide by these protocols to help minimize the spread of COVID-19 and mitigate its impact.

CAMPUS ONLINE RE-ENTRY ORIENTATION

All members of the SSU community must participate in an Online Re-Entry Orientation before physically returning to campus. There are specific orientations for both students and employees. Orientations will cover the SSU COVID-19 Health and Safety Protocols, share tips and resources for self-monitoring your health, and expectations of the campus community to limit the virus' spread and mitigate the impact to campus.

PRACTICE GOOD HYGIENE

Frequently wash your hands for at least 20 seconds (the length of the "Happy Birthday" song) with soap and warm water. Use hand sanitizer when you cannot wash your hands. Avoid touching your eyes, nose and mouth, particularly when in a public setting.

WEAR EFFECTIVE FACIAL COVERINGS

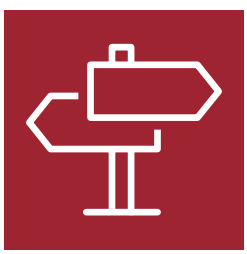
Facial coverings or masks are essential to preventing person-to-person transmission of COVID-19 in our community and must be worn by everyone at all times when in public or common areas on campus. This includes but is not limited to: classrooms, conference space, shared offices, reception areas, hallways, and indoor spaces where physical distancing is not possible. Masks must cover your mouth and nose fully; fit snugly against the sides of your face so there are no gaps; and be fully secured to prevent slipping. Individuals who are not in compliance and have not been granted an accommodation from Disability Services or Human Resources may be asked to leave campus.

PHYSICALLY DISTANCE YOURSELF FROM OTHERS

Campus spaces will be modified to accommodate physical distancing as much as possible. Strategies may include staggered seating, closure of common or public spaces, and restricted use of shared spaces and equipment. You can assist with our physical distancing efforts by maintaining the recommended 6-foot distance from others on campus.

CONSTANT COMMUNICATION

SSU will continue to do its best to be transparent and timely with pertinent information relative to COVID-19, our campus community, and changes to phases or protocols. This will be accomplished through direct emails, the website, and internal tools like Navigate and Polaris.



INFORMATIONAL SIGNAGE

With new room capacity and sanitization protocols, SSU will alert the campus community through strategically placed protocol and wayfinding signage. This may include notification of open spaces, directional signage for pedestrian traffic control within buildings, and wayfinding signs to resources such as hand sanitizers.

MONITOR YOUR HEALTH

All community members are required and expected to monitor their health for COVID-19 symptoms through the John Hopkins self-checker (or a similar application) daily before coming to campus. Students and staff who plan to be on campus in the fall will have access to the Coverified app that will assist with daily health monitoring, access to testing and test results and other features to help prevent the spread of Covid 19. Personal health information will be protected. Students and employees who will remain remote in the fall should monitor their health daily for their own wellbeing, but will not be expected to share their information with the university. COVID-19 symptoms include but are not limited to: fever (100.4°F or greater), cough, shortness of breath, sore throat, chills, body aches, headaches, runny or congested nose, and new loss of smell or taste. SSU encourages all community members to get a flu shot this year. If you are experiencing symptoms, contact Counseling and Health Service, if a student, or Human Resources, if an employee, for further guidance. **If you are exposed or show symptoms, stay home or isolated in your residence hall room.** Testing will be available on-campus for students only. Students can contact Counseling and Health Services to access health care and receive public health guidance and testing when needed.

SSU will provide free testing to on campus students and employees in the fall. All residential students will receive free testing at move-in and a portion of students will receive testing every 2 weeks, through CHS. In addition, residential students who are symptomatic will also tested on campus. Employees who have frequent close contact with residential students will also have access to testing, through HR. Any employee that is symptomatic will be referred to their primary care. Employees should contact Human Resources (HR) to receive guidance and should contact their primary health care provider for testing. If needed, HR can assist in referring employees to local testing sites.

CONTACT TRACING

Contract tracing in Massachusetts is the responsibility of the city or town in which any infected individual resides. Community members must follow the direction of their local board of health if they have been exposed or infected. However, SSU will work closely with the communities as well as the Department of Public Health, of any infected student or employee to help trace where on campus the individual may have been and with whom he, she or they may have come in contact. There will be limited contact tracing capabilities through our ITS infrastructure including WiFi networks, card access controls, and ClipperCard transactions. This year we will use our Navigate tool to assist us with contact tracing by tracking in person class attendance and student's participation in on campus offices and activities. COVID-19 positive students should contact Counseling and Health Services and employees should contact Human Resources as soon as a diagnosis has been determined.

INCREASED SANITATION AND CLEANING

Facilities will follow CDC guidance for cleaning and disinfecting public spaces, workplaces, and classrooms. Staff has been trained on these sanitizing and disinfecting protocols and will adhere to strict PPE guidelines, including wearing masks and frequent glove changes and hand sanitizing between cleaning different areas of campus. Additionally, Facilities will be using Environmental Protection Agency approved disinfectants for cleaning.

PREPARING CAMPUS FOR YOUR RETURN

While it is our desire to return to a vibrant in-person campus community, enforcing physical distancing and de-densifying campus are the most important actions we can take to best manage the COVID-19 crisis at this point in time. The greater the number of people on campus equates to a greater risk for our community and a larger amount of required resources to maintain health and safety. The following explains how SSU will prepare the campus for the return of our community for the Fall 2020 semester.

Facilities Access and Space Planning

Access to campus spaces will be restricted to the those within the SSU community throughout the pandemic. In preparation for our physical return to campus, all administrative and academic units who have been approved by the ERT to be on campus this fall have a Departmental COVID Control Plan. Area heads will apply the guidance included in this document to the unique operational conditions of their plans and will communicate how they will resume on-campus operations safely and effectively with their teams. As part of this process, employees will receive health and safety training, and facilities will prepare the space for occupation. Plexiglass barriers have been installed in high-traffic areas where transactions occur.

Our classroom spaces, which are designed for smaller class sizes, pose a challenge for physical distancing when considering our traditional in-person learning capacities. Limiting the amount of in-person courses and campus activities will help us address this challenge and will allow the university to reconfigure larger spaces so that these interactions can be conducted safely and in accordance with the SSU COVID-19 Health and Safety Protocols and state guidelines.

Offices and workstations may be reconfigured where necessary to ensure appropriate physical distancing among employees and office guests. Office appointments and meetings should be conducted virtually whenever possible or by appointment.

The number of classrooms, offices and shared spaces that will be available on campus have been reduced this fall in an effort to focus Facilities' resources for cleaning and sanitation of populated spaces. Spaces that will be open for use will have a new maximum capacity limit displayed near the entrance. This limit takes into account the amount of space needed to allow for proper physical distancing (approximately 48 square feet per person). In order to ensure that all campus spaces are maintained appropriately, ad hoc use of space will not be permitted this semester. Classrooms and offices that are not in use will be marked "closed" and should not be used.

All classes, activities and meetings will need to be scheduled and follow the departmental approval process before a space is used. Whether a community member is on campus or not, all meetings should be conducted on a virtual platform for the foreseeable future to prevent potential exposure. If that is not possible, in-person meetings must be conducted in a location where physical distancing is achievable, and attendees must wear masks.

Most common, shared and gathering spaces will not be available this fall to reduce congregation and to facilitate physical distancing. Common spaces such as shared kitchens and lounges will be closed until further notice. Dining facilities will have limited capacity, adhering to the guidance and restrictions of the Commonwealth that are similar to policies around restaurants.

SSU will establish a right of way in hallways and stairwells and will identify entrance- and exit-only doors when necessary to comply with health and safety standards. Staggered scheduling of spaces may also be used to ensure effective physical distancing in corridors and classrooms. Public hand-sanitizing units will be mounted near all building entrances, and all hand soaps in the bathrooms have been changed to an antimicrobial soap. Facilities will monitor and refill dispensers as needed. Increased communication and informational signage will aid the SSU community in navigating campus during the pandemic.

Conference and Event Space

All meeting and event spaces throughout campus will be restricted to approved bookings and will follow protocols that adhere to federal and state guidelines. Similar to classrooms, room capacities have been changed to accommodate appropriate physical distancing. Many spaces have predetermined physical distancing set-ups that are intended to remain fixed as much as possible to minimize the need for breakdown and set-up and to ensure physical distancing requirements are being followed within each space. Additional requirements to the current facilities use policies have been developed to provide guidance for each space that are in accordance with the SSU COVID-19 Health and Safety Protocols. Student Life Operations is also prepared to assist and support students with virtual events and programming. This will allow for some face-to-face interaction while encouraging the development of remote services and virtual engagement.

Facilities will utilize the Department COVID Control plans of each division and department to determine which areas of campus are in use and in need of cleaning. Facilities staff will follow CDC guidance for cleaning and disinfecting public spaces, workplaces, and classrooms. Staff is trained on these sanitizing protocols and will adhere to strict PPE guidelines, including wearing masks and frequent glove changes and hand sanitizing between cleaning different areas of campus. Facilities will also be using Environmental Protection Agency approved disinfectants for cleaning.

Facilities is utilizing Permasafe™ on surfaces in high-traffic areas. Permasafe™ is a spray on product that forms a barrier on surfaces which kills 99.9 percent of germs. One application can last for several months, and facilities will apply the product to surfaces at the start of each semester. Permasafe™ will be used on surfaces in spaces identified as "in use," including: classroom furniture, door hardware, bathroom fixtures, Navigation Center, Admissions, Berry Library, Counseling and Health Service, University Police, locker rooms, dance studios, and other high-traffic areas. Facilities will continue to wipe down these surfaces daily, using cleaners and disinfectants as appropriate. Disinfecting spray and paper towels will also be available in open classrooms and gathering spaces for individual use. Facilities will treat large areas with disinfectant utilizing hand-held electro-static sprayers as needed.

Engineering Controls

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these controls reduce exposure to hazards without relying on employee behavior. Engineering controls for COVID-19 include installing high-efficiency air filters, modification of HVAC systems, and design to increase ventilation rates in the work environment.

By Fall of 2020, Facilities will have assessed all HVAC equipment for occupied spaces to ensure that they meet Occupational Safety and Health Administration guidelines.

SSU HEALTH AND SAFETY STRATEGIES FOR FALL 2020

We all have a role to play in educating our students and ensuring their success while keeping our community safe and healthy. The COVID-19 Recovery Implementation Teams devised the following health and safety strategies based upon the SSU Guiding Principles for Our Physical Return to Campus for Fall 2020.

- De-densify the campus population; Continue remote learning and work wherever operationally feasible for the foreseeable future.
- Enhance sanitation protocols in accordance with CDC and EPA guidelines.
- Require all who physically return to campus to:
    - Participate in the appropriate health and safety orientation.
    - Follow the SSU COVID-19 Health and Safety Protocols.
    - Self-monitor health daily.
- Deliver curriculum in multiple modalities including in-person and online classes.
- Prioritize in-person classes based on the teaching and learning needs associated with course objectives and student learning outcomes.
- Adhere to the limits physical distancing places on our classroom and programming capacity.
- Build online and remote learning and work capacity, while also considering new ways to meet our students' needs with the goal of reducing the risk of a COVID-19 outbreak on campus.
- Provide enriching higher education experiences and support outside of the classroom, both virtually and in-person.
- Provide on-campus housing at a reduced capacity with one student per bedroom.

SSU OPERATIONAL PLANS FOR FALL 2020

SSU's COVID-19 Recovery Implementation Teams based their operational plans for Fall 2020 on guidelines from the Center for Disease Control, the World Health Organization and the Commonwealth of Massachusetts in the context of the needs and priorities for our student population and academic mission. All aspects of operational plans for campus activities will require strict adherence to the SSU COVID-19 Health and Safety Protocols outlined in this document.

HEALTH AND SAFETY OPERATIONAL PLAN

The general operational plan for the university centers around the overall health and safety of the SSU community. It requires the campus to repopulate in a phased manner consistent with state and federal guidance. The intent of the plan is to de-densify the campus community and educate those returning on how to navigate the physical campus as safely as possible. This requires all who return to campus to take personal responsibility to protect themselves and the overall SSU community by adhering to the SSU COVID-19 Health and Safety Protocols, which will be posted around campus and on the university website.

Symptom Monitoring Requirement

On days community members expect to be on campus, they must self-check for any symptoms suggestive of COVID-19. Should any member have any symptoms or a known exposure, they must stay home and contact Counseling and Health Services, if a student, or Human Resources, if an employee, for further guidance. There are various symptom self-check apps, such as the Johns Hopkins self-checker, which is a short and simple recommended app. On campus students, and employees will have access to the Coverified app to help them monitor their health, track symptoms, schedule testing, receive results and more.

Testing

SSU has signed a contract with the Broad institute to be able to offer free testing to SSU on-campus students during the fall semester. All residential students will be tested for COVID-19 on move in-day, prior to moving into the residence halls, and asymptomatic residential students will have the opportunity to receive testing throughout the fall semester, during regularly scheduled weekly on campus testing days. Commuter students who are taking in person classes and may be considered higher risk will also have access to testing. In addition, any residential student who experiences any symptoms associated with COVID-19 will be able to get tested through CHS. Commuter students will be able to receive telehealth medical services through CHS and will be referred to off-campus testing, as deemed medically recommended.

Likewise, employees who are scheduled to be on campus in the fall, especially those who have frequent close contact with residential students, or who have particular risk factors will also be able to access asymptomatic testing on campus through HR. If an employee experiences symptoms associated with COVID they should contact their PCP.

This COVID test, provided by the Broad Institute, is a FDA approved RT-PCR test, consisting of a self-swab that will be monitored by our health care staff. The test requires a swab from the lower nostril, which is far less invasive than a nasopharyngeal swab. After the tests are processed in the Broad's clinical lab, students will be able to access their results within 24

hours. We expect that students will be able to receive their results within 48 hours of taking the test on campus. Students will also have access to the Coverified app that will not only display their test results, but will also help them follow other health and safety protocols such as self-monitoring their health for symptoms every day, and scheduling testing when needed.

Regular testing of individuals, whether or not they have symptoms, is one of the keys to fighting this pandemic while living in group settings. We strongly encourage our on campus Vikings to follow all of our health and safety protocols including wearing a cloth mask in public, following physical distancing, monitoring their health every day, staying home if you feel ill, in addition to, accessing testing when needed.

Broad Institute of MIT and Harvard is a nonprofit academic research institution based in Cambridge, Massachusetts. In mid-March, Broad converted part of its clinically-certified lab into a high-throughput COVID-19 testing facility. The team has steadily increased the pace and scale of diagnostic testing, while also developing test protocols that make them easier to administer and process. All this being done at low cost, to make it as affordable as possible for the people and communities who need support. Learn more about Broad's efforts to support COVID-19 testing here, and click here to find out how Broad is helping to understand and overcome COVID-19.

Quarantine and Isolation

Anyone who has tested positive for COVID-19 will be required to immediately self-isolate for an amount of time prescribed by the Department of Public Health or their physician. Close contacts, those who have been within six feet for 15 minutes or more, to the infected individual will be directed to quarantine themselves to prevent further spread. Provisions for self-isolation and quarantine are as follows:

- Commuter and resident students who are able to travel to their homes will be directed to self-isolate or quarantine at their off-campus residences if possible.
- Resident students with a positive test for COVID-19 who are unable to travel home, will be isolated immediately in designated residence hall rooms. Residents who have been exposed to a COVID-19 positive individual will quarantine in their rooms. Counseling and Health Services will continue to monitor and support students who are mandated to quarantine or isolate. Faculty will be notified that these students are not allowed to return to in-person classes until they are cleared by their physician or their local board of health.
- Employees who become ill on campus will be provided with guidance by Human Resources on how to self-isolate/return home immediately as well as quarantine requirements.

High-Risk Populations

Counseling and Health Services will encourage high-risk students to discuss the risks and benefits of on-campus interactions with their health care provider prior to coming to campus. Student requests for accommodations will be evaluated by Disability Services. Options regarding completing courses remotely will be coordinated with individual colleges, departments and faculty members.

Employees who self-identify as high-risk pursuant to CDC Guidelines may apply for an accommodation from Human Resources to continue to work remotely. According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection, including older persons, persons who have compromised immune systems, and those with other chronic medical conditions.

Students, faculty, or staff who share a household with someone who is determined to be high risk may receive an accommodation through Disability Services or Human Resources.

Travel for Faculty, Staff, and Students

In the interest of student, faculty and staff health, all international and domestic travel has been canceled for the 2020-2021 academic year, unless required for grant compliance or deemed essential.

Study Abroad

Until a time when we can assure safety for study abroad students, including faculty-led travel, all study abroad for the Fall 2020 and Spring 2021 semester has been suspended. A decision regarding summer travel, including faculty-led trips, will be made by March 1, 2021.

SSU will assess information from the US State Department, the World Health Organization, NAFSA, and the Center for Disease Control in determining when to resume study abroad programs.

Return to Campus for Out-of State Students

Domestic, out-of-state students will be allowed to return to campus but will need to follow additional quarantine requirements pending the Massachusetts Department of Public Health guidelines.

Return to Campus for International Students

International students who are already in the U.S. will be permitted to return to campus following guidelines related to Covid19 testing and quarantine if arriving from out of state. International students arriving from an international location will also have to follow Massachusetts and Salem State University guidelines as related to Covid19 testing and quarantine before entering campus. SEVP/Department of Homeland Security guidance will determine eligibility for students on F-1 student visas to resume classes on campus. At present, returning students are allowed to re-enter the U.S. and take courses in the modality offered by individual universities. New international students who have obtained a visa to study in the U.S. are allowed to enter and begin classes, but cannot take an entirely online course of study. They will follow all Massachusetts and SSU policies as related to Covid19 testing and quarantine.

ACADEMIC AFFAIRS OPERATIONAL PLAN

The instructional plan for the Fall 2020 semester requires that SSU deliver our curriculum in multiple modalities. Faculty and staff will engage in creative ways to connect with and support our student population both in person and online. The operational plan for course instruction for the fall semester includes in-person classes where possible and as necessary for adequate instruction, with appropriate safety measures in place, as well as online courses. Adhering to the SSU COVID-19 Health and Safety Protocols and the limits physical distancing places on our classroom capacity, it is important to prioritize in-person instruction according to course objectives and student learning outcomes, focusing on classes that truly need to be and can safely be offered in person. We will also continue to build our online and remote work capacity and skills, while considering new ways to meet our students' needs with the goal of reducing the risk of a COVID-19 outbreak on campus

While it was determined our curriculum will be best delivered in multiple modalities for the fall semester and likely the entire academic year, every effort will be made to establish a single, consistent modality for each course section in order to minimize any need to switch modalities midsemester, should the Commonwealth's orders require it. The curriculum modalities that will be used for the Fall 2020 semester are: in-person; hybrid; and online.

Additionally, the Health and Safety and Academic Affairs Implementation Teams worked together to ensure the university is following the guidance, sector specific safety protocols, and best practices outlined in the Massachusetts Mandatory Safety Standards for Workplaces. This includes requirements for research and lab safety, clinical placements, libraries, and the performing arts.

Academic Policies

This summer a new course information policy was passed through governance to include changes in course modality, as well as, to add Health and Safety Protocols into syllabi. This policy was passed by an emergency meeting of All University Committee in June 2020.

In-Person Instruction

In-person instruction, which mirrors our traditional modality, will occur in designated campus locations during regularly scheduled, predetermined days and times. This modality will be offered this fall but is restricted. Academic Affairs has developed a method to prioritize which classes will occur in-person based on the teaching and learning needs associated with course objectives and student learning outcomes. In-person instruction will be offered in classrooms that allow for proper physical distancing and will require strict adherence to the SSU COVID-19 Health and Safety Protocols identified in this document.

All classes normally offered on campus have been prioritized into five priority levels. The extent to which the university will be able to offer in-person instruction is directly tied to the health and safety guidelines of the federal and state governments.

The priority levels are as follows:

- **Priority Level 1**: **Specialized Equipment and Technique Courses**
  Examples include: Laboratory Sections; Studio Courses; Performance Technique Courses; and Pre-Clinical Skills Courses.
- **Priority Level 2**: **Foundation-Setting Courses**
  Examples include: First Year Seminars; Written Communication Level 1; Oral Communication; and Cohort-Based Courses
- **Priority Level 3**: **Career-Launching Experiences**
  Examples include: Capstone Courses and Seminars
- **Priority Level 4**: **Courses with Unique Circumstances Not Covered in Priorities 1-3**
  Courses in this category will be approved on a case-by-case basis by the dean, then the provost.
- **Priority Level 5**: **All Other Courses**

Online Instruction

There are three types of online instruction that will be offered at SSU: asynchronous online, synchronous online and blended online. Asynchronous online instruction offers students the opportunity to learn online at their own convenience. There are no convenings of the entire class in this modality, and student engagement with faculty occurs by request through a digital platform. Synchronous online instruction offers students virtual classroom experiences during regularly scheduled, predetermined days and times. This modality allows for faculty and students to meet virtually, similar to the schedule of an in-person course. Blended online instruction allows for student learning to occur primarily asynchronously online, but also includes pre-scheduled, synchronous virtual convenings of the entire class on a digital platform. The virtual class convenings will take place during the times published in the original course schedule.

Hybrid Instruction

Hybrid courses offer an opportunity for both in-person and online instruction within one course. While student learning will occur primarily online asynchronously, there will be in-person instruction at designated dates and times on campus. In-person class convenings will be prescheduled and must take place in the times published in the original course schedule.

Students with Disabilities

Students with underlying health conditions or a disability that makes adhering to any required prevention strategy difficult, or who is at risk of severe illness if exposed to COVID-19 are strongly encouraged to consult with Disability Services to discuss accommodations. Based on the individual situation and the supporting documentation, possible accommodations may include accessing closed captioning for virtual meetings and classes or providing clear masks for students who benefit from lip-reading.

Research and Laboratory Safety

SSU created a checklist for laboratory safety to comply with sector specific protocols. This checklist is also integrated into the Departmental COVID Control Plan for employees returning to campus to conduct research in our laboratories. The Laboratory Safety Checklist can be found in Appendix 9.

Performing Arts

While in-person performances are not yet allowed under the Massachusetts Phased Reopening Plan, Academic Affairs is working with the performing arts departments on how to manage curricular activities prior to the state's "new normal," when in-person performances may resume. The Center for Creative and Performing Arts is working with academic department leadership to develop protocols for rehearsals and performances that follow public health guidance and this operations plan. These protocols will be reviewed by the Health and Safety Implementation Team and will be shared once approved. Protocols will be updated as additional guidance is released by the state for the next phase.

Frederick E. Berry Library and Learning Commons

The Berry Library and Learning Commons has developed additional protocols in a Departmental COVID Control Plan due to the unique challenges of the space and the services delivered there. This plan is based on sector specific protocols and best practices, as well as national guidance. The goal is to re-open these resource to the campus community by mid-August with physical distancing and other public health strategies in place.

Off-Campus Academic Experiences

SSU developed a process to allow students to return to field placements that outlines the expectations for students, for the academic department and the field placement site. This process will be adapted for all internships, clinical and field placements and practicas. See Appendix 10 for samples from the School of Social Work for their adapted field placements.

STUDENT SUPPORT SERVICES OPERATIONAL PLAN

At SSU students remain at the center of all that we do. Our Enrollment Management and Student Life divisions will continue to support students in a multitude of ways as some return to campus this fall and others attend virtually. SSU will continue care case management to help students answer questions and connect students with supports and engagement opportunities, including counseling and health care, financial assistance, academic support, access to technology, and connection with events and programs. Additionally, SSU will provide on-campus housing for interested students at a reduced capacity. The proposed restrictions and parameters in this plan are intended to create a campus environment that allows for some face-to-face interaction, while encouraging the ongoing development of remote services and engagement options.

Counseling and Health Services (CHS)

As SSU transitioned to remote learning in the spring semester, CHS quickly pivoted services to telehealth in order to continue to provide care for our students. For the fall semester, students will be able to access medical and behavioral health care in-person and remotely through telehealth. In preparation, CHS is investing in the expansion of our electronic medical record capabilities to be able to facilitate remote, confidential communication with students. Students can now upload their health and immunization forms remotely, schedule a telehealth visit, connect with a provider, and access prescriptions or follow up without having to step foot on campus. Very limited in-person medical visits are allowed over the summer and must be scheduled in advance for certain high-stakes tests or procedures, including reproductive health.

This fall, most counseling visits will occur over telehealth, while there will be limited in-person visits for students who do not have access to telehealth or who are presenting in an acute psychological state that requires an in-person evaluation or intervention. At least one counselor will be present in the office during business hours, while the remainder of the clinical staff will work remotely to provide telehealth. The largest office will be designated for in-person clinical visits to accommodate physical distancing. We may also create an office where students can access technology to meet with their clinicians via telehealth in case they do not have access to the privacy and technology needed for a therapeutic visit. The counseling informed consent is being updated to include telehealth and the physical distancing protocols for in-person visits.

Any students accessing care, whether it is counseling or health services, will undergo a phone health screening, as well as an in-person screening to make sure that they are not coming into the office with COVID-19 symptoms. Clinicians will be provided with PPE, and students will be expected to wear cloth masks. Students seeking health care will also be connected to telehealth for the majority of their care. Some visits will be scheduled for in-person care if an evaluation, procedure or sample is required. One office will be designated for this purpose and will have increased air flow and enhanced disinfecting protocols. Additional time will be added to the schedule between patients to allow for cleaning and to reduce potential for interactions or gatherings in the office. Students will not be permitted to bring guests into CHS unless it is an ADA accommodation.

COVID-19 Monitoring, Testing, Treatment and Contact Tracing

CHS is prepared to offer COVID-19 testing to symptomatic students in the residence halls. Non-residential students who are concerned about exposures or symptoms of COVID-19 are encouraged to contact CHS for a telehealth visit and can be referred to local resources for testing and care if needed. An outdoor testing facility will be located outside of CHS in the parking lot of the Ellison Campus Center, and regular testing hours will be made available to students who may have been exposed or are experiencing COVID-19 like symptoms. CHS has purchased the rapid point of care testing that will offer results in 15 minutes. If any student who is symptomatic requires additional in-person evaluation or care, we will prepare a "sick room" that is exclusively for COVID-19 symptoms. Providers will utilize proper PPE. Symptomatic students will also be referred to their primary care off campus, and we will transport any student with severe symptoms to North Shore Medical Center in Salem if emergency care is required.

CHS is investing in a new module in our electronic medical record to allow us to monitor on-campus students and assist with monitoring any student who is quarantined or needs to participate in contact tracing. CHS will increase its staff in order to provide care to students impacted by COVID-19 and who require monitoring and contract tracing. These positions are an RN, a part-time nurse practitioner and a part-time contact tracer.

If a student were to contract COVID, they are to communicate directly with CHS. CHS will work with the Salem Board of Health to engage in contact tracing any additional exposures. The student will be prohibited from coming to campus until they meet DPH criteria to be cleared, based on COVID-19 test results or period of time post-fever and symptoms. Faculty will be notified that the student is absent related to this public health concern and will be asked to be flexible in allowing the impacted student to make up work as long as it does not interfere with the critical learning goals of the class. Faculty will be notified by the Dean of Students Office or CHS staff when a student is allowed to return to their class.

Admissions

SSU Admissions will continue to host on-campus tours in a safe environment that correspond to the SSU Health and Safety Protocols. They will also offer prospective students and their families an array of virtual options to explore SSU and learn from current students, faculty and staff.

Athletics

In coordination with MASCAC, we have made the difficult decision to cancel the fall athletics season, like all of our state sister institutions. Athletics staff and coaches will continue to engage SSU athletes and provide in-person training opportunities as the state, NCAA and institutional guidelines allow. No decision has been made about winter sports, which normally begin in October.

Gassett Fitness Center

The Fitness Center will be closed to all students, faculty, staff and community members. Any paid memberships will be honored and extended appropriately once the Gassett Fitness Center reopens. Despite the facility closure, programming out of the Gassett will continue and will follow broad Student Life guidance to create engagement opportunities. Programming may include remote activities at various campus locations including outdoors, virtual group exercise classes, and some in-person classes that require pre-registration. In-person classes will be held on the rec court and will follow physical distancing and public health guidelines. Caps for in-person activities will be set based on the equipment needed and the class format.

Residence Life

SSU will provide housing on campus in a limited capacity this fall. The total capacity of our residence halls has been reduced to 1,200 beds, which allows for each student to have their own bedroom. Safety plans are in place to help students interact and move about the campus as safely as possible, including way finding through the buildings and enforcement of the SSU COVID-19 Health and Safety Protocols. Student Life will reimagine the delivery of programming and activities to ensure that we continue to provide our students the engagements and growth opportunities they deserve both virtually and in person when appropriate.

Additionally, Residence Life has structured the following changes to ensure physical distancing and health measures are taken:

- Common areas such as lounges and community kitchens will be closed.
- Residential students will be restricted from bringing outside guests into the building.
- For Fall Move In, residential students will be distributed over a week-long move-in process to ensure maximum social distancing and a reduction of crowds.
- Residential students will be asked to monitor symptoms before move-in and in an ongoing way to self-report any potential health risks to Counseling and Health Services.
- Information about COVID-19 safety will be incorporated into fall floor meetings with residential students.

Residence Life will enact an isolation and quarantine plan – specifically holding a number of spaces at the Bates Complex with private bedrooms and bathrooms for students who are in need of isolation due to COVID-19 and cannot return home.

Student Navigation Center

Students will continue to have access to financial and account guidance, class registration support, transcript processing, graduation management, and more through the Student Navigation Center. Access will be available in-person, by appointment, and virtually.

Student Life Programming

Promoting and encouraging an active campus life while continuing to develop and pursue the goals outlined in the Student Life Curriculum will continue to be priorities in a physically distant environment. Finding ways to continue to engage students, positively impact retention and retain campus traditions will be important. SSU will deliver programs using four distinct delivery methods: passive programming; remote programming; in- person programming, with registration required; and large-scale, walk-through programming:

- **Passive Programming**: These campaigns will allow Student Life to continue pursuing educational priorities and will help set the tone for the campus environment. They will be marked by large, splashy campaigns delivered through posters, social media, TV screens, chalking, and wall clings. The topics will connect to various office themes including cultural awareness, leadership and wellness.
- **Remote Programs**: These technology-based programs will continue the use of virtual platforms like Zoom and social media and will cover topics and conversations consistent with department goals. SSU will continue to offer our popular "do-it-yourself" activities mailed to students' rooms and homes.
- **In-Person Programs**: There will be some in-person events that will require registration to ensure the recommended campus capacity is not exceeded.
- **Large Scale Walk-Through Programs**: These programs will be capped in occupancy in accordance with the revised location capacities in order to ensure proper physical distancing. The purpose of these programs will be to maintain a vibrant campus life through large, visible efforts in public spaces that students can walk through and engage quickly in, with low commitment and high reward. These will likely take place at the Central Campus commons, Alumni Plaza and North Campus Quad.

Student Services and Support

SSU is prepared to offer most student services provided pre-COVID-19. However, the method and mode for delivery, as well as, the demand for the services is likely to change, depending on the service. Most services are prepared to move (or remain) remote, while maintaining open office hours with limited staff. Visit the SSU website for details.

Sstudent serving offices will share limited in-person office hours from 10 to 2 pm M- F. Students who are already on campus can stop by to handle their business or schedule an appointment. Departments will offer additional times by appointment. All offices will be available virtually (email, phone and video chat). Webpages and social media outlets will be updated with current contact and access information for each department. Departments are prepared to have staff available to maintain "open" status and service as posted.

SSU plans to continue Care Case Management in a similar manner to the Spring 2020 semester, as students are likely to be on-campus less than in a traditional academic year.

Dining

SSU will continue to offer on-campus dining for students and staff. As previously communicated to the campus community, SSU is in the process of selecting a new dining service vendor for the upcoming academic year. The vendor selection process is underway, is mindful of the ongoing pandemic, and has set forth expectations including actions designed to comply with SSU's rigorous health and safety standards. All actions support promoting physical distancing, implementing enhanced levels of food safety and making necessary revisions to all locations to provide safe service to customers from well trained and healthy staff members. The new vendor will be required to address the following prior to the start of the fall semester:

- **Preparation for Opening**: Actions will be taken to ensure safe food receiving, storage, preparation and service protocols to help keep students and staff safe.
- **Staff Training**: Additions will be made to staff training objectives and subject matter related to COVID-19 and will be delivered to all dining staff prior to beginning work on SSU's campus.
- **Communication and Trust**: Coordinated communications will advise all customers on physical distancing requirements, facility traffic patterns for safe selection and purchase of food in all dining locations.
- **Location Modifications**: SSU will install protective barriers to help protect students and staff. Seating capacity will be reduced and spread throughout locations to meet up-to-date guidelines. Floor marking may be installed in certain areas to help guests and staff maintain the approved facility layout.
- **Food Distribution**: SSU will work with the selected food service vendor to review health and safety standards to determine the safest means to deliver food and beverage. Considerations will be given to the elimination of all self-serve stations, continued use of individually wrapped, single use utensils, and more. The continuation of grab and go meals will be considered and evaluated by the selected vendor in consultation with the SSU Health and Safety team to determine if it necessary to meet current guidelines supporting the safety and wellness of the campus community.
- **Meals for Students Quarantined**: SSU will coordinate with the dining service vendor to identify a process in concert with CHS to provide meals to those who need to comply with quarantine and/or isolation protocols.

HUMAN RESOURCES AND INFORMATION TECHNOLOGY OPERATIONAL PLAN

HUMAN RESOURCES

SSU determined that departments and employees who can continue to fulfill their duties via remote work will continue to do so for the foreseeable future. As we work towards a broader repopulation of campus for the fall, the university will assess which departments and employees will be required to return to on-campus work to support the academic mission and the needs of our students. This situation will continue to be monitored as the year progresses and more about COVID-19 is discovered. No employee who was not already deemed essential should return to campus without the explicit permission of the COVID-19 Emergency Response Team (ERT).

While a good portion of the SSU team will continue to work remotely this fall, SSU will increase its on-campus workforce to ensure that the direct needs of our students are met. This requires employees returning to campus to participate in the Health and Safety Information and Protocols Training on COVID-19 prior to their return, and employees working remotely to continue to meet the expectations of their supervisors and be available to the entire SSU community as they would be during regular business hours if they were on campus. SSU employees can contact Human Resources or refer to the Employee Guide for Return to Campus, Supervisor Guide for Return to Campus, and other resources on the COVID-19 Polaris Channel for additional information.

Departmental COVID Control Plan

All administrative and academic departments must develop a written control plan outlining how their workplace will comply with the SSU COVID-19 Health and Safety Protocols. The plan must be completed in accordance with the guidance provided in the SSU Repopulation Operations Plan and be submitted to the ERT for approval before any employees may return to campus. The template for the Departmental COVID Control Plan is included in this document as Appendix 12.

On-Campus Workforce

In keeping with the Commonwealth's guidelines for the return of an in-person workforce, no department is authorized to bring employees back to campus prior to receiving authorization and associated guidance from the ERT. Supervisors wishing to return limited operations to campus must submit a request to their area Vice President. If the Vice President agrees a specific employee's return is an operational need to the university, the request will be forwarded to the ERT for approval. Requests will be reviewed in terms of campus health and safety compliance; adherence to Commonwealth standards for the workforce; and overall population density of the campus.

Remote Workforce

As previously stated, those who can work remotely should continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. Remote work arrangements must be approved by the employee's immediate supervisor. Remote employees must maintain their regular schedule and be available to the SSU community as they would be if they were working on campus. Remote employees will develop workplans and maintain contact with their immediate supervisors to ensure a proper level of productivity.

INFORMATION TECHNOLOGY SERVICES (ITS)

SSU has just experienced an intense period of "prototyping" for our remote learning and working systems during the COVID-19 outbreak this spring. From this, ITS gathered very valuable information that would have taken years to discern otherwise. It was discovered that the tools previously developed for internal ITS and low-volume usage sustained as our use multiplied by factors of 50 or more when the university moved to a remote modality. Platforms such as Zoom, Canvas, VPN and Voice over IP handled the surge and enabled the university to function in a brand-new way.

Continuity of Remote Learning and Work

Beginning with Summer Session II and continuing into the fall, ITS is fully prepared to support the technology tools and solutions necessary for effective remote learning, robust course delivery, and remote work. As described in the Academic Affairs Operational Plan, course instruction will be delivered via multiple modalities including in-person, online and hybrid. Emphasis has been placed on creating course content prepared by faculty that can be engaged, in some cases, asynchronously by students and, in other cases, synchronously either in-person or via videoconferencing platforms. To ensure academic continuity, faculty support, and course design and build, technological considerations have been taken as follows:

- Ensure that faculty and students have appropriately configured technological solutions that will allow full participation in courses both in-person and remotely. This may include laptops, cameras, microphones and appropriate access to internet.
- Coordinate with SSU's Office of Disability Services and ADA Coordinator to vet technological solutions for meeting, or exceeding, accessibility compliance requirements as defined by the U.S. Department of Education's Office of Civil Rights and the Americans with Disabilities Act.
- Support the university's learning management system, Canvas, to facilitate faculty course set-up and enable a cohesive and consistent experience across courses for students.
- Support face-to-face classroom technologies, including computer hardware and software, projectors, audio, etc., in both traditional classrooms and non-traditional classrooms, so configurations allow in-person instruction while maintaining physical distancing and other health and safety standards.
- Deploy ITS staff and vendors to implement network infrastructure improvements, including WiFi upgrades, supporting increased usage due to online course delivery.

APPENDIX 1

SSU Advisors to the COVID-19 Response and Repopulation Efforts

SSU COVID-19 Emergency Response Team

Chairs

- Elisa Castillo, Assistant Dean of Students for Wellness
- Gene Labonte, Assistant Vice President of Public Safety and Risk Management

Members

- Emerson Baker, Vice Provost for Academic Affairs
- Sean Bennett, Vice President of Diversity and Inclusion
- Nate Bryant, Vice President and Chief of Staff
- Rita Colucci, Vice President and General Counsel
- Corey Cronin, Assistant Vice President of Marketing and Creative Services
- Adria Duijvesteijn, Senior Director of External Relations
- Kalei Ensminger, Nurse Practitioner and Associate Director of Counseling and Health Services
- Bonnie Galinski, Associate Vice President of Enrollment Management
- Karen House, Vice President for Finance and Facilities
- John Keenan, President,
- Curt King, Chief Information Officer
- Maria Machado, Staff Associate of Enrollment Management
- Lynne Montague, Special Assistant to the President and Secretary to the Board of Trustees
- Mark Quigley, Assistant Vice President of Human Resources and Equal Opportunity
- Carla Panzella, Associate Vice President and Dean of Students
- Ben Szalewicz, Associate Vice President of Facilities

Health and Safety Implementation Team and Working Group Members

Chairs

- Elisa Castillo, Assistant Dean of Students for Wellness
- Gene Labonte, Assistant Vice President of Public Safety and Risk Management

Members

- Kathleen Adee, Associate Professor, School of Nursing
- Emerson Baker, Vice Provost for Academic Affairs
- Lisa Bibeau, Assistant Dean for Disability Services
- Corey Cronin, Assistant Vice President of Marketing and Creative Services.
- Ezekiel Holt, ADA and Leave Coordinator, Human Resources
- Kalei Ensminger, Associate Director of Counseling and Health Services
- Marlin Nabors, Associate Dean of Students
- Reynaldo Ramos, Senior Director of Purchasing and Vendor Relations
- Richard Riggs, Captain, University Police
- Rui Sousa, Assistant Director of Facilities
- Ben Szalewicz, Associate Vice President of Facilities
- Emily Topacio, Director of Human Resources and Equal Opportunity
- Yvonne Vissing, Professor, Healthcare Studies

Academic Affairs Implementation Team and Advisors

Chairs

- Emerson Baker, Vice Provost
- David Silva, Provost and Academic Vice President

Members

- Sami Ansari, Interim Dean, Maguire Meservey College of Health and Human Services
- Stephanie Bellar, Dean, School of Graduate Studies
- Lisa Bibeau, Assistant Dean, Disability Services
- Lee Brossoit, Assistant Provost, Center for Academic Excellence
- Joseph Cambone, Dean, School of Education
- Tiffany Chenault, President, MSCA/Salem Chapter
- Mathew Chetnik, Director, First Year Experience

- Karen Gahagan, Director, Center for Creative and Performing Arts
- Gail Gasparich, Dean, College of Arts and Sciences
- Joanna Gonsalves, Vice President, MSCA/Salem Chapter
- Anne-Marie Hakstian, Grievance Officer, MSCA/Salem Chapter
- Elizabeth Haran, Acting Dean, Bertolon School of Business
- Lisa Johnson, Interim Director, School of Social Work
- Barbara Layne, Dean, School of Continuing and Professional Studies
- Monica Leisey, Interim Dean, School of Graduate Studies
- Raminder Luther, Interim Dean, Bertolon School of Business
- Elizabeth McKeigue, Dean, Berry Library
- Megan Miller, Registrar
- Samuel Ohannesian, Senior Director, Student Retention Services
- Gail Rankin, Deputy Chief Information Officer
- Roopika Risam, Faculty Fellow, Library Digital Initiatives and Online Teaching
- Amy Smith, Chair, All University Committee
- C Julie Whitlow, Assistant Provost, Center for International Education

Members of:

- All University Committee
- Academic Policies Committee
- Committee on Teaching and Learning
- Department Chairpersons
- Associate Deans

Student and Residential Life Implementation Team

Chair

- Carla Panzella, Associate Vice President and Dean of Students

Members

- Thomas Alexander, Director of Leadership, Engagement, Advocacy, and Diversity (LEAD)
- Elisa Castillo, Assistant Dean of Students for Wellness
- Lauren Hubacheck, Assistant Dean of Student Success and Transition
- Kelly Janos, Director of Campus Life and Recreation
- Marlin Nabors, Associate Dean of Students
- Joy Schmelzer, Director of Residence Life
- Scott Shea, Assistant Director of Student Life Operations
- Nicolle Wood, Director of Athletics

Human Resources and Information Technology Implementation Team

Chair

- Curt King, Chief Information Officer
- Mark Quigley, Assistant Vice President of Human Resources and Equal Opportunity

Members – Human Resources

- Rebekah Boudreau, Assistant Director of Operations
- Siobhain Feeney, Associate Director of Employee and Labor Relations
- Ezekiel Holt, ADA and Leave Coordinator
- Emily Topacio, Director of Human Resources and Equal Opportunity

Members – Information Technology

- Carol Crowther, Director of Telecom and Unified Communications
- Dan Gomes, Director of Data Center
- Brian Helman, Director of Networking Services
- Steve Landry, Director of Service Transition
- Matt McAuliffe, Director of Business Intelligence and Integration
- Dan Parlin, Director of Client Support Services
- Maureen Pelletier, Director of Application Services
- Gail Rankin, Executive Director and Deputy Chief Information Officer of Faculty

Support Services

- Mike Rose, Deputy Chief Information Officer of Technology Services
- Ben Stewart, Director of Service Operations and Centralized EUC

Financial Strategic Planning Groups

Health Policy and Externally Imposed Restrictions

- Kathleen Adee, Associate Professor, School of Nursing
- Gene Labonte, Assistant Vice President of Public Safety and Risk Management
- Yvonne Vissing, Professor, Healthcare Studies

Economic Impact

- Kenneth Ardon, Chair, Economics
- Economics Department Faculty

Psychology

- Darlene Crone-Todd, Chair, Psychology
- Timothy Eddy, Associate Professor, Psychology
- Martin Krugman, Professor, Psychology
- Christopher Mark, Assistant Professor, Psychology

Historical Perspective

- Andrew Darien, Professor, History
- History Department Faculty

Higher Education Industry

- Nicole Harris, Associate Dean, School of Education
- Vijay Kanagala, Associate Professor and Program Coordinator, Secondary and Higher Education
- Steven Oliver, Associate Professor, Secondary and Higher Education

Budget Committee

(Please note that this committee was expanded during the pandemic to include more input from faculty to develop financial strategies in response to the economic impact of COVID-19.)

- Kathleen Adee, Associate Professor, School of Nursing
- Jon Amari, Director, Budget and Financial Planning
- Kenneth Ardon, Chair, Economics
- Melissa Arroyo, Associate Director, LEAD
- Guillermo Avila-Saavedra, Associate Professor, Media and Communication
- Marisa Curtin, Accountant II, Student Accounts
- Ryan Fisher, Professor, Biology
- Jackie Haas, Director, Admissions
- Nicole Harris, Associate Dean, School of Education
- Karen House, Vice President for Finance and Facilities
- Vijay Kanagala, Associate Professor and Program Coordinator, Secondary and Higher Education
- Miranda Lam, Professor, Accounting and Finance
- Barbara Layne, Interim Dean, School of Continuing and Professional Studies
- Marcos Luna, Professor, Geography and Sustainability
- Raminder Luther, Dean, Bertolon School of Business
- Oliver McArdle, Associate Director, College of Arts and Sciences
- Elizabeth McKeigue, Dean, Berry Library
- Dan Mulcare, Chair, Political Science
- Steven Oliver, Associate Professor, Secondary and Higher Education
- Mark Quigley, Assistant Vice President, Human Resources
- Lorien Sheehan, IT Budget and Purchasing Administrator, Information Technology Services
- Jeramie Silveira, Chair, Occupational Therapy
- Scott Stanton, Senior Director, Continuous Improvement Finance
- Kurt von Seekamm, Assistant Professor, Economics
- Nicolle Wood, Director, Athletics
- Yvonne Vissing, Professor, Healthcare Studies

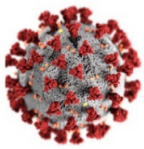
Student Representatives

- Richie Cadet
- Frederick Plante
- Gabriela Vargas
- Christian Weisse
- Paul Wilkens

APPENDIX 2

What You Should Know About COVID-19 to Protect Yourself and Others

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

CDC

CS 314937A 06/01/2020

cdc.gov/coronavirus

APPENDIX 3

Using a Face Covering Effectively

APPENDIX 4

Student Guide for On-Campus Safety During COVID-19

Salem | STATE UNIVERSITY

STUDENT GUIDE FOR ON-CAMPUS SAFETY DURING COVID-19

We are excited to welcome you back to campus! Things may look and feel different. Our new policies and processes for responding to the COVID-19 pandemic are rooted in keeping all our community members as safe as possible and align with city, state, and federal guidance. However, we cannot eliminate the risks and need your help in preventing the spread of illness on campus. Everyone needs to participate in the prevention strategies to protect one another and we appreciate your partnership in keeping our community safe.

SYMPTOM MONITORING REQUIREMENT

On days you expect to be on campus, you MUST self-check for any symptoms suggestive of COVID. Should you have any symptoms or a known exposure, you must stay home and contact counseling and health services for further guidance. There are various symptom self-check apps, Johns Hopkins self-checker is a short and simple recommended app. Possible COVID symptoms could include any one of the following:

- ☐ Cough
- ☐ Fever
- ☐ Chills
- ☐ Fatigue

- ☐ Headache
- ☐ Sore throat
- ☐ Muscle pain
- ☐ New GI symptoms

- ☐ Shortness of breath or difficulty breathing
- ☐ Repeated shaking with chills
- ☐ Runny nose or new sinus congestion
- ☐ New loss of taste or smell

FACE MASKS/CLOTH FACE COVERINGS

Face masks or face coverings must be worn by all students while on-campus when in the presence of others and in public settings. Cloth face coverings should be worn in any public indoor setting, even when physical distancing is maintained. Cloth face masks should be washed daily and before wearing again.

PHYSICAL DISTANCING

Keep at least six feet of space between you and others. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Students on campus must follow these physical distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times, especially if in contact for more than 15 minutes.
- Avoid confined spaces, prioritize use of elevators for accessibility.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Follow university directional and occupancy signage.

HANDWASHING

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene.

AVOID TOUCHING YOUR FACE

Students do not need to wear goggles or face shields as part of general activity on campus. Staying home when ill, physical distancing, cloth face coverings, good hand hygiene and avoiding touching your face are the most effective COVID prevention strategies.

CLEANING/DISINFECTION

Students should avoid sharing spaces and items with others, to all extents possible. If using a shared workspace or item, you should wipe down the surface before and after use with an EPA-approved disinfectant. Examples of shared items & spaces could include copiers, printers, pens, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.

GATHERINGS

Avoid large gatherings. If gathering in-person, maintain physical distancing to all extents possible. Wear cloth face coverings at all times. Understand that outdoor gatherings are safer than prolonged indoor gatherings.

TRACK ON CAMPUS ACTIVITY AND CONTACTS

- If you are identified as having been exposed to the virus or are diagnosed with COVID, you will likely be asked to share information about who you've been in close contact with and where you've been, both on and off campus. It will be easier to recall this information if you are mindful of this and keep either physical or mental notes of this information.
- Don't bring any unnecessary guests or visitors on campus. Non-SSU visitors could unknowingly bring infection to campus and increase the risk for our SSU community.

PREVENT OTHER ILLNESS

To reduce the risk of respiratory illnesses on campus, it is strongly recommended that you receive your flu vaccine this year, as soon as you are able. Health services will provide no-cost flu vaccines to students in the fall. Please also ensure your immunizations are complete and meet our state and university requirements. You can verify this information in your health services portal.

YOUR PERSONAL HEALTH

- Make sure your health insurance is active
- All students must enroll in or waive out of the student health insurance plan. For questions about the health insurance requirements, contact the Student Navigation center.
- Students with any underlying medical condition(s) that make it difficult to adhere to any of the public health requirements or who may be at increased risk for severe COVID-19 infection if exposed, should consult with Disability services to discuss possible accommodations.

TESTING

We encourage all students, with even the mildest symptoms, to be tested for COVID-19. Testing should become the new normal, should you have any symptoms or exposures, and can help us identify the virus early in attempts to prevent spreading and outbreaks. There will be limited on campus testing options in the fall. Health services can also help connect you to off campus testing resources. Once you've been tested, you MUST notify health services, so that we can review our university policies and ensure you have the healthcare you need.

COVID-19 PREVENTION REQUIREMENTS

- Symptom Self-Checks
- Cloth Face Coverings
- Physical Distancing
- Handwashing
- Cleaning/Disinfecting
- Avoid Large Gatherings and Track Campus Activity
- Prevent Other Illness
- Personal Health

STEPS THE UNIVERSITY HAS TAKEN TO MAKE CAMPUS SAFER:

- De-densified campus
- Establish cleaning and disinfection guidelines and schedule
- Updates to HVAC systems to improve airflow
- Reconfigure spaces to encourage physical distancing
- Provide cloth face masks
- Provide additional disinfectant supplies and hand sanitizer in classrooms and offices
- Updated signage to remind all to follow public health guidance
- Updated Health & Safety policies for 2020-2021
- And more...

ON CAMPUS CONTACT INFORMATION

COUNSELING & HEALTH SERVICES
978.542.6413
or your health services portal
@salemstatewellness

DISABILITY SERVICES
978.542.6217
or access@salemstate.edu

STUDENT NAVIGATION CENTER
978.542.8000

UNIVERSITY POLICE & SAFETY
978.542.6111
for on-campus emergency

978.542.6511
for non-emergency

INSTAGRAM
@salemstatewellness

APPENDIX 5

Employee Guide for On-Campus Safety During Covid-19

Salem | STATE UNIVERSITY

EMPLOYEE GUIDE FOR ON-CAMPUS SAFETY DURING COVID-19

We are excited to welcome you back to campus! Things may look and feel different. Our new policies and processes for responding to the COVID-19 pandemic are rooted in keeping all our community members as safe as possible and align with city, state, and federal guidance. However, we cannot eliminate the risks and need your help in preventing the spread of illness on campus. Everyone needs to participate in the prevention strategies to protect one another and we appreciate your partnership in keeping our community safe.

SYMPTOM MONITORING REQUIREMENT

On days you expect to be on campus, you MUST self-check for any symptoms suggestive of COVID. Should you have any symptoms or a known exposure, You must stay home and contact your immediate supervisor and human resources for further guidance. There are various symptom self-check apps, Johns Hopkins self-checker is a short and simple recommended app. Possible COVID symptoms could include any one of the following:

- ☐ Cough
- ☐ Fever
- ☐ Chills
- ☐ Fatigue
- ☐ Headache
- ☐ Sore throat
- ☐ Muscle pain
- ☐ New GI symptoms
- ☐ Shortness of breath or difficulty breathing
- ☐ Repeated shaking with chills
- ☐ Runny nose or new sinus congestion
- ☐ New loss of taste or smell

FACE MASKS/CLOTH FACE COVERINGS

Face masks or face coverings must be worn by all employees while on-campus when in the presence of others and in public settings. Cloth face coverings should be worn in any public indoor setting, even when physical distancing is maintained. Cloth face masks should be washed daily and before wearing again.

PHYSICAL DISTANCING

Keep at least six feet of space between you and others. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Employees on campus must follow these physical distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times, especially if in contact for more than 15 minutes.
- Avoid confined spaces, prioritize use of elevators for accessibility.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Follow university directional and occupancy signage.

HANDWASHING

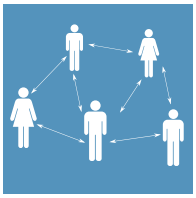
Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene.

AVOID TOUCHING YOUR FACE

Employees do not need to wear goggles or face shields as part of general activity on campus. Staying home when ill, physical distancing, cloth face coverings, good hand hygiene and avoiding touching your face are the most effective COVID prevention strategies.

CLEANING/DISINFECTION

Employees should avoid sharing spaces and items with others, to all extents possible. If using a shared workspace or item, you should wipe down the surface before and after use with an EPA-approved disinfectant. Examples of shared items & spaces could include copiers, printers, pens, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.



GATHERINGS

Avoid large gatherings. If gathering in-person, maintain physical distancing to all extents possible. Wear cloth face coverings at all times. Understand that outdoor gatherings are safer than prolonged indoor gatherings.

TRACK ON CAMPUS ACTIVITY AND CONTACTS

- If you are identified as having been exposed to the virus or are diagnosed with COVID, you will likely be asked to share information about who you've been in close contact with and where you've been, both on and off campus. It will be easier to recall this information if you are mindful of this and keep either physical or mental notes of this information.
- Don't bring any unnecessary guests or visitors on campus. Non-SSU visitors could unknowingly bring infection to campus and increase the risk for our SSU community.

PREVENT OTHER ILLNESS

To reduce the risk of respiratory illnesses on campus, it is strongly recommended that you receive your flu vaccine this year, as soon as you are able.

YOUR PERSONAL HEALTH

- Make sure your health insurance is active
- Employees with any underlying medical condition(s) that make it difficult to adhere to any of the public health requirements or who may be at increased risk for severe COVID-19 infection if exposed, should consult with human resources to discuss possible accommodations.

TESTING

We encourage all employees, with even the mildest symptoms, to be tested for COVID-19. Testing should become the new normal, should you have any symptoms or exposures, and can help us identify the virus early in attempts to prevent spreading and outbreaks. Health services can also help connect you to off campus testing resources. Once you've been tested, you MUST notify human resources.

COVID-19 PREVENTION REQUIREMENTS

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- Provide additional disinfectant supplies and hand sanitizer in classrooms and offices
- Updated signage to remind all to follow public health guidance
- Updated Health & Safety policies for 2020-2021
- And more...

ON CAMPUS CONTACT INFORMATION

HUMAN RESOURCES
978-542-7229
eholt@salemstate.edu

UNIVERSITY POLICE & SAFETY
978.542.6111
for on-campus emergency

978.542.6511
for non-emergency

APPENDIX 6

SSU Campus Repopulation FAQ for Employees

What will the university provide employees who are approved to return to campus?

When employees are approved to return to campus and complete the process, including employee training, a work order will be placed with facilities for their work area that includes:

- A cloth mask for employee
- Hand sanitizer for the area
- Disinfectant spray and towels
- Daily cleaning schedule for space
- Any approved physical changes such as furniture layout, etc.
- Signage for the area to reinforce SSU Health and Safety Protocols

How do we request additional cleaning supplies?

- Community members can place a facilities work order to request additional cleaning supplies.
- While facilities will provide disinfectant spray and some hand sanitizer for campus spaces, departments or organizations will be expected to provide any additional common supplies needed to support their department or event, including cleaning supplies they would have purchased in the past.
- If a department needs assistance in acquiring supplies due to a shortages in the supply chain, they can ask for assistance from the Health and Safety Implementation Team. Supervisors and Deans can contact the team at SSUCovid19Info@salemstate.edu.

When do we need additional PPE, and how do we request it?

- Cloth face coverings are the only type of personal protective equipment (PPE) required on campus.
- Gloves, face shields, and special masks are reserved for those caring for people with suspected or confirmed COVID-19. The SSU Health and Safety Protocols are required to minimize risk of infection while on campus.
- If there are departmental activities that required PPE prior to the COVID-19 pandemic, or if there are curricular activities that do not allow for physical distancing, employees can work with their deans or supervisors, who will then work with the Health and Safety Implementation Team to request additional PPE if approved.

Where do I go if I have questions or concerns related to COVID-19?

- Employees should contact Ezekiel Holt in Human Resources at 978.542.7229 or eholt@salemstate.edu.
- Students should contact Counseling and Health Services at 978.542.6413.
- All community members can email COVID-19 related questions to SSUCovid19Info@salemstate.edu.

APPENDIX 7

COVID-19 Information for Faculty

During the COVID-19 pandemic, we strongly encourage faculty to be prepared to:

- Consider how to continue a class if they were to become ill or need to quarantine for a period of time during the academic semester.
- Consider how to accommodate a student who becomes ill or needs to quarantine for a period of time during the academic semester.
- Consider how to shift the class to remote learning if there is a campus or state emergency, and that requires a campus closure for the rest of the semester.
- Consider taking attendance or using assigned seating for in-class instruction to reduce spread and assist with contact tracing if needed.
- Report any student COVID-19 related concerns to Counseling and Health Services or SSUCovid19Info@salemstate.edu.

During the COVID-19 pandemic (likely the 2020-2021 academic year), the syllabus must include:

- A description of the course modality for all online and hybrid (blended) courses, including specific expectations for any mandatory synchronous class meetings held throughout the semester and information about the medium that will be used for synchronous meetings (e.g., Zoom, teleconference).
- A statement on whether or not a final examination will be given and, if given, whether it is required or optional, and whether it will be held synchronously or asynchronously online, along with any specific proctoring requirements.
- The following equal access statement: "Salem State University is committed to providing equal access to the educational experience for all students in compliance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act and to providing all reasonable academic accommodations, aids and adjustments. Any student who has a documented disability requiring an accommodation, aid or adjustment should speak with the instructor immediately. Students with disabilities who have not previously done so should provide documentation to and schedule an appointment with Disability Services and obtain appropriate services."
- The following Covid-19 pandemic statement: "Students must comply with the Covid-19 Health and Safety Protocols for the 2020-2021 Academic Year. This includes wearing masks in class and on campus in public spaces, practicing physical distancing where possible, including in class, engaging in a daily symptom check, notifying Counseling and Health Services at 978-542-6413 if they have any symptoms associated with COVID-19, and not coming to campus or to an in-person class if they have any of the symptoms related to COVID-19, until cleared by the Student Life Wellness Area. Students who have documented disabilities that may prevent them from complying with these policies are required to contact the Disability Services office."
- The following critical emergency statement: "In the event of a university declared critical emergency, Salem State University reserves the right to alter this course plan. Students should refer to Salem State for further information and updates. The course attendance policy stays in effect until there is a university declared critical emergency. In the event of an emergency, please refer to the alternative educational plans for this course located at/in [faculty member determines this]. Students should review the plans and gather all required materials before an emergency is declared."

APPENDIX 8

SSU COVID-19 Health and Safety Mitigation Strategies for On-Campus Activities

General Requirements for Campus Activities

- Before students, faculty, staff or administrators return to campus, they must participate in the SSU Health and Safety COVID-19 Protocol Training.
- All community members are expected to follow the SSU Health and Safety Protocols including:
    - Physical distance or maintain at least 6 feet of distance from another person.
    - Wear cloth face coverings in all public spaces.
    - Stay home or in your room and away from others, if you do not feel well or have had an exposure to someone diagnosed with COVID-19.
    - Increase hand washing, cleaning and hygiene.
- All community members should refrain from bringing unnecessary guests to campus.
- Tracking attendance is strongly encouraged in all classes, meetings, or gatherings. This will help if we have cases on campus and need to identify close contacts (or contact trace).
- Some activities may necessitate enhanced safety precautions such as increasing physical distancing, and limiting the number of attendees, type of space use, etc. Activities that will require forceful speaking, blowing of air, possible physical contact, and physical exertion will likely require unique considerations.

Classroom or Curricular Experiences

- All shall maintain six feet of physical distance.
    - If physical distance is not possible, limit time in close contact with others to less than 15 minutes.
    - If physically distancing is routinely not possible physical barriers must be considered.
- All shall wear cloth face coverings at all times.
- Encourage all to disinfect hands upon entering building/classroom with soap and water or alcohol-based hand sanitizer (of at least 60% ethanol).
- Encourage all to disinfect any shared work spaces or items before and after use.
- Consider opening windows or other methods to increase room air flow.
- Consider using outdoor spaces for some activities.
- Consider using cohorts if group work is important to meet the learning goals of the class.
- Faculty are encouraged to take attendance.

Campus Meetings

- Remote meetings are highly encouraged whenever possible, using phone, Zoom or other audio or video chat technology.
- In-person meetings are discouraged. If it is important that the meeting take place in person, SSU Health and Safety Protocols must be followed. Additionally, attendees should consider:
    - Disinfecting shared spaces or items before and after each use, although sharing items is strongly discouraged.
    - Opening windows if feasible and meeting indoors.
    - Scheduling meetings in advance, to reduce traffic into an area.
    - Meet outdoors, if at all feasible.
    - Follow guidance for indoor/outdoor capacity to ensure proper physical distancing.

Events or Gatherings

- Virtual large gatherings are possible using Zoom, including the webinar function.
- All events must be reserved and approved in 25Live, to make sure they comply with the SSU Health and Safety Protocols.
- Indoor Gatherings
    - In-person, indoor gatherings are discouraged, however, if needed, must comply with state capacity ordinances.
    - Per state ordinance, indoor gatherings will be capped at eight people per 1,000 square feet with a maximum of 25 attendees. Our room reservation system (25Live) will be updated to include new occupancy limits for each available space per this guidance.
    - Participants must follow SSU Health and Safety Protocols including wearing cloth face coverings and maintaining physical distancing of at least six feet at all times.
    - Serving food and beverage is strongly discouraged unless a host can ensure all attendees can remain six feet apart while removing masks to consume. There should not be any shared food items (buffets or shared dispensers). Food should be individually packaged.
    - Sharing items is strongly discouraged.
    - Event organizers should take attendance.
    - Attendees should be able to attest that they do not have any symptoms.
    - Disinfect shared spaces or items before and after each use with an EPA-approved disinfectant.
    - Increase air flow and circulation indoors through open windows.
    - Consider outdoor gatherings if reasonable and feasible.

- Outdoor Gatherings – In addition to the above, outdoor gatherings must follow these guidelines:
    - There are currently no outdoor occupancy limits for open spaces based on state ordinance, as long as physical distancing is maintained.
    - Enclosed, outdoor gatherings (under a tent, for example) will be limited to 25% of permitted capacity with a maximum of 100.
    - For outdoor gatherings of more than 10, all attendees must wear cloth face coverings at all times.
    - Enclosed indoor or outdoor spaces that have been deemed closed by state ordinances, including at present, stadiums, arenas, theaters, concert halls, convention halls, and ballrooms, cannot be utilized.

How do I schedule outdoor space?

- Outdoor space can be reserved through the SSU Polaris system at: https://polaris.salemstate.edu/launch/154

Please note that these guidelines may change based on new guidance from the Department of Public Health and the State Phased Reopening Plan, although they are likely to remain in place until the state has reached Phase 4 of its phased reopening.

APPENDIX 9

SSU Laboratory Safety Check List

PRIOR TO COMING TO THE LABORATORY:

- ☐ Successfully complete the re-entry training required for all faculty, staff and students working on campus which includes up-to-date safety information and precautions including hygiene and other safety measures.
- ☐ Do a health self-check and if you are feeling ill, have a temperature, and/or are experiencing any COVID-19 related symptoms you must stay home and notify your faculty member.
- ☐ If you have been in close contact to a known or suspected COVID-19 case, self-quarantine and contact your healthcare provider to determine when it is safe to return to class.
- ☐ If you test positive for COVID-19 let your faculty member know for purposes of cleaning/disinfecting and contact tracing so close contacts can be advised to isolate and self-quarantine. Employees will need to share this information with Ezekiel Holt in Human Resources. Students will need to contact Counseling and Health Services at 978.542.6413.
- ☐ Ensure you have a facial covering on prior to coming onto campus and that you keep it clean (with frequent washing). If you are unable to wear a face covering due to a medical condition or disability, students should contact Disability Services, and employees should contact Ezekiel Holt in Human Resources.

START OF LABORATORY CLASSES

- ☐ A mask and gloves are required at all times; additionally goggles and/or a face shield may be required for some classes. Your faculty member will let you know if that is the case.
- ☐ You will be a assigned a working area that allows a separation of 6 feet or more between individuals. If you must move from your location to get materials or use equipment you must be aware of others around you at all times and wait until you can move while still maintaining the 6 foot distance.
- ☐ At the start of class, wipe down your work space with disinfectant that will be provided.

END OF LABORATORY CLASSES

- ☐ At the end of class, wipe down your work space with disinfectant that will be provided (70% ethanol), and wipe down all equipment that was used. Your faculty member may assign students to wipe down shared equipment at the end of class.
- ☐ Dispose of gloves as directed by your faculty member and either use the handwashing facility in the laboratory or the hand sanitizer that will be available prior to leaving the laboratory.

INDIVIDUAL OR SMALL GROUP RESEARCH PROJECTS

- ☐ All individuals are required to wear facial coverings and gloves at all times. Face shields and goggles may also be required by the faculty member. Maintain a 6-foot distance as much as possible.
- ☐ Be sure to wipe down your work space with disinfectant that will be provided before and after use, and wipe down all equipment used individually. Students or faculty members must wipe down shared equipment before and after class.
- ☐ Dispose of gloves as directed by your faculty member and either use the handwashing facility in the laboratory or the hand sanitizer that will be available prior to leaving the laboratory.
- ☐ For contact tracing purposes, we need to know who is on campus, when and where. A log or schedule must be kept of individuals who are on campus to participate in research that is accessible, if needed, for contact tracing. If you are working independently, please let your faculty mentor know this information prior to starting your research.

FIELD TRIPS

- ☐ Facial coverings must be worn at all times when on campus and/or on SSU affiliated off-campus field trips.
- ☐ Maintain physical distancing when walking to a site and while on site. Hand sanitizer should be carried and used frequently. If traveling by car, physical distancing should be made in the mode of transportation, and the same physical distancing, facial covering, and hand-washing principles would apply once on site.

APPENDIX 10

Sample Guidance for Practica, Clinical Placements, and Internships – School of Social Work

Expectations for Students:

We are working to help you prepare for both in-person and remote field activities via the following methods. We are prepared to allow students to begin in-person field activities once they have completed these requirements:

1. All students must complete the Salem State University "Health and Safety Training" and associated quiz, which can be found in your field education seminar Canvas course.
2. All students must complete the online training: "Telehealth Basics for Social Work Educators and Behavioral Health Practitioners."
3. All students will be provided and confirm that they have reviewed and completed the attached "SSU SSWK Safety Educational Requirements."
4. Students will review and sign an "Acknowledgment of Risk for Field Education," if they elect to continue with their field placement in-person. It is important to understand that electing to do your field placement at this point in time is voluntary. If you are uncomfortable completing field tasks in-person, you will not be required to do so, however, this may require deferring your field placement to a later date and impacting your date of graduation.
5. Some field sites will be able to accommodate students doing remote field work and others may not. Due to the current crisis, field practicum opportunities are extremely limited. If you are matched with a field site that requires in-person field work and you are unable/unwilling to do so, we will likely not be able to find you an alternative site. You would need to plan to defer field to a later point in time, which could impact your program completion and graduation date.

Expectations for Field Sites:

We understand that the work of some organizations is not conducive to remote activities and therefore certain field sites may only be able to host a student if they can present in-person. We respectfully ask field sites to consider the following as they develop plans with students:

1. Students are individuals with varying levels of health risk, family obligations and comfort levels pertaining to re-entering the community and the related inherent risk that poses. We ask that at this time, field sites only consider asking students to present for in-person field activities if it is absolutely necessary and/or the student expresses their willingness and comfort in doing so.
2. We ask that Salem State students be provided access to the same safety training, safety protocols, and personal protective equipment as is provided to the staff of your organization.
3. We ask that the field site agree to comply by all health and safety recommendations and best practices set forth by local, state and federal government, the Centers for Disease Control and OSHA.
4. If a field site can only host a student in-person and the student is unable/unwilling to do so, we will need to discuss other options with the student, including deferring their field placement to a later field cycle.

APPENDIX 11

SSU Protocols by Commonwealth Phase

STAY AT HOME PHASE – ESSENTIAL BUSINESS AND SERVICES ONLY

MA Higher Education Framework Guidelines

Most campus-based activities are supported remotely, and intensive virtual recruitment strategies are implemented to secure new student enrollment.

Courses	Delivered remotely where possible
Research	Working remotely, except some COVID-19 research
Residence Halls	Occupied by very few who live permanently on campus or who can't return home
Dining Services	Limited services to the few remaining students
Athletics	Cancelled

SSU Policies and Protocols

Most campus-based activities are supported remotely, and all non-essential employees return to remote work.

Courses	Deliver remotely
Research	Continue remotely, if possible; Unless research falls into above categories
Residence Halls	Occupancy is limited to those who can't return home and have university approval
Dining Services	Limited services are available to remaining students; Served as grab and go
Athletics	Cancelled

PHASE 1: START – LIMITED INDUSTRIES RESUME OPERATIONS WITH SEVERE RESTRICTIONS

MA Higher Education Framework Guidelines

- Repopulate Research Labs, Medical, Dental, Veterinary & Allied Health Clinical Education and Services
- Repopulate Limited Functions Necessary for Students to Return

SSU Policies and Protocols

Most campus-based activities are supported remotely, and all non-essential employees return to remote work.

Courses	Deliver remotely
Research	Continue remotely, if possible; Unless research falls into above categories
Residence Halls	Occupancy is circumstance dependent and may be limited to those who can't return home or those already living on campus
Dining Services	Limited services are available to remaining students; Served as grab and go
Athletics	Cancelled

PHASE 2: CAUTIOUS – ADDITIONAL INDUSTRIES RESUME OPERATIONS WITH RESTRICTIONS AND CAPACITY LIMITATIONS

MA Higher Education Framework Guidelines

- Relaunch/Pilot Limited Student Programming on Campus

SSU Policies and Protocols

Most campus-based activities are supported remotely, and some non-essential employees return to campus after university approval and reorientation training.

Courses	In-person delivery for some lab and studio courses; Deliver majority of courses remotely
Research	Continue remotely, if possible; Unless research falls into above categories
Residence Halls	Occupancy is limited to those who can't return home and have university approval
Dining Services	Limited services are available; Served as grab and go
Athletics	Cancelled

PHASE 3: VIGILANT – ADDITIONAL INDUSTRIES RESUME OPERATIONS WITH GUIDANCE

MA Higher Education Framework Guidelines

- Opening: Carefully Repopulate Residence Halls, Dining Halls, Classrooms

SSU Policies and Protocols

Roughly one-third of university activities will return to campus, while the remaining are supported remotely. While those who can work remotely productively should continue to do so, additional non-essential employees will return to campus after university approval and reorientation training.

Courses	In-person delivery for approximately 30% of courses base on Academic Affairs priority levels; Deliver remaining courses remotely
Research	Research on campus may resume with university permission
Residence Halls	Occupancy is restricted to one student per bedroom
Dining Services	TBD
Athletics	TBD

PHASE 4: NEW NORMAL – DEVELOPMENT OF VACCINES AND / OR TREATMENTS ENABLE RESUMPTION OF "NEW NORMAL"

MA Higher Education Framework Guidelines

- New Normal Operations on College and University Campuses

SSU Policies and Protocols

The majority of university activities will return to campus, while some may take advantage of remote formats by preference. Full workforce will return to campus after reorientation training.

Courses	All course modalities may be available, operating under the "new normal"
Research	Resumes under "new normal" operations
Residence Halls	Occupancy will follow guidelines of "new normal"
Dining Services	Dining facilities will open under "new normal" operations
Athletics	Resume under "new normal" operations

APPENDIX 12

Departmental COVID Control Plan Template

Below is the information required for the Departmental COVID Control Plan.

Click here to fill out this form online.

Vice presidents and deans are to coordinate efforts within their areas, assess their operations and submit this official request to bring employees back to campus.

Each request will be carefully scrutinized by the COVID-19 Task Force team leaders Gene Labonte, Assistant Vice President for Public Safety and Risk Management and Dr. Elisa Castillo, Assistant Dean of Students for Wellness. Consideration criteria include the operational needs, health and safety of the community, compliance with state guidelines, and will be reviewed in consideration of overall building and campus population density, among other factors.

Vice president's or dean's name

Vice president's or dean's email

Name(s) of the employee(s) seeking to return to work on campus:

Under normal circumstances, what is the total number of employees who would be working in this departmental space?

Out of the total (from the above question), how many people do your plan to bring back to campus at this time?

Building location of employee(s):

Room/office location of employee(s):

Schedule of the employee(s) [include days and hours]:

The operational need that requires the employee(s) to conduct the work on campus:

Explain why this work cannot be done remotely?

How will the mission essential functions of the department suffer if the work is not conducted on campus?

APPENDIX 13

References

American College Health Association

- Considerations for Reopening Institutions of Higher Education in the COVID-19 Era. (May 2020). Retrieved from https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf

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- Safe on Campus: A Framework for Reopening Colleges and Universities. (May 2020). Retrieved from https://www.mass.edu/covid-19/_documents/2020-05-22%20Higher%20Ed%20Framework%20Briefing%20to%20RAB.pdf

ADDENDUM

MESSAGE FROM THE SSU COVID-19 EMERGENCY RESPONSE TEAM LEADERSHIP

January 2021

Salem State University remains committed to taking the necessary steps to ensure the health and safety of our students, faculty and staff. As we enter the Spring 2021 semester, we are thankful for all that our community accomplished under unprecedented circumstances this past fall. Unfortunately, the commonwealth and the country remain in a pandemic and we must remain vigilant in our efforts to mitigate the impact to our campus. While the new year brings hope of vaccines becoming widely available, we have a long way to go before we recognize a return to normalcy.

The main components of the SSU Repopulation Operations Plan remain unchanged. The information contained within this addendum supplement or amend specific protocols or operational plan components. The changes and supplemental information that follow reflect Salem State's current operating principles and protocols developed in response to updated federal, state and local guidance around the COVID-19 pandemic.

Gene Labonte

Associate Vice President
for Public Safety and Risk Management

Elisa Castillo, PhD

Associate Dean of Students for Wellness

Spring 2021 Health and Safety Protocols for On Campus Students, Faculty and Staff

- **Campus re-entry orientation – Prior to returning to campus all community members must participate in a Spring 2021 training.**
    - Employees can find the Fall 2020 Original Orientation: https://salemstate-ma.safecolleges.com/courses/details/2B66B5B4-E177-11EA-A35C-2E4F195A6F06
    - Faculty should review the faculty specific orientation: https://salemstate-ma.safecolleges.com/courses/details/62D62D5C-F6A5-11EA-AC73-D9687C7C0357
    - Spring Reorientation for all employees: https://salemstate-ma.safecolleges.com/courses/details/83C2BE0E-51C7-11EB-97AF-A310BEB400CA
    - Students must complete and pass the Compass Resources for Returning Students, Spring 2021 Health and Safety Module on Canvas.

- **Continue to practice good hygiene**
    - Frequently wash your hands for 20 seconds or use hand sanitizer
    - Avoid sharing items or equipment or disinfect between use.

- **Always wear a Face Covering or a Mask when in public**
    - Comply with the Commonwealth of Massachusetts requirement for face coverings. https://www.mass.gov/doc/covid-19-order-55/download

- **Practice Physical distancing**
    - Maintain 6 feet or more from others as much as possible.
    - Classrooms must be set up to accommodate more than 6 feet between desks or individuals.
    - Classrooms or activities that are physical in nature such as a fitness or athletic activity should utilize 14 feet of distance between individuals.
    - Activities that involve performance such as music, theater and dance must follow additional mitigation strategies as stated in the state guidance for performance venue guidance.
    - Any in person activity – with the exclusion of in- person academic classes- should follow state occupancy limits. As of the time of this plan addendum:
        - Indoor activities are limited to 10 people
        - Outdoor activities are limited to 25 people
        - Spaces should not exceed 25% of typical occupancy

- **Monitor your health**
    - All community members should be monitoring their health and reporting any new symptoms that could be associated with COVID every day. If you experience any new symptom do not come to class or to campus that day. **Stay home and contact CHS if you are a student or HR if you are an employee**
    - Use CoVerified to report your symptoms every day.
    - If you do not report your symptoms you will be "restricted" on the app and may not be allowed to access certain spaces on campus.
        - Students who appear "restricted" may not be allowed to use the Gassett Fitness Center, be a guest in the residence hall, use the dining hall or library, access in person services in certain offices, or attend in-person class

- **Access COVID-19 Testing Weekly**
    - SSU provides free asymptomatic testing to all on campus students, faculty and staff weekly.
        - If any community member is at greater risk due to health condition or exposure they can access COVID testing twice a week.
    - At the start of the spring semester, testing will be required of residential students during their move-in beginning on January 18. Commuter students with in-person classes can access testing beginning on January 25.
    - Students and employees can schedule their test using the CoVerified app.
    - All students who are living on campus, taking an in-person class, participating in athletics, participating in an in-person placement, or working on campus should get tested every week.
        - Weekly testing is mandatory, and noncompliance will result in a "Restricted" badge on CoVerified and may also result in a referral to community standards. Students who continue to be in non-compliance are at risk of being suspended from the residence halls or the university.
    - Employees working on campus are strongly encouraged to access testing every week.
        - Testing may be required for some employees.
        - Employees who are participating in fitness or athletic activities are strongly encouraged to access weekly testing.
    - On campus students, faculty and staff can schedule the test using the CoVerified app.
        - Testing is offered on campus at the O'Keefe Complex- Gassett Recreation Court- 2nd Floor on
            - Mondays from 2 pm to 4 pm
            - Tuesdays from 10 am to 4 pm
            - Wednesdays from 10 am to 4 pm
            - Thursdays from 3 pm to 7 pm
            - Please refer to CoVerified for the most up to date testing schedule

- If testing is not offered during the time a student or employee is on campus for weekly class or work they can get tested off campus at a community Stop the Spread* site and upload their results to the CoVerified app.
    - In the app, under the "report" tab there is an opportunity to upload test results. Once the results are reviewed and accepted, the student's CoVerified badge will indicate that they are "cleared" as long as they are also doing their daily symptom check and are not currently experiencing symptoms.
    - To find a Stop the Spread testing site in the community, please visit https://www.mass.gov/info-details/stop-the-spread.
- If a student is experiencing symptoms or if they believe that they have been exposed to COVID-19, they should not go to the O'Keefe Complex testing site for testing. Instead, they should contact counseling and health services (CHS) through the health portal or call 978.542.6413, and they will assist with scheduling or referring to more appropriate testing.
- Employees with symptoms or known exposures should refrain from coming to campus and should contact HR.
- Testing at the O'Keefe Complex is reserved for individuals who are feeling well with no known exposures because our staff at the O'Keefe Complex testing site do not wear adequate PPE to test and see symptomatic and exposed individuals. Failure to adhere to these protocols puts our staff at increased risk for infection.

o SSU strongly encourages community members to get tested within 72 hours of leaving campus if traveling home, or engaging in out of state travel.

o The COVID-19 testing offered on campus is a molecular PCR test administered as a self-swab. It is produced and analyzed by the Broad institute. Results are typically received within 24 - 48 hours and will be available in your CoVerified app.

- Fact Sheet for Patients for CRSP SARS-CoV-2 Real-time reverse transcriptase (RT)-PCR Diagnostic Assay
- How to collect a self-swab nasal sample instructions

- **Out of State Travel**
    - o SSU employees and students who travel outside of MA to a higher risk state, must comply with the MA travel order.
    - o Complete the **Massachusetts Travel Form** when you return to Massachusetts but prior to your arrival to campus, unless you are visiting from a lower-risk state designated by the Department of Public Health. The Massachusetts Travel Form can be found here: https://www.mass.gov/forms/massachusetts-travel-form
    - o Quarantine for 10 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts.
    - o Employees should share their travel order with HR.
    - o Students should upload their completed travel order to the health portal.

- Students returning to campus from another country or a state not designated as a lower-risk state by the Department of Public Health must quarantine for 10 days or produce a negative COVID-19 test result that has been administered within 72-hours prior to their arrival in Massachusetts.
- Students returning without a negative test result must remain in quarantine for 10 days after arrival or until they obtain a negative test result. Students can utilize the asymptomatic testing at O'Keefe to meet this criteria but must quarantine until they receive their negative test result.
    - Residential students should be in close coordination with Residence Life staff about any out of state or international travel plans so that they can ensure you are adhering to the MA Travel Order and assist in supporting quarantine if needed.

- **Contact Tracing**
    - SSU works with the Salem Board of Health, the MA COVID-19 Community Tracing Collaborative (CTC) and the Department of Public Health to perform case investigations and contact tracing for both students and staff. Our contact tracing team work in collaboration with these public health entities to identify SSU community members who have tested positive and/or have been exposed as a close or proximate contact to someone who has tested positive for COVID. We initiate quarantine and isolation to mitigate further transmission of COVID-19 to both our on and off campus community members by providing public health guidance, support and resources
        - CHS employs contact tracers who work with students
        - HR works with employees.

- **Quarantine and Isolation**
    - SSU follows MADPH protocols for quarantine and isolation.
    - Supervisors and faculty will be notified via email of extended leave of absences related to public health requirements.
    - Quarantine:
        - Individuals required to quarantine:
            - Any individual who has been identified as having prolonged (15 minutes or greater in a 24 hour period), close (within 6 ft) contact within 48 hours of an individuals' infectious period once they have tested positive for COVID.
        - We will follow the most up to date MADPH guidance on quarantine protocols. However, please note we will encourage anyone exposed to the virus to quarantine for 14 days, if feasible. The incubation period of the virus remains 14 days and you could test positive up to 14 days after your last date of exposure.
        - Current MADPH Quarantine Guidance (01/12/2021), which is subject to change based on the most recent MADPH and CDC guidance:

- 14 days as the most effective and most cautious approach
- 10 days if remain without any symptoms
- 7 days if you have a negative PCR COVID test result after day 5 and remain without any symptoms
- Should you develop symptoms at any time, you would need to quarantine for the full 14 days and schedule additional testing.
- Please note we may require a more conservative quarantine approach to return to certain on campus activities, which will be discussed and determined on an individual basis, via conversations with our HR and CHS staff and contact tracers.

o Isolation:

- Employees and students who have tested positive for COVID MUST isolate and remain off campus until cleared by HR or health services to return.
- This will typically be 10 days after the onset of your symptoms or 10 days after your positive test result, if you are not experiencing any symptoms.
- You will be cleared to discontinue isolation once your symptoms have significantly improved, you've met the 10-day criteria, and you have been without a fever for 24 hours without the aid of anti-fever medication.
- Please note that this is subject to change based on the most recent MADPH and CDC guidance.
- Please note that once you've tested positive, it is likely that you will continue to test positive for up to 90 days. You should NOT participate in any asymptomatic testing after a positive diagnosis for 90 days or seek a negative result to return to public activities. If you have questions or concerns about this, please discuss with CHS or HR.

o On Campus Quarantine and Isolation housing for students

- Designated residential facilities to immediate isolate students who are notified that they need to quarantine or isolate due to a known direct exposure, positive test result, or development of symptoms suspicious for COVID
- Students in quarantine and isolation housing will have access to support from residence life and CHS. Meal delivery will be coordinated.
- Students are able to remain in quarantine or isolation housing if needed during school breaks without additional charge.
- Students in on campus quarantine or isolation housing should only leave their space for emergencies or COVID testing appointments with CHS.
- Non-emergency medical appointments while in quarantine or isolation should be scheduled as a video telemedicine appointment with CHS or your PCP.
- Commuter students can petition to access quarantine or isolation spaces on campus if they do not have access to a private bedroom and bathroom in their off campus housing.

- Students who are quarantined in on-campus housing due to close contact with someone who tested positive for COVID-19 should remain in quarantine housing until completing a minimum 10 days of quarantine, as prescribed by MADPH guidance.
- If a student quarantining in on-campus housing requests to leave prior to day 11 due to off campus obligations, a negative Molecular PCR diagnostic test MUST be obtained after day 5 and the student must remain asymptomatic with the understanding that any development of symptoms would warrant re-entry into isolation housing and an extension of the quarantine/isolation period.
    - Students requesting to utilize the 7-day quarantine for off campus responsibilities must understand that they cannot return to on-campus public facing activities until completing a 10 day quarantine and remaining asymptomatic. An on-campus public facing activity includes, but is not limited to, classes, on campus employment, sports, recreational activities, groups/club activities, etc.
- Students who are released from quarantine prior to completing the full 14 days must continue to monitor themselves for symptoms for the remainder of the 14-day period. Should symptoms develop at any time, the student must self-isolate, not attend classes or work, and notify the contact tracer in CHS they've been working with immediately. Symptom development at any time during this 14 day period will warrant re-entry into isolation/quarantine and further testing scheduled.
- If an individual has experienced ANY symptoms during the quarantine period, even if they have had a negative COVID-19 test, or if the individual indicates they are unwilling or unable to conduct active monitoring of symptoms, they must remain in quarantine through the entire 14-day period.

- **Stay Connected**
    - Continue to monitor your SSU email, website and social media for campus updates or personal outreach.
    - Make sure your contact information is up to date in Navigator if you are a student, and on Polaris if you are an employee.
    - Pay attention to the SSU COVID data dashboard that is updated every Monday https://www.salemstate.edu/campus-life/student-services/counseling-and-health-services/counseling-services/monitoring-coronavirus-outbreak/covid-19-testing-report
    - Polaris COVID Channel https://polaris.salemstate.edu/channel/covid-health-safety-response
    - Follow us on social media
        - https://www.facebook.com/salemstateuniversity
        - https://twitter.com/SalemState
        - https://www.instagram.com/salemstatewellness/?hl=en
    - If you have questions or concerns you can reach us at: SSUCOVID19Info@salemstate.edu

SSU COVID Vaccination Plan – Spring 2021

- Salem State University received the Moderna COVID-19 vaccine from DPH because CHS has been established with the MIIS (MA Immunization Information System) and has received vaccines from DPH for years. The expansion of our immunization program beyond state provided vaccines was possible once we began to bill health insurance for health services and receive reimbursements to cover the costs associated with vaccine product and administrative fees that are covered by health insurance with no subscriber cost sharing. This initiative began in 2012 and was implemented in the fall of 2013.
- On December 23, 2020 Salem State University submitted the Massachusetts COVID-19 Vaccine Program Agreement (MCVP). The university received the first shipment of the vaccine on Jan 5, 2021. On January 7, 2021 Counseling and Health Services started to distribute the vaccine in accordance with DPH guidelines to employees who qualify under phase 1a as defined by CDC and DPH.
- This Spring semester the university will collaborate with DPH and Salem Board of Health to continue to provide vaccine in accordance with the MA Phased distribution approach, based on supply and resources.
- SSU Priority for Vaccine Distribution
    - Reduce barrier to the vaccine for SSU students and employees
    - Students and employees will be encouraged to receive the vaccine once they become eligible.
    - Vaccinate community members based on priorities:
        - Follow MADPH guidelines
        - Students and employees In-person this spring semester
        - Vaccinate those not able to access the vaccine elsewhere
        - Not waste vaccine

MA Phases for Vaccine Distribution

Phase 1

a) Clinical and non- clinical workers doing direct COVID facing care
b) Long term care facilities
c) First responders
d) Congregate care settings (corrections, shelters)
e) Home based health care workers
f) Health care workers doing non- COVID facing care

Phase 2

a) Individuals with 2+ comorbidities and/or those 75+
b) Early education and k- 12 workers
c) Essential employees
d) Adults over 65
e) Individuals with 1 comorbidity

Phase 3

- General population including higher education administrators and faculty that don't qualify under an earlier phase

Spring 2021 Campus Operations

Employees returning to campus in the spring must:

- Complete the Spring 2021 Health and Safety training on Safe Colleges. Faculty should also review the faculty training.
- Continue to follow protocols- wear a mask, maintain physical distance and wash or disinfect your hands frequently.
- Get tested weekly at O'Keefe if they are on campus and are not experiencing any symptoms or have any known exposures. You can schedule your weekly free COVID test using the CoVerified app. Testing is available Monday – Thursday on campus at O'Keefe. You will receive your results within 24- 48 hours on the app.
- Report your symptoms daily and report any new symptoms that could be associated with COVID using the CoVerified app.
- If you are experiencing new symptoms that could be associated with COVID we ask that you REFRAIN from coming to campus that day and instead contact HR (contact information). Stay home if you feel sick.
- If you have tested positive for COVID, or if you have been exposed as a close contact to someone who has tested positive and you need to quarantine please stay home and contact HR for public health guidance and information about leave options (contact information).

Employees planning to be on campus in the spring that were not on campus in the fall must be included in the most current department repopulation operations plan. The appropriate department or area head must submit a new or updated re-population plan. Repopulating Campus Request Form: https://salemstateuniversity.wufoo.com/forms/kq7nlda1fkqndp/.

Once the repopulation plan is reviewed and approved the employee will receive an email with link to the Fall and Spring Safe Colleges Trainings. If an area or department is planning to use spaces that were not in use on campus in the fall – the department or area head must submit a re-population plan. Once it is reviewed and approved facilities will prepare the space for use.

Campus services adhere to sector specific safety protocols per the State of MA and follow the recommendations for Institutions of Higher Education. Specifically:

- Office spaces: Must follow latest office space guidance https://www.mass.gov/info-details/safety-standards-and-checklist-office-spaces
- Dining Services and Facilities: To the extent feasible, must follow social distancing, hygiene protocols, and staffing guidance in the latest restaurant guidance and must work in cooperation with local public health officials to develop and execute site-specific protocols consistent with applicable CDC guidance for cleaning, disinfecting, and closing areas occupied by a person presumed or confirmed to have COVID-19. https://www.mass.gov/info-details/safety-standards-and-checklist-restaurants
- Athletic Centers, gyms and fitness centers: Must follow the latest fitness center and health club guidance. https://www.mass.gov/info-details/safety-standards-and-checklist-fitness-centers-and-health-clubs
- Campus shops and bookstores: Must follow the latest retail guidance https://www.mass.gov/info-details/safety-standards-and-checklist-retail-businesses
- Performance venues: Must follow the latest performance venue guidance https://www.mass.gov/info-details/safety-standards-and-checklist-theaters-and-performance-venues
- Events: Must follow the latest indoor and outdoor events guidance https://www.mass.gov/lists/stop-covid-19-public-gatherings-guidelines

SSU Spring 2021 Operational Updates:

Academic Calendar

- In early January 2021 the Commonwealth of Massachusetts issued guidance prohibiting universities from bringing students back to campus before January 18, 2021. As such, Salem State rescheduled our move-in dates for Spring 2021 to start on Monday, January 18 and to include Tuesday, January 19 and Wednesday, January 20. Consequently, we have cancelled all classes in all formats (online, in-person, hybrid and otherwise) for January 19 and 20.
- Spring 2021 classes will start on Thursday, January 21. Moreover, all instruction delivered on Thursday, January 21 and Friday, January 22, must take place remotely. Students who are scheduled for in-person classes on either of those dates should go to the course Canvas page or contact their instructor for information about how the Thursday and Friday classes will be delivered.
- In-person instruction will begin on Monday, January 25.
- The add/drop period has been extended by two days, to January 27, for full semester courses.
- The university currently does not have any plans to cancel spring break. All students and staff are expected to adhere to the MA Travel order with any out of state or international travel.
- The last day of classes for the Day Division is Wednesday, May 5. There is a Reading Day on May 6, and final exams begin on May 7.
- The last of classes for continuing education and graduate courses is Tuesday, May 11. For more on the academic calendar, visit: https://catalog.salemstate.edu/content.php?catoid=47&navoid=12043

Athletics

- Winter sports will not engage in competition this season, but athletic teams can practice following state guidelines with approval from the COVID Response Team Leads. They will follow Phase 1 NCAA resocialization Plan. They will maintain appropriate physical distance and eliminate deliberate contact. Universal masking will be followed, along with other mitigation strategies.
    - Athletes and coaches engaged in practice must get tested weekly, use CoVerified before accessing a space or practice and must minimize close contact.
- Spring sports are to be determined.

Gassett Fitness Center

- The Gassett Fitness Center is working on safely reopening at a limited capacity for the spring semester. Opening is slated for mid-February. At this time, reopening is slated for mid-February and will be available by reservation only. All plans are subject to change based on state and local guidelines.

Residence Life

- Residence Life has implemented strategies designed to keep resident students safe and healthy.
- Resident students must be familiar with current COVID-19 health and safety protocols in place with the residence halls.
- Resident students are encouraged to review the most current Guide of Living on Campus: https://www.salemstate.edu/sites/default/files/pdfs/Res%20Guide%20to%20Living_10_20_WEB.pdf

Berry Library

- The library reopened on January 5, 2021 and is expanding evening hours as compared to the fall schedule. The library hours are located here: https://salemstate.libcal.com/.

Campus Student Study Spaces

- Students needing to take an online class while on campus after an in-person class or who need a quiet place to student can access several classrooms and spaces on campus that have been set aside. An current list of available spaces can be found here: https://ask.salemstate.edu/kb/campus-spaces-online-learning

Student Life and Student Activities

- During the spring semester, students will be able to engage with their peers in a variety of ways. A list of student engagement opportunities, student organizations and interest groups can be found here: https://ask.salemstate.edu/kb/lead-leadership-engagement-advocacy-diversity-virtual-engagement
- In addition, campus life and recreation continues to provide a variety of engagement opportunities through its "Bringing SSU to YOU!" programming, including take and make, ship to you and virtual events. Full details about "Bringing SSU to YOU!" can be found here: https://www.salemstate.edu/virtualssu
- Most student life offices will provide services virtually during the spring semester, and some will schedule in- person meetings by appointment.

Advising and Center for Academic Excellence

- Will be operating remotely for the spring 2021 semester.

Student Support Spring 2021

- Counseling and health services Is providing telehealth services in addition to limited in person services.
    - Students can contact CHS between 8:30 and 5 pm M-F by calling 978.542.6413 or contacting a clinician or asking for an appointment on the health portal.
    - If you are a student or are speaking with a student having an urgent mental health concern,
        a. During business hours, please strongly encourage the student to contact counseling services. We are able to meet with students the same day or next day. Consider calling CHS along with the student (we can do 3 way calls on teams) to schedule an appointment for them.
        b. If it is after hours, you can encourage the student to access the 24/7 Lahey Psychiatric Crisis hotline at 1.866.523.1216. If you are not on the North Shore, they can direct you to your regional hotline.
        c. If it is an immediate emergency where someone's safety is at risk you should contact University Police at 978.542 6111.
        d. We also ask that faculty and staff submit a care and concern report about the student and their urgent concern, so that Elisa and Rachel will be aware and can follow up with the student as needed. salemstate.edu/reporting
    - If a student requires medical services:
        a. Medical question, concern, symptoms, reproductive health, etc., students can schedule a video telemedicine appointment on their health portal or by phone with one of our nurse practitioners
        b. Has an immunization registration hold
            i. Student should be advised to review the messages in their health services portal for next steps on how to become compliant with immunization requirements
            ii. Contact CHS by phone or portal message with further questions
            iii. Can schedule an appointment via health portal or phone for immunizations or required testing/lab work.
        c. Requires the flu vaccine
            i. Appointment with CHS, schedule on portal
            ii. Can receive at any local pharmacy or PCP
                1. If receive vaccine off campus, should upload this documentation to their health portal
        d. Requires medical attention after hours or on the weekend: https://ask.salemstate.edu/kb/local-health-services-covid-19

- If a student thinks they may have been exposed or contracted COVID-19
    a. Any student with concerns about COVID19 exposure or symptoms should reach out to health services directly, by phone at 978-542-6413 or by a health portal message at www.salemstate.edu/chsportal
    b. Faculty and staff should email Elisa Castillo (ecastillo@salemstate.edu) the name of student and ID number
    c. CHS will put student in contact with contact tracer to discuss situation and provide public health guidance as well as support and access to health care. Staff will reach out to faculty and on campus employers as needed.

Disability Services

- If a student has any underlying health conditions that make adhering to any of the required prevention strategies or increases your risk for severe illness if exposed to COVID, it is strongly encouraged that you consult with disability services to discuss accommodations
    - 978.542.6217
    - disability-services@salemstate.edu

Reporting Students of Concern

- Refer to other student support services, as warranted to salemstate.edu/reporting
- Email; careandconcern@salemstate.edu

Laptop Assistance

- If a student does not have a working laptop and does not have the funds to access the technology, they need for their online learning needs they can contact Rachel Frank in Student Life to request a loaner laptop. Rachel can be contacted at 978.542.6401 or rfrank@salemstate.edu

Emergency Funds

- If students have concerns about access to **technology, resources, food, housing or your personal well-being**, contact Student Life Case Manager – 978.542.6401 or rfrank@salemstate.edu
- Students can submit a request for emergency funds here: https://ask.salemstate.edu/kb/covid-19-student-emergency-fund-request

Online Resources

- Visit our Wellness YouTube Channel for short video clips on COVID and other wellness topics: https://www.youtube.com/channel/UCDYgEI5_biauFUTquKfZ6hA
- Visit our Wellness Resources guide for food, housing, mental health resources, and other services: https://ask.salemstate.edu/kb/campus-community-wellness-resources
- Follow our Instagram @SalemStateWellness for health and wellness information, tips, and programs

Employee Spring 2021 Health and Safety Guide

This spring our aim is to reduce risks of spread of COVID 19 on campus for those who need to be on campus to pursue their academic goals. We encourage community members to avoid gatherings and to not come to campus if it is not necessary.

Employees who are currently approved to be on campus as part of the fall re-population plan are welcome to return to campus this spring. If new employees are planning to be on campus in the spring that were not on campus in the fall, their area should submit a new re-population plan (link). Speak to your supervisor to make sure this has been submitted. After it is reviewed and approved the employee will receive an email with link to the Fall and Spring Safe Colleges Trainings. If an area or department is planning to use spaces that were not in use on campus in the fall please submit a re-population plan. Once it is reviewed and approved facilities will prepare the space for use. Supervisors should make sure employees are prepared to be on campus and are following health and safety protocols.

We ask that employees returning in the spring:

- **Complete the Spring 2021 Health and Safety training on Safe Colleges** (link). Faculty should also review the faculty training.
    - Original Orientation: https://salemstate-ma.safecolleges.com/courses/details/2B66B5B4-E177-11EA-A35C-2E4F195A6F06
    - Faculty Orientation: https://salemstate-ma.safecolleges.com/courses/details/62D62D5C-F6A5-11EA-AC73-D9687C7C0357
    - Spring Reorientation: https://salemstate-ma.safecolleges.com/courses/details/83C2BE0E-51C7-11EB-97AF-A310BEB400CA
- **Continue to follow protocols**
    - Wear a mask, maintain physical distance and wash or disinfect your hands frequently.
    - Follow physical distancing and occupancy guidelines on campus.
- **Get tested weekly** at O'Keefe if they are on campus and are not experiencing any symptoms or have any known exposures.
    - You can schedule your weekly free COVID test using the CoVerified app.
    - Testing is available Monday – Thursday on campus at O'Keefe.
    - You will receive your results within 24- 48 hours on the app.
- **Check your symptoms daily** and report any new symptoms that could be associated with COVID using the CoVerified app. Please download the app and use it daily.
    - Some spaces on campus (such as the testing site and vaccination clinic) will be asking community members to show their CoVerified "CLEARED" badge before accessing a space. This will be mandatory for students.
- If you are experiencing new symptoms we ask that you REFRAIN from coming to campus that day and instead contact HR (contact information). **Stay home if you feel sick**.
- If you have tested positive for COVID, or if you have been exposed as a close contact to someone who has tested positive, or if you are experiencing symptoms associated with COVID please stay home and contact HR for public health guidance and information about leave options. You can contact Ezekiel Holt at 978.542.7229 or email eholt@salemstate.edu
- Follow the **MA travel order** and share the Travel Form with HR to demonstrate compliance.

SSU Spring 2021 Student Health and Safety Guide

Health and Safety Protocols

All students who plan to be on campus this spring semester for in-person class, athletic activities, in-person employment or as residential students must:

- Go to O'Keefe during move-in or during the first week of in-person class to verify that you have completed your requirements and participate in COVID testing.
- Get your Flu vaccine and upload proof to the health portal
- Complete the Compass Resources for Returning Students, Spring 2021 Health and Safety Module on Canvas- and pass the quiz.
- Comply with the MA Travel Order if you have traveled out of state in the last 14 days.
- Monitor your health and report any new symptoms using the CoVerified app every day.
- Get tested every week. Schedule your free COVID test and receive your results using the CoVerified app.
- Continue to wear a mask when in public, follow physical distancing and practice good hygiene
- Do not come to campus or attend in person class if you are experiencing symptoms, have been identified as a close contact of someone who has tested positive for COVID or test positive. Contact counseling and health services at 978.542.6413.
- Follow public health guidance and follow the directives of Counseling and Health Services staff if you are impacted by COVID.

Remote students who are not scheduled to be on campus, but would like to come to campus are welcome to come to if you comply with our health and safety protocols. If fully remote students plan to come to campus, they can change their status to "return to campus" by selecting this option on the top right corner of the home screen and following the prompts. Badges will read "**RESTRICTED**" until these students complete their daily symptom check and participate in COVID-19 testing. They can schedule a free COVID-19 test on campus using the app. Students must then receive a negative COVID-19 test result and not be experiencing symptoms in order to receive a "**CLEARED**" badge on CoVerified, allowing them to access campus spaces.

What happens if I do not get tested or comply with the SSU protocols

- Your CoVerified Badge will be "RESTRICTED" and you will not be able to attend in-person activities.
- You could be referred to Community Standards and you may be at risk of suspension from housing or from the university.

CoVerified

SSU will be using CoVerified checks when students want to access SSU in person spaces and services. You will be asked to show your CoVerified badge which will show up as "CLEARED" if you have completed your daily symptom report, have no currently symptoms or known exposures, and you have participated in COVID testing in the last 7 days. If you have not complied with these protocols your badge will say "RESTRICTED" and you may be prohibited from accessing your classroom or other campus space. You will need to address what is needed to be "CLEARED" before you are allowed to access this space. To learn more about CoVerified please see the CoVerified SSU User App Tutorial handout.

What to do if you experience symptoms, are exposed or test positive for COVID

- Any student with concerns about COVID19 exposure or symptoms should reach out to health services directly, by phone at 978-542-6413 or by a health portal message at www.salemstate.edu/chsportal
- Faculty and staff who are aware that a student is impacted by COVID should email Elisa Castillo (ecastillo@salemstate.edu) the name of student and ID number
- CHS will put student in contact with contact tracer to discuss situation and provide public health guidance as well as support and access to health care. Staff will reach out to faculty and on campus employers as needed.

COVID Testing

- Schedule your weekly COVID test using the CoVerified app.
    - Testing is offered on campus at O'Keefe on
        - Monday from 2 pm to 4 pm
        - Tuesdays from 10 am to 4 pm
        - Wednesdays from 10 am to 4 pm
        - Thursdays from 3 pm to 7 pm
    - If testing is not offered during the time a student or employee is on campus for weekly class or work they can get tested off campus at a community Stop the Spread* site and upload their results to the CoVerified app.
        - In the app, under the "report" tab there is an opportunity to upload test results. Once the results are reviewed and accepted, the student's CoVerified badge will indicate that they are "cleared" as long as they are also doing their daily symptom check and are not currently experiencing symptoms.
        - To find a Stop the Spread testing site in the community, please visit https://www.mass.gov/info-details/stop-the-spread.
    - If a student is experiencing symptoms or if they believe that they have been exposed to COVID-19, they should not go to O'Keefe for testing. Instead, they should contact counseling and health services (CHS) through the health portal or call 978.542.6413, and they will assist with scheduling or referring to more appropriate testing.
- SSU strongly encourages community members to get tested within 72 hours of leaving campus if traveling home, or engaging in out of state travel.
- The COVID-19 testing offered on campus is a molecular PCR test administered as a self-swab. It is produced and analyzed by the Broad institute. Results are typically received within 24 - 48 hours and will be available in your CoVerified app.
    - Fact Sheet for Patients for CRSP SARS-CoV-2 Real-time reverse transcriptase (RT)-PCR Diagnostic Assay
    - How to collect a self-swab nasal sample instructions