



Davenport University Return to Campus

September 2020

Welcome Back!

The primary goals for Davenport University's response to the COVID-19 pandemic include:

1. The safety of our faculty, staff and students and for the public we interact with.
2. Support emotional well being with flexibility, adequate notice and supportive resources for our community
3. Enable business continuity using a phased approach to return our campus locations to our new normal.
4. Ensure our students receive a quality education and achieve their career goals.

Our knowledge and understanding of the COVID-19 virus continues to evolve. With this in mind our policies and plans will be regularly reviewed and updated as appropriate.

Key Strategies for Phased Faculty and Staff Return

1. Use prioritization to incrementally bring faculty and staff back to work on campus
 - Approximately no more than 30% at a time with 2 – 4 week separation depending on the size and needs of the department
 - Faculty or staff who have disclosed an underlying health condition or risk factor, or whose ability to return is compromised in some way will be able to discuss possible continued remote work for a time.
2. Continue and expand innovative work practices developed during the onset of the pandemic
 - Continue to work remotely where proven to be effective
 - Conduct meetings electronically, even when working on campus.
 - Limit necessary face to face meetings
 - Enforce protective measures, including: social distancing and wearing of masks or face coverings.
3. Monitor and Institutionalize appropriate health and safety mitigation as cultural norms
4. Implement consistent and flexible mitigation actions based on monitoring.

Key Strategies for Student Return

1. Academic Adaptations

- Modification of classroom operational approach and capacity
- Prioritization of classes to be offered inseat vs other modalities including hybrid, online or RTV.
- Faculty preparation and support

2. Residential and Athletic Students

- COVID-19 testing upon return as a baseline
- Modified operational approaches (e.g.: smaller practices, fewer collaborative spaces, modified move-in and programming)
- Modified dining accessibility
- Keeping a daily journal of close contacts

3. Establish appropriate health and safety mitigation as cultural norms

- Daily health symptom monitoring
- Enforce protective measures, including social distancing and wearing of masks or face coverings.

4. Implement consistent and flexible mitigation actions based on monitoring.



PROTOCOL FOR ALL PHASES:

Managing Your Safe Return to Campus

Enhanced Cleaning

- Facilities:
 - Routine cleaning practices
 - Focused cleaning in unique areas
 - Targeted cleaning due to potential or confirmed exposure
- Shared spaces will be cleaned before and after use by participants

Work and Instructional Space Assessment

- Workspace and classroom layouts and seating arrangements are revised to allow for social distancing.
- Meeting rooms, break rooms and other communal areas have reduced seating and capacity limits.

In-Person Meetings

- All in person meetings are limited in Phase 1 and typically by appointment in Phase 2. Groups are expected to conduct virtual meetings even for those who have returned to working on campus whenever possible.
- Face to Face meetings are allowed in Phase 3 but virtual meetings are still encouraged to reduce exposure and costs for the university.



PROTOCOL FOR ALL PHASES:

Managing Your Safe Return to Campus

Positive Case Reporting

- Faculty and Staff will continue to use the Coronavirus Reporting Form to report illness, symptoms, exposure, underlying medical conditions or risk factors (or provide care for someone who does) and other unique circumstances.
- Students & student employees will continue to notify campus life via incident reports to report illness, exposure and outcomes.
- DU will provide appropriate notification to potentially exposed individuals.

Personal Protective Equipment (PPE) usage

- Face coverings/masks (*a fabric, cloth or other material that securely covers both mouth and nose*) will be required when working in or traveling through hallways, shared work areas, clinical spaces, other public areas including classrooms. We are ordering sufficient stock to provide for students, staff, faculty and visitors to campus who may arrive without a face covering.
- Gloves, hand sanitizer, or appropriate cleaning supplies, will be provided and required to be used when utilizing shared equipment such as computers or laboratory processes.
- Cleaning supplies will be provided for those spaces that don't allow for gloves and sanitizer to be effective (shared copiers, bathrooms, Student Activity Center, classroom spaces).

Contact Tracing

The University will partner with local county health departments to track positive cases on campus and potential exposures and close contacts for further follow up.



PROTOCOL FOR ALL PHASES:

Managing Your Safe Return to Campus

Health Screening

- Anyone entering our buildings will self screen for COVID-19 symptoms and possible exposure. Those with symptoms will be asked to get a medical assessment or isolate themselves until symptoms have abated. We will evaluate, update, and communicate changes to screening procedures as appropriate.

Testing for the virus

- In preparation for fall semester, students living in resident halls and student athletes will be tested once at the beginning of the semester.
- Faculty, staff and students who are on campus and present symptoms of COVID-19 will be advised to remain home and seek medical attention which may include testing.

Social distancing (minimum of 6 feet)

- Create placement spacers to direct traffic flow where possible and spacing anywhere a line might form
- Mail delivery, not pickup
- Discourage congregating and socializing in groups on campus
- Faculty and Student Services explore holding meetings with students in alternate spaces (such as classrooms or conference rooms) to increase spacing between employees and students



PROTOCOL FOR ALL PHASES:

Managing Your Safe Return to Campus

Virtual/technology operations assessment

- Implement virtual processes where feasible and effective. Determine which operations need further enhancement or technological support to deploy.

Safety device installation

- Install barriers where appropriate to block particle transfer and/or mitigate surface contamination (e.g. Plexiglas screens for points of transaction).
Provide changes to entrances and other places where lines form with floor markings to support social distancing.

Travel between campus locations

- Phase 1 and 2 Travel between locations severely limited and only allowed for essential needs.
- Phase 3 Travel reinstituted for non essential needs but should be limited to reduce unnecessary exposure and reduce institutional costs.

Vendors/Visitors

- Any Vendor with staff on campus must adhere to all Davenport University policies, procedures and guidelines, including: social distancing, PPE usage, and have an internal symptom checker on par with our processes. Vendors may also use our symptom screening process for their employees.

PHASE ONE:

In coordination with guidance from CDC and State Officials, the University will determine when to transition to the next phase by monitoring for a decline in cases, or absence of a rebound, of Covid-19 along with an evaluation of the case severity and local concerns such as health care capabilities based on region. Separately the University may decide to transition to another phase due to Campus specific concerns such as a localized outbreak or hotspot.

	In-Seat Classes?	Residence Halls and Dining Services?	Return of Full Work Force?	Athletics?	Large Gatherings? (including DavenFest, Graduation and Academic and Sporting Events)	Camps, Conferences and Outside Organizations Using Facilities?	Other Academic Adjustments?
Yes							X*
No		X	X		X	X	
Modified	X (Labs < 10)			X (voluntary workouts outdoors)			
Other	<p>* Clinical, Practicum and Internships allowed in areas where there will be no exposure to COVID-19 patients on a case by case basis. PPE must be provided by affiliate institutions.</p> <p>Some additional Essential Staff return to work on campus to prepare for a shift to phase 2. This would include:</p> <ul style="list-style-type: none"> • Facilities and cleaning staff to disinfect areas and begin to conduct maintenance needs at various campuses. • Construction contractors to complete those needed projects for a planned return to operations by Fall. • Public Safety to prepare for screening additional staff and visitors at entrances. • Some additional staff (Athletics, HR, IT and/or Academics) may need to cycle back to prepare for Phase 2. 						

PHASE TWO:

In coordination with guidance from CDC and State Officials, the University will determine when to transition to the next phase by monitoring for a decline in cases, or absence of a rebound, of Covid-19 along with an evaluation of the case severity and local concerns such as health care capabilities based on region. Separately the University may decide to transition to another phase due to Campus specific concerns such as a localized outbreak or hotspot.

	In-Seat Classes?	Residence Halls and Dining Services?	Return of Full Work Force?	Athletics?	Large Gatherings? (including DavenFest, Graduation and Academic and Sporting Events)	Camps, Conferences and Outside Organizations Using Facilities?	Other Academic Adjustments?
Yes							X
No					X	X	
Modified	X	X	X	X			
Comments	Beginning in Fall, Labs <10	Residence Halls: No additional residents expected. Dining: Available primarily through take out or limited seating subject to State of Michigan guidelines.	Departments with a business need to prepare to enter Phase 3 can begin to phase back staff with up to 30% returning, subject to having adequate PPE and distancing provisions in place. We will continue to work remotely as much as possible.	Fall Sports coaches return with minimal administrative staff to facilitate the needed ramp up for Fall sports. Sports can start up with minimal spectators following State of Michigan and NCAA guidelines. Athletic facilities use limited to 50% capacity.	Banned to control exposure and transmission.		Clinical and Internships allowed in areas where there will be no exposure to COVID-19 patients. PPE must be provided by affiliate institutions.
Other	Student expectations: First group of Work study students may start in key positions like front desk staff if needed to prepare for Phase 3. Student employees will follow the same Healthy@Work protocol as faculty and staff on days they are working. Prospective students and current students will be welcome on campus <u>by appointment only</u> to interact with student services team members if necessary, and will follow the Healthy Panther Promise protocol in place for visitors.						

PHASE THREE:

In coordination with guidance from CDC and State Officials, the University will determine when to transition to the next phase by monitoring for a decline in cases, or absence of a rebound, of Covid-19 along with an evaluation of the case severity and local concerns such as health care capabilities based on region. Separately the University may decide to transition to another phase due to Campus specific concerns such as a localized outbreak or hotspot.

	In-Seat Classes?	Residence Halls and Dining Services?	Return of Full Work Force?	Athletics?	Large Gatherings? (including DavenFest, Graduation and Academic and Sporting Events)	Camps, Conferences and Outside Organizations Using Facilities?	Other Academic Adjustments?
Yes							X
No					X	X	
Modified	X	X	X	X			
Comments	Classes can return with reduced occupancy related to social distancing practices. Occupancy limits will depend on classroom space and assessment conducted by Facilities.	Residents can return subject to testing and appropriate social distancing practices. A floor will be reserved as an isolation facility. Dining will be provided in limited sit down and take out format.	Departments can phase back an additional up to 30% of staff to prepare for implementation of this phase including students returning to campus for in seat classes and residential living.	Fall Sports coaches return with minimal administrative staff to facilitate Fall sports. Sports can resume with limited spectators and testing of athletes. SAC and facilities use will follow state guidelines	Banned to control exposure and transmission.		Clinical and Internships allowed in areas where there will be no exposure to COVID-19 patients. PPE must be provided by affiliate institutions.
Other	Student Expectations: 1) Second group of Work study students will return to their on campus roles. 2) Prospective students and current students will be welcome on campus and will follow the Healthy Panther Promise and screening protocol.						

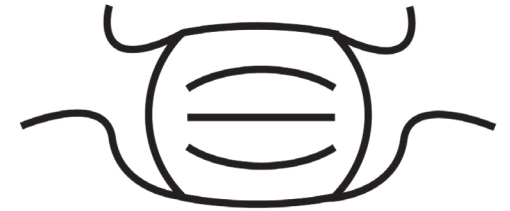
PHASE FOUR:

In coordination with guidance from CDC and State Officials, the University will determine when to transition to the next phase by monitoring for a decline in cases, or absence of a rebound, of Covid-19 along with an evaluation of the case severity and local concerns such as health care capabilities based on region. Separately the University may decide to transition to another phase due to Campus specific concerns such as a localized outbreak or hotspot.

	In-Seat Classes?	Residence Halls and Dining Services?	Return of Full Work Force?	Athletics?	Large Gatherings? (including DavenFest, Graduation and Academic and Sporting Events)	Camps, Conferences and Outside Organizations Using Facilities?	Other Academic Adjustments?
Yes	X	X	X		X	X	
No							X
Modified				X			
Comments	Classes can resume with minimal social distancing considerations with Clinical and Internships resuming as normal.	Residents can return subject to testing and appropriate social distancing practices. Dining will continue to provide modified food service as appropriate. Certain residential rooms will be reserved as an isolation facility.	Near full employment footing with another up to 30% of staff returning with special consideration for vulnerable individuals and special circumstances	Sports can resume normal practices with reduced numbers of spectators	Continued social distancing guidelines will make holding such gatherings difficult but we can begin to do so with reduced numbers attending.	Outside entities can begin using our facilities provided they agree to follow our guidelines for social distancing, PPE, and additional contract clauses to protect institutional liability.	
Other							

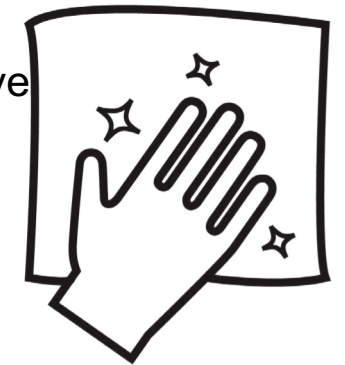
What Davenport University Is Doing

- **PPE + Personal Hygiene:** Providing masks or face coverings (a fabric, cloth or other material that securely covers both mouth and nose) to all staff, students, and visitors on our campuses. Hand sanitizer is provided throughout our buildings. Posters are displayed with reminders on how to prevent the spread of germs and training is provided.
- **Screening:** Anyone entering our buildings will self screen for COVID-19 symptoms and possible exposure. Those with symptoms will be asked to get a medical assessment or isolate themselves until symptoms have abated. We will evaluate, update, and communicate changes to screening procedures as appropriate.
- **Testing:**
 - In preparation for fall semester, students living in resident halls, student athletes, athletic coaches and trainers will be tested once at the beginning of the semester.
 - Faculty, staff and students who are on campus and present symptoms of COVID-19 will be advised to remain home and seek medical attention which may include testing.



What Davenport University Is Doing

- **Cleaning:** Common areas and frequently touched surfaces are being cleaned daily on a special protocol created by facilities. There are updated protocols for regular, targeted, and focused cleanings to address potential exposure concerns. Cleaning supplies will be available, and employees are encouraged to clean and disinfect their own workspaces at least twice throughout the workday. Shared spaces are expected to be cleaned before and after each use by the participant(s).
- **Physical and Space adaptation:**
 - Fresh air turnover in all of our buildings has been increased over industry standards to circulation and reduce potential transmission through aerosol particles.
 - Space augmentation such as plexiglass dividers and floor markings where lines may form have been made to improve social distancing and assist individuals in safeguarding their space.
 - Workspace and classroom layouts and seating arrangements are revised to allow for social distancing.
 - Meeting rooms, break rooms and other communal areas have reduced seating, capacity limits or may be temporarily closed.



What Davenport University Is Doing

- **Scheduling:**

- Business hours may be modified to allow for staggered work shifts to reduce the number of people in the building at one time.
- Class scheduling and occupancy has been revised to allow for control of potential exposures.



- **Travel:** Statewide business travel remains restricted to essential travel and requires departmental leadership approval. See also 'Protocol for all Phases'.

What You Are Expected To Do

- Stay home or go home if you are sick.
- Before you return to campus each day, complete the symptom screening process to obtain clearance.
- Wear a face covering (a fabric, cloth or other material that securely covers both mouth and nose) whenever you are in a public area including shared work spaces and classrooms. If you are unable to wear a face covering, please contact benefitsu@davenport.edu (employees) or campus.life@davenport.edu (students) to explore potential accommodations.
- Complete our **Healthy@Work** training module (employees) or **Healthy Panther Promise** video (students) demonstrating your commitment while on campus to ...
 - Maintain social distancing practices
 - Use Personal Protective Equipment (PPE)
 - Follow COVID-19 personal hygiene and cleaning guidelines
- Replace handshakes with head nods and waves.
- Avoid using others' phones, desks, offices or other work tools and equipment, when possible.
- Talk to your manager or campus life if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all university policies and practices.



Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.

Guidelines for Continued Remote Work (Employees)

If any of the following apply...

1. I have an underlying medical condition or risk factor which puts me at higher risk for contracting the virus.
2. I am a caregiver for someone who has an underlying medical condition which puts them at higher risk for contracting virus.
3. As a result of COVID-19, I have other unique circumstances complicating my return to work on campus.
4. I have been diagnosed with or exposed to the COVID-19 Virus.

Your responsibility is: Please refer to the CDC listing of underlying health conditions or risk factors for COVID-19. Then, speak with your manager, and report your concern on the Coronavirus Reporting Form confidentially. One of our HR team members will follow-up with you and your manager to explore a potential accommodation such as continued remote work or learning for a time.

The [Coronavirus Reporting Form](#) can be found in a link at the top of the davenport.edu landing page.



FREQUENTLY ASKED QUESTIONS:

Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as employee health screenings, use of face coverings and social distancing practices to keep our workplace healthy.

Can I continue to work from home?

Our return to campus plan is based on using remote work as one strategy, however, most roles will be returning to on campus work throughout our phased in approach. We expect employees to report to work at our business location when asked unless there is a legitimate reason for continued telework, such as an employee with a compromised immune system. You should discuss your specific circumstances with your manager.



FREQUENTLY ASKED QUESTIONS:

Do I have to answer medical questions when reporting to work or school?

Anyone who enters our buildings will be self-screened for COVID-19 symptoms. Current screening questions are included below and will likely change over time as health guidance evolves.

- 1. Do you have any new and unusual symptoms?** (Fever that is 100.4 degrees or higher, cough, difficulty breathing or shortness of breath, diarrhea, chills, sore throat, subjective fever, muscle pain, body aches, fatigue, loss of taste or smell, congestion or runny nose, nausea or vomiting)?
- 2. Have you had close contact with a person that has been diagnosed with COVID-19 through a positive test result?** (Notification would be from a medical professional, health department or governing health care authority).

Note: If you have been diagnosed with COVID-19, please self isolate and follow medical advice.



FREQUENTLY ASKED QUESTIONS:

I am a student. Will I need to do any screening or testing?

Yes, all students will be required to answer questions regarding COVID-19 symptoms before entering our buildings. If you are sick, do not come to class, but do communicate with your professor.

- **Screening:** Anyone entering our buildings will self-screen for COVID-19 symptoms and possible exposure. Those with symptoms or exposure will be asked to get a medical assessment or isolate themselves until symptoms have abated. We will evaluate, update, and communicate changes to screening procedures as appropriate.
- **Testing:**
 - In preparation for fall semester, students living in resident halls and student athletes will be tested once at the beginning of the semester.
 - Faculty, staff and students who are on campus and present symptoms of COVID-19 will be advised to remain home and seek medical attention which may include testing.



FREQUENTLY ASKED QUESTIONS:

Do I have to wear a mask on campus?

Yes, under these circumstances: Masks must be worn by everyone while on campus. Faculty, staff, students or visitors who arrive without a mask will be provided with one. If you are using your own cloth mask, or one provided by Davenport, you will need to follow the guidance from the CDC regarding keeping a cloth mask clean and sanitary.

Face mask will be required when working in or traveling through:

- Hallways
- Shared work areas
- Clinical spaces + Classrooms
- Any other public spaces

Face masks will be optional within the following spaces:

- Private office or space with door closed or mostly closed
- When outdoors provided social distancing is observed



FREQUENTLY ASKED QUESTIONS:

I am concerned that my students, fellow students or co-workers may not follow these guidelines. What recourse do I have?

The Davenport COVID-19 response follows federal, state and local guidelines for healthy colleges and universities including screening, distancing, wearing masks and personal hygiene and is not optional. Faculty, staff and students are accountable to these expectations in the same way as any other University policy or procedure.

- Faculty and Staff: Please see the Employee Handbook for the Discipline policy.
- Students: Please refer to the Code of Student Conduct.

If a gentle reminder is not effective, reports of any concerns can be made to Public Safety, via incident reports or anonymously through EthicsPoint. Consequences will follow the discipline policy in the Employee Handbook or the Code of Student Conduct.



FREQUENTLY ASKED QUESTIONS:

How will positive cases of COVID-19 be handled at our campus?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. The following steps will be taken should a student, visitor or employee contract COVID-19 and potentially expose others on our campus.

1. Employees or students who have been potentially exposed will be sent home and asked to contact their health professional and telework or take classes online for 14 days.
2. A general notification will be made to individuals working or present in the same area/building
3. A specific notification will be made to all individuals who had “close contact” with the affected individual.
4. There will be a thorough cleaning of the workspace used by the infected individual as prescribed by our facility COVID-19 cleaning protocol and potential closing of an area if needed.
5. Notification will be made to the appropriate country health department.



FREQUENTLY ASKED QUESTIONS:

Reporting:

- Employees who are diagnosed positive or having come in close contact with someone diagnosed with COVID-19 must report their outcome on the Coronavirus reporting form (see 'Additional Information' at the end of this Plan). Those with a positive diagnosis will further be asked to provide a list of their close contacts.
- Students who are diagnosed positive or having come in close contact with someone diagnosed with COVID-19 must report their outcome via incident reporting or campus.life@davenport.edu (see 'Additional Information' at the end of this Plan). Those with a positive diagnosis will further be asked to provide a list of their close contacts.



FREQUENTLY ASKED QUESTIONS:

Who is defined as a 'Close Contact'?

- Close contact is defined as less than 6 feet for 15 minutes or longer of a positive case within their infectious period (from 48 hours before the test or symptoms to the day they were moved to isolation) regardless of whether or not one or both parties were using a mask.
- Note about healthcare: For students or faculty who are working/learning in a healthcare setting, please follow the clinical site's guidance to define 'close contact'. It is common for healthcare workers/students wearing healthcare PPE and following their other health guidelines not to be defined as close contacts when treating a patient who may have COVID-19.



FREQUENTLY ASKED QUESTIONS:

I am a manager. Can you give me some ideas on how to transition my team back to working on campus in the various phases?

- Conduct meetings electronically, even when working on campus. If meetings cannot be conducted virtually, keep participation to fewer than 10 participants and enforce appropriate physical distancing and wearing of masks or face coverings.
- Develop a phased return of employees to no more than 30% of the workforce at a time separated by 2 - 4 weeks for larger teams.
- Stagger shifts to reduce the number of people in the workplace at the same time.
- Gauge employee willingness to volunteer to be the first to return and prioritize those with the greatest ability/desire to return, while paying attention to individual risk factors.
- Allow those who can work effectively from home to be the last to return and/or delay their return to the campus.
- Encourage single occupancy in work rooms.



FREQUENTLY ASKED QUESTIONS:

Will we continue to have in-person meetings?

In order to promote social distancing when on campus, some meetings will need to be restructured. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants.

In addition, some meetings will include a virtual option for participation from your personal work or study space. The meeting organizer can provide you with guidance.

Additional Information

Faculty and Staff questions can be directed to your manager, or Human Resources at HR@davenport.edu

- The [Coronavirus Reporting Form](#) can be found in a link at the top of the my.davenport.edu landing page
- Extensive resources for your productivity and well-being during this time have been summarized in our Keep Calm and Carry On resource, found on the landing page of Empower U in My Connections

Student and student employee questions and reports of symptoms, diagnosis or other concerns may be reported via [incident reports](#), or directly to campus.life@davenport.edu. We are here for you!

Additional Information

Staff, faculty, students or campus visitors may also use the confidential **EthicsPoint hotline** for any situation or conduct you believe violates an applicable law, regulation, government contract, grant requirement or University Policy. Contact EthicsPoint by phone at 855-271-2823, or via an online portal (search for 'EthicsPoint' when you are logged in to the DU My Connections).

For other updates on what the university is doing in light of COVID-19, we encourage you to visit davenport.edu/coronavirus.

*Please pay special note of the **'Additional Resources for Students or Parents'** and **'Frequently Asked Questions for Faculty and Staff'** sections with more detailed information about how our overall plan is implemented throughout the university.*

Specific additional information on the following topics are available upon request

Facilities COVID-19 Cleaning Protocol

Athletics Return to Campus Guidelines

Guidelines for Residential Students

