

COVID-19 Preparedness Plan for Return to Work/School

Hamline University

Second Revision - August 26, 2020

Hamline University is committed to providing a safe and healthy workplace for its entire community. While we understand that the spread of COVID-19 is unpredictable, we will strive to mitigate that spread as best we can. It will take a total, campus-wide effort to achieve this goal, with full cooperation asked of all Pipers regarding the elements which follow. We believe a community-wide effort is the only way to achieve our goal of a healthy and safe campus. In the interests of all, and informed by science, we will continually evaluate this plan for effectiveness and make changes as necessary, working with our partners at the Minnesota Department of Health.

Our people — staff, faculty and most especially our students — are the most important resource we have. As such, we are all responsible for compliance with the following plan. To establish and maintain a safe and healthy environment, everyone needs to do their share.

It is important to note that this Plan will evolve as necessary in response to the public health conditions in Minnesota and guidance from the Minnesota Department of Health (MDH), the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and the office of Governor Tim Walz. University leaders will continue to revise this Plan and communicate to faculty and staff campus-wide as the COVID-19 pandemic evolves.

The Hamline University Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for physical distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

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Handwashing

All students and employees will be provided [access to a training presentation](#) that will reinforce the need for frequent and effective handwashing.

Basic infection prevention measures are being implemented on campus. Employees and students are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift or classes, prior to any mealtimes and after using the bathroom.

Additional hand sanitizer stations have been positioned throughout campus in entries and exits as well as other areas of high activity.

Custodial staff are responsible for maintaining soap and paper towels in all campus public restrooms and refilling hand sanitizer stations (that use sanitizers of greater than 60 percent alcohol) as needed, as well as cleaning of those areas as recommended by MDH guidelines.

Employees and students should notify custodial services immediately if a location is in need of attention by completing a work order. Employees and students may also contact Hamline Public Safety for assistance in submitting a work order.

A visual education campaign (digital signs, posters, etc.) throughout campus will reinforce the necessity for proper hand washing and provide instructions.

Respiratory Etiquette

All employees and students will be provided access to a training presentation prior to returning to campus that will reinforce proper respiratory etiquette.

Employees, students and visitors are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face — in particular their mouth, nose and eyes — with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Trash receptacles will be available throughout common areas on campus and will be emptied regularly by custodial staff. Those occupying individual offices are encouraged to empty their trash receptacles as often as possible.

A visual education campaign (digital signs, posters, etc.) throughout campus will reinforce the necessity for proper respiratory etiquette and provide instructions.

Face Masks/Coverings

In accordance with guidance from the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH), state and local executive orders and recommendations from the Occupational Safety and Health Administration (OSHA), Hamline University will require the wearing of masks in the following circumstances until further notice:

- Masks will be worn by all students and employees outdoors when unable to sustain at least 6 feet of physical distance from others.

- Masks will be worn by all students, employees and guests while indoors in common areas of campus. This includes hallways, classrooms and labs, offices without private office space allowing for 6 feet of physical distance and shared common areas in all campus buildings including residential facilities.
- Faculty have the option of wearing a face shield in lieu of, or in addition to, a face mask when in the classroom. Students who are giving presentations in the classroom may also opt to wear a face shield, but only while giving the presentation.
- Mask use will not be required by employees when they are alone in private offices. However they will be required to mask when anyone enters a private office space and will be required to wear a mask if their office space is physically shared with others and does not allow for 6 feet of physical distancing or if the work area is frequented by others (such as a reception area).
- Masks will not be required for students in their residence hall rooms if guests are not present. However, they will be required to wear a mask when guests enter their space.
- Masks will be required in residence halls restrooms and may only be removed when occupants are showering, brushing teeth or washing their face.
- Masks will be required when operating or riding in Hamline-owned vehicles.
- Mask will be required in all dining areas while entering and leaving or getting food and drinks. They may be removed at appropriately socially distanced tables in order to eat but must be replaced after eating.

To support this policy Hamline University will:

- Distribute two (2) cloth masks each to each student, faculty member and staff member.
- Make available disposable masks for guests who do not have one.
- Engage in community education programs including signage, mass and targeted communication, and positive reinforcement that will actively promote mask use consistent with CDC, MDH, and OSHA guidance and state and local ordinance.
- Proactively remind community members that mask use does not replace the need for social distancing, washing of hands and other preventative practices recommended by appropriate authorities.

Hamline University will make reasonable accommodations for individuals who cannot medically tolerate masks. Students should contact Disability Resources and employees should contact the Benefits Administrator.

Physical Distancing

General Details

Physical distancing is being implemented in the workplace through the following engineering and administrative controls:

- Office spaces have been evaluated to determine acceptable occupancy that ensures necessary physical distancing.
- Plexiglas barriers will be placed in areas of high interaction.
- All employees will be required to wear a mask under any circumstances where six feet of physical distance cannot be maintained.
- Meetings will be conducted in a virtual format as often as possible. When this is not possible, participation will be limited to ensure a minimum of six feet of physical distance.
- Department heads and supervisors will model and enforce appropriate physical distancing behavior.
- Department heads will evaluate their individual departments, making assessments in the following areas:
 - Evaluate flexible work schedules (rotational, staggered, etc.) in an effort to achieve six feet of physical distancing while offices are occupied.
 - Assign new workspaces that ensure six feet of physical distancing when offices are occupied.
 - Allow those who can effectively work from home to continue to do as appropriate and dictated by University needs.
 - Encourage single occupancy in work rooms.
 - Provide hand sanitizer at all entrances and high traffic areas.
 - Require employees to wear masks or face coverings in all public spaces and spaces used by multiple people in compliance with the [masking policy](#).
 - Work with Facilities to configure and accommodate appropriate physical distancing in common areas, or close them off.
 - Eliminate reusable kitchen items (flatware, dishes and cups) and cleaning tools (sponges, brushes, towels) and replace with single-use options.
 - Remove or replace shared appliances with single-use or no-touch options where possible.
 - Remove high-touch items such as magazines, clip boards, staplers, staple removers, common pens, etc.

A visual education campaign (digital signs, posters, training presentation, etc.) throughout campus and available on the university website will reinforce the necessity for appropriate physical distancing.

Classroom-Specific

Classrooms and academic facilities have been assessed to determine appropriate occupancy levels that ensure 6 feet of physical distancing.

Masks, face shields or protective barriers will be required in all spaces while classes or course work is being conducted.

In specialty areas where students and faculty may not be able to sustain physical distancing, all participants will wear a mask and a face shield.

All classes are being assessed for feasibility to teach face-to-face, online or in hybrid formats.

Housekeeping/Cleaning

Cleaning of common areas within campus buildings will be done by custodial staff and comply with recommendations of the CDC, MDH and OSHA.

All cleaning performed by the custodial staff will be in compliance with CDC, MDH and OSHA recommendations and will be conducted at a minimum of once per day. Cleaning will include routine cleaning and disinfecting, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as controls, door handles, elevator panels, railings, etc.

Attention will be paid to the availability of soap and hand towels or hand dryers in restrooms and the functionality of hand sanitizer stations throughout the day.

Employees will be responsible for the cleaning of their own individual offices. Shared cleaning supplies will be provided by the university. Information will be posted at those locations with instructions on how to use the cleaning supplies.

Custodial services will follow CDC recommendations on cleaning and chemical use in buildings that are serviced daily, academic buildings, residence halls and other campus buildings.

If an employee or student who has recently been on campus is sick or experiencing symptoms, Public Safety or Health Services will notify the custodial staff to clean the affected area according to CDC, OSHA and MDH guidelines.

Hamline University Facilities Services has engaged Dunham Engineering to review and help develop protocol and procedures for operating our ventilation/HVAC systems for all facilities on campus. As per the MN Department of Health and the Center for Disease Control guidance, we have adapted the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) considerations for modifications to building HVAC systems operations. Through this process, COVID-19 operating procedures have been developed for each building with the following goals:

1. To increase the fresh air that is brought into the facility.
2. To improve the filtration system to the highest level achievable.
3. To increase the running time of our HVAC systems (24/7 whenever possible).
4. To maintain temperature and humidity as per recommendations when achievable.

COVID-19 Screening and Reporting Processes

Employees

Hamline University employees are required to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to coming to campus for work and for workers to report when they are sick or experiencing symptoms.

Screening starts with our employees. No one who is sick, who is diagnosed with COVID-19, who has symptoms of COVID-19, has been in recent close contact with someone with COVID-19, should come to campus.

Doing so puts an employee's health at risk and potentially jeopardizes the health of others on campus. Therefore, the university requires that every employee who will be coming onto campus truthfully complete a brief questionnaire using the free [CampusClear](#) app EVERY DAY before coming to campus. Employees who can answer NO to all the questions posed may come to campus.

The app can be found [for iPhone here](#), [for Android here](#), and a [web-based app can be found here](#).

Employees who answer YES to any of these questions should take the following steps:

I have a temp of 100.4 F or 38C and/or chills

I have shortness of breath

Stay home, notify your supervisor and consult your medical provider to seek testing for COVID-19. You should call 911 if it's an emergency.

I have a NEW cough

I have a NEW sore throat

I have NEW nasal congestion/runny nose not explained by allergies

Stay home, notify your supervisor and consult your medical provider to seek testing for COVID-19. You should call 911 if it's an emergency.

I have NEW unexplained fatigue

I have NEW unexplained muscle or body aches

I have a NEW unexplained headache

I have NEW gastrointestinal symptoms such as vomiting or diarrhea

If you feel that your symptoms could be COVID-19 related, please stay home and consult with your medical provider. If you can attribute your symptoms to a non-COVID illness, please stay home until you are well.

I've tested positive for COVID-19

I've been in close contact with someone who has COVID-19

1. DO NOT come to campus.
2. Complete the online **Employee COVID-19 Self Reporting Sickness Form** at hamline.edu/offices/benefits. If unable to complete the reporting form, please contact the Benefits Office at 651-523-2815. Once the form is received, further instruction and information will be given to the employee by the Benefits Office.
3. Follow your department call-in procedure to make sure the appropriate person knows you will not be at work or on campus.

Employees who report to work on campus, and are experiencing COVID-19 symptoms, should leave campus immediately to return home. Upon arrival at home, complete the following steps:

1. Complete the online **Employee COVID-19 Self Reporting Sickness Form** at hamline.edu/offices/benefits. Once the form is received, further instruction and information will be given to the employee by the Benefits Office.
2. If unable to complete the online form after arrival at home, please contact the Benefits Office at 651-523-2815. Further instruction and information will be given by the Benefits Office to the employee.

Employees who experience symptoms while on campus and are unable to immediately leave should do the following:

1. The employee should continue to wear a face mask and self-isolate on campus in a private space until they can go home.
2. If the employee does not have a private office, they should contact Hamline Public Safety at 651-523-2100 for assistance in finding a safe place to isolate on campus.
3. Upon arrival at home, the employee should immediately complete the online **Employee COVID-19 Self Reporting Sickness Form** at hamline.edu/offices/benefits. If unable to complete, contact the Benefits Office at 651-523-2815. Once the form is received, further instruction and information will be given to the employee by the Benefits Office.

Please note that while those who have certain symptoms will be asked to stay off campus or in their res hall rooms and seek guidance from their medical provider, only those who have tested positive for COVID-19 or been in close contact with someone who has COVID-19 need to complete the employee or student reporting form.

Students

Hamline University students are required to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess student health status prior to entering classroom space and for students to report when they are sick or experiencing symptoms.

No one who is sick, who is diagnosed with COVID-19, who has symptoms of COVID-19, or has been in contact with someone who is sick should come to school. Doing so puts a student's health at risk and potentially jeopardizes the health of others on campus.

Therefore, the university requires that every student who will be coming onto campus truthfully complete a brief questionnaire using the free [CampusClear](#) app EVERY DAY before coming to campus. Students who can answer NO to all the questions posed may come to campus.

The app can be found [for iPhone here](#), [for Android here](#), and a [web-based app can be found here](#).

Students who answer YES to any of these questions should take the following steps:

I have a temp of 100.4 F or 38C and/or chills

I have shortness of breath

Stay home (commuter students should not come to campus; students living in residential halls should stay in their rooms). Contact student health services for guidance. If an emergency, off-campus students should call 911; on-campus students should contact Hamline Public Safety at 651-523-2100. If you will miss class, contact your faculty member.

I have a NEW cough

I have a NEW sore throat

I have NEW nasal congestion/runny nose not explained by allergies

Stay home (commuter students should not come to campus; students living in residential halls should stay in their rooms). Contact student health services for guidance. If an emergency, off-campus students should call 911; on-campus students should contact Hamline Public Safety at 651-523-2100. If you will miss class contact your faculty member.

I have NEW unexplained fatigue

I have NEW unexplained muscle or body aches

I have a NEW unexplained headache

I have NEW gastrointestinal symptoms such as vomiting or diarrhea

If you feel that your symptoms could be COVID-19 related, please stay home (commuter students should not come to campus; students living in residential halls should stay in their rooms). Contact student health services for guidance. If you can attribute your symptoms to a non-COVID illness, please stay home until you are well.

I've tested positive for COVID-19

I've been in close contact with someone who has COVID-19

Stay home (commuter students should not come to campus; students living in residential halls should stay in their rooms). Complete the [student reporting form available here](#). Contact student health services for guidance.

Students who are on campus and experience COVID-19 symptoms should contact Student Health Services who will assist them with medical care and potential isolation. Student Health Services will also coordinate with Student Affairs and Residential Life to ensure all students are supported.

Please note that while those who have certain symptoms will be asked to stay off campus or in their res hall rooms and seek guidance from their medical provider, only those who have tested positive for COVID-19 or been in close contact with someone who has COVID-19 need to complete the employee or student reporting form.

Students who test positive for COVID-19 will be required to isolate in an appropriate location according to the following guidelines:

- Commuter students will be required to return home and remain there until asymptomatic for a period of at least three (3) days or are authorized to return to campus by their medical provider.
- Residential students will be encouraged to return home if possible and safe to do. Hamline University will do its best to support ill students on campus, but the care received will not be at the level that can be provided in the home.
- Residential students who cannot return home and live in a single unit with a private bathroom will be required to isolate in place until asymptomatic for a period of at least three days or are authorized to return to campus by their medical provider.
- Residential students who cannot return home and live in a shared space or use a shared restroom will be moved to a single room, if possible, and must remain isolated in place. The University will conduct daily checks with the student via text, call or email and ensure food is delivered to the student. There will be no physical contact with the student except in the case of an emergency.

COVID-19 Employee Leave and other University-related Policies and Practices

The following are Hamline University's leave plans and policies in place for staff and faculty employees in these scenarios:

Staff/Employees

If an employee has COVID-19:

- Employee may not return to work on campus until approved by the Benefits Office, which will follow guidelines from the CDC, MDH, OSHA and/or a medical provider.
- If employee is able to work from home, they should do so with supervisor approval, consistent with the [Work from Home Policy](#).
- If an employee is not able to work from home, time away will be covered consistent with Hamline's [Sick and Safe Leave](#) and/or [Vacation Policy](#). This may run concurrently with [FMLA](#) (Family Medical Leave Act), if eligible. Unionized staff employees should consult their respective agreements for guidance concerning leaves.

If an employee cannot return to campus due to the need to take care of an immediate family member who has been diagnosed with COVID-19:

- Employee may not return to work on campus until approved by the Benefits Office, which will follow guidelines from the CDC, MDH, OSHA and/or a medical provider.
- If employee is able to work from home, they should do so with supervisor approval, consistent with the [Work from Home Policy](#).
- If an employee is not able to work from home, time away will be covered consistent with Hamline's [Sick and Safe Leave](#) and/or [Vacation Policy](#). This may run concurrently with [FMLA](#) (Family Medical Leave Act), if eligible. Unionized staff employees should consult their respective agreements for guidance concerning leaves.

If an employee has an underlying medical condition that puts the employee at higher risk for severe illness from COVID-19 as defined by the [CDC](#), and the employee seeks to obtain a formal accommodation:

- The [Employee COVID-19 Medical Inquiry Request Form](#) must be filled out by the employee and their health care provider.
- Once the Benefits Office receives the completed document, an interactive process will begin to evaluate if the accommodation(s) can be met. This collaborative process among the employee and the employee's supervisor/department chair/dean identifies and helps determine how to best implement necessary accommodations. All medical documentation shared will be kept confidential and stored in the Benefits Office. Certain contents (not medical information) of the request may be shared as needed with appropriate management to consider the possible implementation of the reasonable accommodation.

If an employee lives with a high-risk individual per CDC guidelines and can't be present on campus due to exposure concerns to COVID-19:

- This is not a recognized basis for a workplace accommodation for an employee; therefore the employee needs to contact their President's Staff-level supervisor to discuss.

If an employee seeks an accommodation to not be present on campus to avoid the risk of exposure to COVID-19:

- This is not a medical accommodation for an employee under ADA, FMLA or OSHA; therefore the employee needs to contact their President's Staff-level supervisor to discuss.

Faculty

If a faculty member has COVID-19:

- A faculty member may not return to work on campus until approved by the Benefits Office, which will follow guidelines from the CDC, MDH, OSHA and/or a medical provider.
- If a faculty member is able to work from home, they should do so with approval from their departmental chair/dean.
- If a faculty member is not able to work from home, Section [14.3 Absence from Class](#), found in the Faculty Handbook, will apply for up to ten (10) missed class days. If more than 10 class days are missed, Section [12.2.2 Personal Leave of Absence](#), found in the Faculty Handbook, may apply. This will run concurrently with [FMLA](#) (Family Medical Leave Act), if eligible. Faculty members are encouraged to consult with their departmental chair/dean.
- Part-time unionized faculty members should consult their respective agreements for guidance concerning leaves.

If a faculty member cannot return to campus due to the need to take care of a family member who has been diagnosed with COVID-19:

- The faculty member may not return to work on campus until approved by the Benefits Office, which will follow guidelines from the CDC, OSHA, MDH, and/or a medical provider.
- If the faculty member is able to work from home, they should do so with approval from their departmental chair/dean.
- If a faculty member is not able to work from home, Section [14.3 Absence from Class](#), found in the Faculty Handbook, will apply for up to ten (10) missed class days. If more than 10 class days are missed, Section [12.2.2 Personal Leave of Absence](#), found in the Faculty Handbook, may apply. This will run concurrently with [FMLA](#) (Family Medical Leave Act), if eligible. Faculty members are encouraged to consult with their departmental chair/dean.
- Part-time unionized faculty members should consult their respective agreements for guidance concerning leaves.

If a faculty member has an underlying medical condition that puts them at higher risk for severe illness from COVID-19 as defined by the [CDC](#), and the faculty member seeks to obtain a formal accommodation:

- The **Employee COVID-19 Medical Inquiry Request Form** must be filled out by the employee and their health care provider. The form can be found at hamline.edu/offices/benefits.
- Once the Benefits Office receives the completed document, an interactive process will begin to evaluate if the accommodation(s) can be met. This collaborative process among the employee and the employee's supervisor/department chair/dean identifies and helps determine how to best implement necessary accommodations. All medical documentation shared will be kept confidential and stored in the Benefits Office. Certain contents (not medical information) of the request may be shared confidentially as needed with appropriate

management to consider the implementation of the reasonable accommodation. The entire process will be completed as quickly as possible.

If a faculty member lives with a high-risk individual per CDC guidelines and can't be present on campus due to exposure concerns:

- This is not a medical accommodation for an employee; therefore the employee needs to contact their dean to discuss.

If a faculty member seeks an accommodation to not be present on campus to avoid the risk of exposure to COVID-19:

- This is not a medical accommodation for an employee under ADA, FMLA or OSHA; therefore the employee needs to contact their dean to discuss.

Any faculty or staff employee seeking a leave which may be covered under FMLA should contact the Benefits Office at 651-523-2815 to discuss the process.

Guests and Vendors on Campus

Guests and vendors visiting campus for more than 15 minutes will be required to check in with Hamline Public Safety and complete a health screening questionnaire. At that time they will be advised of the mask policy and provided a disposable mask if they do not have their own.

Contractors and repair personnel coordinated through Facilities Management may complete the health screen questionnaire at Facilities or at Public Safety. Contractors will be advised of the mask policy.

Hamline Public Safety will retain a log of all guests, vendors and contractors and the locations they accessed for future reference if the need for contact tracing arises.

All deliveries are to be coordinated through PiperExpress. For deliveries that cannot be left at PiperExpress, delivery persons will be asked to wear a mask and gloves and observe appropriate physical distancing while making the delivery.

Communications and Training

This Preparedness Plan will be posted on the Hamline University website. Employees may request a paper or electronic copy of the preparedness plan by emailing security@hamline.edu. It will also be available for download directly from the website through the university's COVID-19 page at hamline.edu/COVID19

The Plan will be communicated to students during orientation. Students will also be able to access the plan on the Hamline University website. They may also request a paper or electronic copy by emailing security@hamline.edu. It will also be available for download directly from the website.

All University employees and students will be provided access to a COVID-19 safety and training presentation that they may view either prior to returning to campus or on their first day at work on campus/class. The presentation contains information about how COVID-19 is transmitted,

screening and reporting procedures, proper safety precautions and Hamline University processes and procedures.

Additional communication and training will be ongoing through the University Emergency Manager. The Emergency Manager will provide the campus community with appropriate updates and ensure that employees have access to training and updates.

Supervisors are to monitor employee behavior in their work areas and assist with sustaining work expectations. Employees are encouraged to ask their supervisors questions about procedures and policies that are unfamiliar. Supervisors and employees will work through this new program together and training will be updated as necessary.

A visual education campaign (digital signs, posters, training presentation, etc.) across campus and on the university website will reinforce the necessity for physical distancing, masking, handwashing and staying home when ill.

Employees should report any concerns to their supervisor.

Notes

The guidance on COVID-19 is likely to evolve. In the event there is any conflict between the above Plan and any applicable local, state or federal law or order, the Plan will be administered in the University's judgement consistent with such applicable law or order. This policy will remain in accordance with MDH, CDC and OSHA guidelines and may be updated to maintain alignment with these guidelines.

Additional Resources

- [Symptoms of COVID-19](#)
- [10 Things You Can Do to Manage COVID-19 at Home](#)
- [Can COVID-19 last on surfaces and in the air?](#)
- [COVID-19: What Older Adults Need to Know](#)
- [What can I do to protect myself from COVID-19?](#)

This policy is for informational purposes only. It is not a contract, and nothing in it is intended to imply any provision of any benefit. Hamline University reserves the right to interpret the provisions of this policy and to modify any or all matters contained in this policy at any time, with or without prior notice, subject to applicable law. Hamline also may choose not to apply a policy in certain circumstances, if it determines a different course of action is more appropriate in that circumstance.

Hamline University COVID Shift Plan

The COVID-19 Shift Plan is designed to provide specific criteria to assess the potential need for changes in Hamline University operations related to the pandemic. Additionally, action steps, divided by functional area, align with the level of determination.

Data will be gathered daily and applied to the pre-established criteria in the plan. It is important to note that it is unlikely that all criteria will line up under the same level. In those situations the criteria will be generally weighted as follows:

- 1) Cases on campus
- 2) Quarantine capacity
- 3) Testing, tracing and compliance
- 4) Community spread

Other factors such as state guidance and executive orders will also be considered when determining if campus operations need to be modified. *The COVID-19 coordinator will determine if and when recommendations regarding change of operational status or modality should be made.*

[The Shift Plan can be viewed here.](#)