

# **George Mason University**

## **Safe Return to Campus Plan**

**Mason Continuity and Coordination Team**

**Current as of July 22, 2020**

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# ACRONYMS

<b>ACGC</b>	Angel Cabrera Global Center
<b>ATI</b>	Assistive Technology Initiative
<b>CAPS</b>	Counseling and Psychological Services
<b>CDC</b>	Centers for Disease Control and Prevention
<b>CHHS</b>	College of Health and Human Services
<b>COOP</b>	Continuity of Operations Plan
<b>EPA</b>	Environmental Protection Agency
<b>EMEC</b>	Emergency Management Executive Committee
<b>EOG</b>	Emergency Operations Group
<b>EMR</b>	Electronic Medical Record
<b>EHS</b>	Environmental Health & Safety Office
<b>FAFC</b>	Freedom Aquatic and Fitness Center
<b>FCHD</b>	Fairfax County Health Department
<b>HRL</b>	Housing & Residence Life
<b>ICA</b>	Intercollegiate Athletics
<b>ITS</b>	Information Technology Services
<b>MAP</b>	Mason and Partners
<b>MCCT</b>	Mason Continuity and Coordination Team
<b>MSSC</b>	Mason Student Services Center
<b>COVID-19</b>	Novel Coronavirus
<b>PPE</b>	Personal protective equipment
<b>SCHEV</b>	State Council of Higher Education for Virginia
<b>SFPC</b>	Statewide Fire Prevention Code
<b>SHS</b>	Student Health Services

<b>VDH</b>	Virginia Department of Health
<b>VDSS</b>	Virginia Department of Social Services
<b>VLC</b>	Virtual Learning Community

# INTRODUCTION

George Mason University (Mason) is Virginia's largest public research university serving more than 37,000 students. The university has a significant footprint in the northern Virginia region with three campuses located in Arlington, Fairfax, and Prince William Counties and multiple instructional sites throughout the region. The university also has a campus in Northeast Asia, Mason Korea. Mason's *Safe Return to Campus Plan* outlines measures for a systematic reopening of Mason in accordance with [Higher Education Reopening Guidance](#) issued by the State Council of Higher Education for Virginia (SCHEV) on June 11, 2020. The plan aligns with federal, state, and regional public health guidance.

In response to public health concerns surrounding the novel coronavirus (COVID-19) pandemic, Mason transitioned to virtual instruction on March 23, 2020, and implemented a telework policy for faculty and staff. Under [Executive Order 55 Temporary Stay at Home Order Due to Novel Coronavirus \(COVID-19\)](#), the university continued to operate in a limited capacity in accordance with public health guidelines, to facilitate remote learning, critical research, and other functions deemed essential. Once the *Safer at Home* order was lifted for Northern Virginia on June 11, 2020, Mason eased restrictions on research and continued development of the *Safe Return to Campus Plan*. The plan calls for starting the fall semester on time on August 24, 2020, and bringing students back for a mix of in-person and hybrid instruction and expanded online classes, as well as the continued advancement of research. Mason's return to campus will be executed in stages to allow for adjustments as new information or revised guidance becomes available.

George Mason University's guiding principle is to support the health, safety, and well-being of the Mason community. This principle guides planning for the safe return to campus and is balanced with fulfilling the university's mission as an innovative and inclusive academic community committed to creating a more just, free, and prosperous world. To uphold this principle, the plan outlines risk-mitigation strategies for the Mason community that include behavioral expectations and practices, engineering controls and protective equipment and supplies consistent with best public health practices. These precautions address risk factors for exposure such as proximity (e.g., time and space) and behavior (e.g., physical distancing) with attention to individual risk of infection (e.g., susceptibility).

Mason's *Safe Return to Campus Plan* will evolve as circumstances develop and/or as new information or revised guidance becomes available from federal, state, and local officials and public health experts. The university is in frequent communication with state and local government agencies and public health departments, as well as health and safety colleagues at peer institutions and will update the plan as needed. This plan has been developed to allow a flexible and timely return to online teaching and telework as necessitated by the magnitude and scope of the pandemic in our region.

## Governance

In accordance with the university's Continuity of Operations Plan (COOP), in March 2020, the university leveraged the [Emergency Management Executive Council](#) (EMEC) and the Emergency Operations Group (EOG). These existing groups were augmented by the creation of the Mason Continuity and Coordination Team (MCCT) to facilitate alignment among the different constituencies of the university and involvement of the academic and research communities through the establishment of 18 working groups charged with developing detailed plans, standards, and policies required to successfully reopen in-person operations. This work served as the basis for the development of this comprehensive plan.

While EMEC serves as a steering committee for the work of the MCCT, all plans for the fall 2020 semester are reviewed and approved by the President and the [Executive Council](#) leadership team.



**Figure 1. Governance Structure for Fall 2020 Planning.**

## Integration with State and Local Public Health

Mason’s broad operational footprint in the Northern Virginia region has led to the establishment of collaborative relationships with local public health departments and the Virginia Department of Health (VDH). These relationships support the care and treatment of Mason’s student population in collaboration with Mason’s Student Health Services (SHS), as well as the development and implementation of operational health and safety procedures to support Mason’s faculty and staff in collaboration with Mason’s Environmental Health & Safety Office (EHS). Furthermore, Mason’s College of Health and Human Services (CHHS) operates Mason and Partners (MAP) Clinics, which provide healthcare services to the uninsured and underinsured communities in Northern Virginia. In recent years, these clinics have further facilitated the establishment of close working relationships between Mason and the local health departments in counties within which they operate.

The university has leveraged these relationships with local public health departments and VDH when developing this *Safe Return to Campus Plan*. More specifically, weekly meetings are being held with Fairfax County Health Department (FCHD), as well as intermittent and topical meetings with various health districts and administrators within VDH.

Mason’s Executive Director of SHS serves as Mason’s primary point of contact for local public health departments and is in close contact and coordination with Mason’s EHS team through communications channels established via Mason’s longstanding EOG.

**Table 1. Local Public Health Department Contacts**

Public Health Entity	Public Health Points of Contact	Mason Points of Contact
<b>Arlington County Health Department</b>	Reuben Varghese, MD District Director Arlington Health District 2100 Washington Blvd., 2nd Floor Arlington, VA 22204 (703) 228-5580 Office (703) 228-5233 Fax	Lisa Park, MD, MPH; Executive Director, Student Health Services Phone: (703) 993-2831
		Paul Didier, MPH; Director, Environmental Health and Laboratory Safety, EHS Phone: (703) 993-4820
<b>Fairfax County Public Health Department</b>	Gloria Addo-Ayensu, MD, MPH District Director Fairfax Health District 10777 Main Street, Ste. 203 Fairfax, VA 22030 (703) 246-2479 Office (703) 653-9463 Fax	Lisa Park, MD, MPH; Executive Director, Student Health Services Phone: (703) 993-2831
	Barbara Downes; Communicable Disease Program Epidemiology Manager Phone: (703) 246-8668	Paul Didier, MPH; Director, Environmental Health and Laboratory Safety, EHS Phone: (703) 993-4820
<b>Prince William Health District, VDH</b>	Alison Ansher, MD, MPH District Director Prince William Health District	Lisa Park, MD, MPH; Executive Director, Student Health Services Phone: (703) 993-2831

	9301 Lee Avenue Manassas, VA 20110 703-792-6301 Office 703-792-6338 Fax	Paul Didier, MPH; Director, Environmental Health and Laboratory Safety, EHS Phone: (703) 993-4820
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**Local Partnerships**

George Mason University has been and will continue to be committed to timely information sharing and open communication and dialogue with our local residential and business communities, including chambers of commerce and economic development offices and authorities; regional health systems; campus and community advisory boards; and federal, state, and local government representatives for Mason campus locations in Arlington, Fairfax, and Prince William Counties, and our broader regional jurisdictions to include Loudoun County and the Cities of Alexandria, Fairfax, and Manassas.

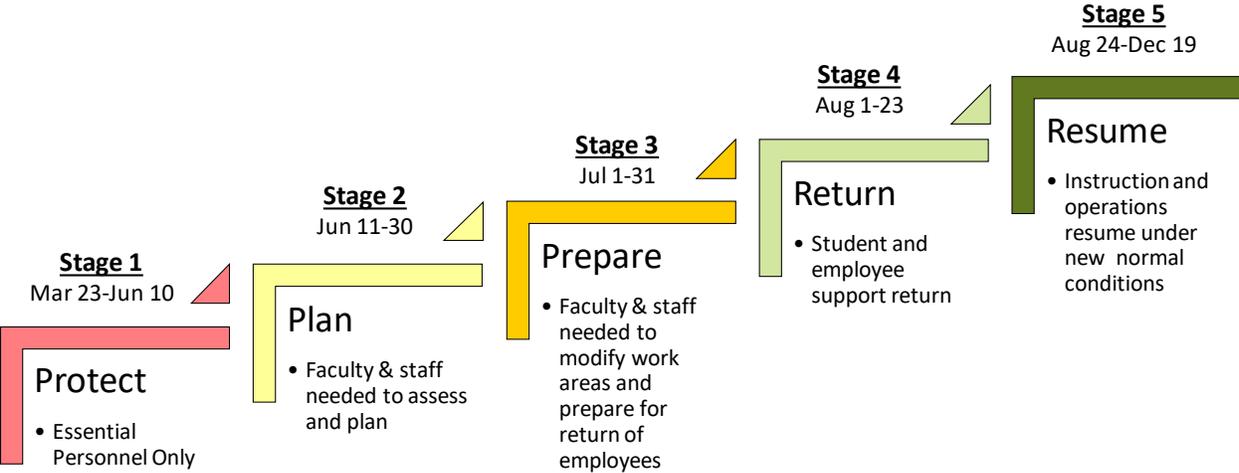
Through the efforts of our communications and outreach representatives throughout Mason’s schools, colleges, and administrative units, and particularly through the Office of Communications & Marketing and the Office of Government & Community Relations, the university will share significant changes to university operations including reopening plans, ramp downs, and closures. Information will be shared through various communication vehicles including, but not limited to, official university social media outlets, direct university and personal emails, EMMA platform email campaigns, and virtual video meetings and presentations.

In addition to information sharing and communication dialogue, Mason’s partnerships with local county health departments, connections to local health systems, and the MAP Clinics that provide COVID-19 testing, will play an important role in the monitoring and management of COVID-19 for the Mason community, as well as those in the surrounding communities we serve.

# REPOPULATION OF CAMPUS

## Staged Return

The university will use a six-stage approach to resume university operations, instruction, and research. A staged approach allows the university to create a timeline of activities and align with thresholds that dictate if, when, and how faculty, staff, and students will return to campus (Figure 2). Five stages address the process for reopening and our safe return to campus. Stage 6 is resumption of normal operations that will occur at a date to be determined and thus is not shown below.



**Figure 2. Five Stages of Reopening George Mason University**

Schools, colleges, and units will begin planning for the safe return to campus with the understanding that many faculty and staff will continue all or some form of telework/remote status for the foreseeable future. As the university progresses from its current stage of reopening through stage 6 and supervisors identify roles and responsibilities that require in-person interaction to meet business needs, employees best suited to meet those responsibilities will return to campus. The extent of their return (half-day, full-day, intermittent, or by-appointment) will be determined by the need for services. It is the supervisor’s responsibility to determine whether employees must return to campus, and supervisors are encouraged to be as flexible as possible while supporting the university’s mission. This will assist not only with controlling transmission of COVID-19, but also with allowing the university to set up work areas that align with new physical distancing requirements.

All student services, including but not limited to, cultural, student support, counseling, health, well-being, career, and the Mason Student Services Center, will remain vital to student success and be offered both virtually and face-to-face as we enter the fall semester. Some co-curricular events and programs will be able to occur in person and staff are working to determine modifications necessary to comply with public health requirements. Student organizations will also be provided guidance in their efforts to provide in-person activities and/or offer online

experiences to connect with members when meeting in person is not possible. As of July 17, 2020, each unit/department at Mason has submitted a *Unit/Department Safety Plan* that outlines how they intend to comply with the *Safe Return to Campus Plan's* public health and safety precautions.

## **Mason Initiation/Student Activities**

Each year the university hosts a Mason Initiation for incoming students. This program provides educational offerings and events such as the Preamble and Welcome2Mason experience which help students acclimate to campus and learn what it means to be a responsible Patriot. This year, the university will modify the Mason Initiation experience in order to comply with public health and safety requirements to include a requirement for students to take *Safe Return to Campus Training* prior to coming back to campus in-person. This will require development of virtual and in-person programming that prioritize safety and health of all students, faculty, and staff without compromising university and university life learning outcomes.

Mason Initiation and student activity guidelines should balance student expectations with the need to follow public health and safety precautions. Occupancy and physical distancing requirements will impact the space available for in-person programs. Telework or reduced staffing may impact the number of programs that can be offered.

### **Policies and Procedures:**

1. Mason Initiation will include virtual events, some of which require multiple campus support services, and others that can be organized and managed with little or no campus support services.
2. Student Involvement will develop a supplemental virtual events guide and processes document for student organizations as well as face-to-face events guidelines under the new public health and safety guidelines. This document will become a supplemental required training for all student organizations that will be holding events in 2020.
3. Preamble experiences have been adjusted to meet a hybrid model with some being held virtually and other smaller experiences taking place on campus within the guidelines for gatherings of students living on campus or taking classes on campus at the time of these initiatives.
4. Welcome2Mason will include traditional and newly reimagined educational and social experiences that occur through the month of September and are open to all students. These initiatives have been adjusted to meet a hybrid model, with some taking place virtually, as well as smaller experiences taking place on campus within the guidelines for gatherings for those students living on campus or taking classes on campus at the time of these initiatives.
5. Virtual Learning Communities (VLC) will be utilized. Groups of on and off-campus students who share common interests will convene online to explore their shared interests more deeply. In a virtual setting, the VLC is similar to a residence hall floor or building where students in the same VLC group have easy access to each other, making the larger Mason community feel more cohesive. Each VLC has a dedicated team composed of faculty members, professional, and student staff, and includes a

connected course around the topic area. The VLC is also in partnership with at least two campus offices to create a collaborative and holistic environment for the students engaging in that community.

6. In-person student activities will comply with [public health and safety precautions](#) outlined in the *Safe Return to Campus Plan*. These include screening, signage, occupancy restrictions, physical distancing requirements, face coverings, hand hygiene, and enhanced cleaning and disinfection protocols in keeping with [Forward Virginia Guidelines](#) for social gatherings.
7. Event management trainings will be required for all student organizations planning events. The deadline for completion is September 20, 2020.
8. Contactless check-in via Mason 360 will be utilized. This will enable tracking the capacity needs, as well as acquiring a list of participants in case of the need for contact tracing. This process will also be measured by student satisfaction assessments for various events to determine if we are meeting the university and University Life objectives within the confines of the COVID-19 regulations.

Planning and preparation began on May 15, 2020, and will continue through July 31, 2020. Preamble will take place the week before classes start. Welcome2Mason events will continue through September 2020.

A number of contingencies will be factored into planning to include:

- contingency layout plans for a variety of size models compliant with current Event Exception Committee Guidelines will be developed to determine potential needs and adjustments to the spaces that were identified outside of academic needs;
- back-up staffing will be identified in the event that staff are unable to fully support events due to illness;
- due to the lack of space available, events cancelled due to poor weather conditions will be rescheduled if possible; and
- with an increase in outdoor events, enhancement of power and wireless internet access will be essential for most events in order to check in participants.
- The resources allocated for Mason Initiation should include costs associated with signs, generators, snow fencing, tents, stanchions for queuing, etc.

Information Technology Services (ITS) will help to determine the needs and current capabilities within the spaces identified for student activities.

Leadership of Registered Student Organizations, Department Student Organizations, and units that implement campus events will need direct communication of guideline and procedure adjustments and will be required to participate in trainings to ensure understanding of the new approaches and activities on campus.

## Housing and Residence Life Move-In

To protect the safety of students and their guests on move-in day, Housing and Residence Life (HRL) has planned for a multi-day move-in process that allows for screening for symptoms or exposure and potential quarantine if recommended by current Centers for Disease Control and Prevention (CDC) guidance, prior to moving into their assigned space. Additionally, the longer timeline for move-in will serve to decrease the number of students traversing the halls, reduce crowding in elevator lobby areas and entrances, and help establish the new normal with regard to adherence to public health and safety precautions.

### **Policies and Procedures:**

1. Move-in activities will follow public health and safety precautions outlined in the *Safe Return to Campus Plan* and required *Safe Return to Campus Training*. This includes screening, signage, occupancy restrictions, physical distancing requirements, face coverings, hand hygiene, and enhanced cleaning and disinfection protocols in keeping with [Forward Virginia Guidelines](#) for social gatherings.
2. Students may sign up for a 2-hour move-in time block.
3. The traditional green bins used during move-in will not be available for student use.
4. Parking passes will be provided to students to use on the day of their move-in.
5. Students will be allowed to have up to two guests assist with their move-in.
6. Students and their guests will be required to wear a face covering while moving in, in accordance with University Policy 1415 *COVID-19 Public Health and Safety Precautions – Face Coverings* and the *Safe Return to Campus Plan*.
7. MoveCrew (student and faculty/staff volunteers) will not be utilized this year to reduce the number of individuals touching belongings.
8. Signs and postings with reminders of public health and safety requirements will be prominently displayed in residence halls and at customer service areas.
9. ID cards will be pre-programmed to reduce crowding at the desks.
10. Students will go to pre-assigned check-in locations to pick up any brass/hard keys.
11. Students will be issued an electronic Room Condition Report on their appointment date to reduce crowding at the desks.
12. Students will be able to enter work orders electronically through StarRez.

Student staff will move in on August 8, 2020. Upper class students will move in between August 15-18, 2020. Freshman will move between August 19-21, 2020.

# PREPARATION FOR OPENING CAMPUS

## Signs and Postings

The university will post signs and reminders for public health and safety precautions in accordance with [Forward Virginia Guidelines](#) and the [Governor's Executive Orders](#). To meet requirements, the university will print and post signs in prominent areas on all campuses. Modified occupancy levels in spaces that account for physical distancing requirements will also be posted at the entrance to those spaces.

Signage content has been determined by the Governor's phased reopening requirements, CDC requirements, and in coordination with working group leads. Working groups who are creating processes or requirements that need to be known throughout the campus will have their information included in campus signage. Signage locations will vary with building setup and types of construction materials used.

The signs on campus are intended to communicate to all members of the university. Individuals are instructed to follow guidance and instructions on university signs.

### **Policies and Procedures:**

1. Signs will be posted in key locations easily visible to visitors, faculty, staff and students, including (but not limited to) the following: parking lots, building entrances, common areas within buildings, elevator lobbies, entrances to classrooms and instructional spaces, any room with an occupancy change, at the start of queues or lines, state vehicles, Mason Shuttle stops, restroom entrances, restroom mirrors, and dining facilities. In accordance with [Forward Virginia Guidelines](#), signs will be posted at events and social gatherings with public health reminders and signs indicating that no one with a fever or symptoms of COVID-19 or a known exposure to a COVID-19 case in the prior 14 days is permitted at the event.
2. The content of signs varies slightly, but will cover the specific information people need to know for the location where the sign is posted. All of the signs have been created in consultation with [Disability Services](#). The signs have distinguishing features that allow low vision faculty, staff, and students to identify the sign as a COVID-19 sign and use technology to help read the signs. In addition, in areas that need signage in different languages, those signs will be provided. An example of signage is provided in Figure 3.



**Figure 3. Example of COVID-19 Signage**

3. In addition to signs, other visual cues may be used to support physical distancing and traffic flow in common areas. Floor decals may be used to mark physical distancing requirements for people standing in lines. Floor decals and/or stanchions may also be used to indicate traffic flow patterns.

Installation of signs and other visual cues will occur in July and August with signage requirements completed before students return to campus. Coordination with units/departments and offices to meet specific signage needs is key. If individuals see an area where additional signage or visual cues would be helpful, they should contact [safety@gmu.edu](mailto:safety@gmu.edu).

## **Unit/Department Safety Plans**

Units and Departments are required to develop written plans for how they will implement public health and safety requirements in spaces they manage. These plans will be evaluated by the Departmental Plans Review Working Group upon submission. This mechanism will also serve to identify the need for safety supplies to support customer service locations, provide employees with face coverings, and distribute disinfectant products to locations across campus based on a needs and risk assessment.

It will require time for units/departments to complete this planning effort and assumes that unit/departments will attend training and view the video tutorial on how to complete planning prior to engaging in the planning process.

## **Policies and Procedures:**

1. Each unit/department Dean or supervisor must oversee the development of a *Unit/Department Safety Plan* that describes how the department will implement public health and safety guidance for activities that cannot be conducted at home or by telework. It is the supervisor's responsibility to determine whether employees must return to campus, and supervisors are encouraged to be as flexible as possible while supporting the university's mission.

The *Unit/Department Safety Plan* is designed to assist units and departments in determining who should return to campus, when faculty and staff should return, and what workspace or work schedule modifications may be needed to reduce potential exposures among employees. The plan will also assist in identifying the need for safety supplies (e.g., face coverings, plexiglass barriers, hand sanitizer, disinfecting wipes, disinfecting spray, gloves). Specifically, this plan requires departments to consider:

- a. when employees should return to campus and provide justification;
- b. telework arrangements for faculty, staff, and student workers that can continue to work remotely without deterioration in service/work quality or delivery;
- c. accommodation/adjustments/modifications for high-risk individuals;
- d. consideration for physical distancing requirements in shared offices, meeting rooms, common spaces, and shared resource rooms;
- e. deliberate planning for delivery of service and number of customer service locations; and,
- f. additional safety precautions for unit/department specific activities that are required in addition to the university's general health and safety precautions.

This planning effort does not include classrooms or research areas; these spaces are being assessed through a different process.

2. Plans were due to the Departmental Plans Review Working Group by July 17, 2020. This deadline was driven by the need to have precautions in place and safety supplies distributed before faculty, staff, and students return in August. The completed safety plans are being reviewed by the Departmental Plans Review Working Group and safety supplies will be distributed in accordance with the approved plan. Supply requests are processed using an online work-flow process. Units/departments will receive confirmation when supply requests are processed.
3. Unit/department leadership is responsible for assigning individuals to complete plans for one or more divisions/functions within the unit/department. Only individuals assigned by unit/department leadership may complete the *Unit/Department Safety Plan*. Faculty and staff are instructed to contact their Dean or supervisor with questions about unit/department planning. Individuals assigned planning responsibilities receive a link to the online *Unit/Department Safety Plan* application from the individual assigning planning responsibilities. It is strongly recommended that those individuals involved in unit/department planning complete [Safe Return to Campus Training](#) before beginning planning efforts. The Departmental Plans Review Working Group can provide

consultation for development and implementation of *Unit/Department Safety Plans* upon request. A 30-minute video tutorial is provided to assist unit/department leadership, faculty, and staff with departmental planning. A link to this video tutorial is embedded in the online *Unit/Department Safety Plan* template for easy access.

The online Safe Return to Campus planning portal is equipped with a dashboard that captures planning status metrics for all university units and departments. Periodic updates on plan submission and review progress are provided to the EMEC. When necessary, unit/department leadership will be contacted when there are issues with plan content, failure to submit plans, or deviations from the university's approved safety precautions and plans.

Unit/department leadership were contacted individually via email with specific instructions on how to complete *Unit/Department Safety Plans* on June 25, 2020. Emails provided a link to the online planning portal as well as [Safe Return to Campus Training](#) and the *Unit/Department Safety Plan* video tutorial. Unit/department leadership were instructed to assign one or more individuals to complete plans for the various divisions or functions that constitute the unit/department. Leadership was provided with explicit instructions that all plans be completed by July 17, 2020, to provide sufficient time to modify work areas if necessary and to deliver requested supplies.

# CULTURE OF ADHERENCE TO PUBLIC HEALTH AND SAFETY PRECAUTIONS

The university will use signs, posters, messages, and training to promote compliance with public health and safety requirements. To the extent possible, the university may offer positive incentives to those “caught-in-compliance” to encourage members of the Mason community to adhere to the physical distancing, face covering, hygiene, and cleaning/disinfecting requirements.

## Communications Plan

Returning to campus this fall requires a strong sense of community and supporting coordination across George Mason University. This plan assists university leadership, students, faculty, and staff in the transition from crisis response to thriving in a new reality. Essential to this effort is creating a comprehensive communications plan that outlines expectations for sharing information, soliciting input from the university community, providing updated information in a timely manner, addressing concerns, and mapping the university’s objectives and actions. Communication must be clear, consistent, unified, show confidence in the university’s decisions, and speak to the values and mission of the institution.

The central communications team will manage a multi-modal flow of communications and review unit/department messages before they are distributed to provide consistency, accuracy, and coordination with other communications. The university has established a Communications Working Group, led by the central communications team and with partners from across the university, that will establish standards, policies, and protocols for sharing information.

The central communications team is primarily concerned with ensuring that information is credible, trustworthy, and current. University communications standards require communications to be simple, clear, and free of jargon, so that it can be understood by a broad cross section of our community. To this end, the Communications Working Group has established guidelines for communication that include: early notification requirements and preliminary review; a dashboard to track all university messages; a two-tiered vetting process that includes members of the EMEC and senior university leaders; and notification to communicators across the university. Communications guidelines have been shared with academic and administrative leadership.

Messages sent via email are the primary method of reaching the university community. Messages can be sent to all students, faculty, staff, affiliates, and contractors or individual groups as necessary. The frequency and content of communications is determined by the central communications team. Messages are reviewed and expedited in accordance with the university’s communications guidelines.

The communications team has also created a [Safe Return to Campus website](#) on which current, vetted, and timely information is posted as it becomes available. This website serves as the primary portal through which students, faculty, staff, and visitors can find answers to their questions, access resources such as training and illness reporting guidelines, as well as information about university operations such as university travel, status of university events,

resumption of research procedures, and links to media released by the university (e.g., testimonials, educational videos, and university town hall presentations).

The target audience for general messages comprises students and their families, prospective students, faculty and staff, alumni and donors, community partners, stakeholders, and media. Targeted communications to specific audiences, colleges, or departments are conducted on a case-by-case basis as necessary.

A major communication risk for the university is the spread of inaccurate information. Furthermore, the evolving nature of this event and knowledge/guidance regarding COVID-19 creates potential discrepancies or conflicts with previously released information. Uncoordinated communications by individuals or departments may further confuse matters, as they might be inconsistent, in conflict with, or ahead of the university's official position.

**Policies and Procedures:** To address these challenges, the university's central communications team, working with the Communications Working Group, has developed the following guidelines:

1. **Communication Plans:** The Communications Working Group will review other Working Group Communication Plans, so as to schedule the timing and release of important communications.
2. **University-Wide Messages:** A five-step process for all university-wide messages:
  - a. Early notification of the central communications team prior to messages being drafted, so that potential issues or inconsistent messaging can be spotted early.
  - b. Review of proposed messages with an established turnaround time of one business day. (Exceptions to be made when urgent communication is required.)
  - c. Communication Dashboard to plan and track all university-wide communication.
  - d. Two-tiered vetting process—first with subject matter expert on the EMEC and then with senior leaders. The Central Communications team will manage the vetting and set clear expectations for turnaround.
  - e. Notification of Deans and unit communicators (prior to message being sent). This helps provide consistency and allows our communication partners to amplify our message.
3. **Unit Messages:** Notification to and review of all unit messages by the central communications team to ensure messages that are consistent with university positions.
4. **Briefings by Central Communications team:**
  - a. A weekly call with all unit communicators.
  - b. Periodic update on the MCCT call.
  - c. Updates at Executive Council.
5. **Website:** Directing people, via messages, to Mason's [Safe Return to Campus website](#), a central website with the most current and reliable information and answers to frequently asked questions.

6. **Feedback and Questions:** The Strategic Communications team within Communications & Marketing is developing a feedback loop to quickly address questions and share information widely. The central communications team will manage this feedback loop, maintain a list of university experts who can quickly address questions, and post information on the website and through social media. Additionally, the university may host virtual town halls to provide opportunities to address questions.
7. **Media:** All media requests about the *Safe Return to Campus Plan* and process should be directed to the Strategic Communications team. Strategic Communications will vet all requests and then work with university experts to develop message points, designate a spokesperson, and respond in a timely manner.

The Communications Working Group, working in collaboration with university stakeholders, will update existing communications guidance and instructions for how to access the media kits for official local/regional/national media inquiries as necessary. Given the nature of communication, this will be a dynamic process that continues to evolve leading up to our return to campus and throughout the fall semester.

Guidance on how communications are coordinated and approved has been shared with leadership, working group leads, and unit communicators to socialize and reinforce communications procedures. Additional instructions and resources regarding core messages, media kits, and information on the communications process feedback loop are expected mid-July.

The website was announced through messages and in two phases between June 22 and July 2, 2020. These community-wide messages included an email address where people can submit ideas for frequently asked questions, links to online resources, and updated information on the university's plans and procedures. Updates to university policies, plans, procedures, and operations will be released to the university as necessary. Previous communications to the university are archived and have been made available online for university students, faculty, staff, visitors, and the public.

## Training Plan

The university is providing training to all faculty, staff, and students on the precautions that the university is implementing to mitigate the spread of COVID-19. Training curriculum includes an overview of COVID-19 epidemiology, the safety measures the university is taking, and individual responsibilities students, faculty, and staff must meet when on campus.

Online training regarding public health and safety precautions was released in June for university employees and will be released in July 2020 for students. All faculty, staff, and students are required to complete [Safe Return to Campus Training](#) before returning to campus. Additional training modules may be required for certain audiences (e.g., residential students, student athletes, and instructional faculty).

*Student Safe Return to Campus Training* will be administered through the university's learning management system, MyMason. Students will be assigned training and will be notified of noncompliance. All students will have access to the *Safe Return to Campus Training*

prominently displayed on the MyMason portal landing page. University Life will monitor student compliance.

**Table 2. Content of *Safe Return to Campus Training for Employees and Students***

<p><i>Safe Return to Campus Training</i> for both audiences includes the following information:</p> <ul style="list-style-type: none"><li>• Basics of COVID-19 transmission and symptoms</li><li>• Actions that should be taken if someone suspects that they have been exposed to COVID-19 or are ill with COVID-19</li><li>• Procedures for reporting COVID-19 exposures and illnesses</li><li>• Special considerations and accommodations for individuals who are at high-risk</li><li>• University precautions to prevent the spread of COVID-19 on campus</li><li>• Procedures that are required to resume research on campus</li><li>• Specific precautions that are being implemented in classrooms</li><li>• Importance of physical (social) distancing</li><li>• Requirements to wear face coverings</li><li>• Instructions regarding university travel and events</li><li>• Instructions for individuals who do not feel safe returning to campus</li><li>• Resources for faculty and staff regarding telework procedures, instruction, research, and employees support and counselling.</li><li>• Information on how the university intends to enforce safety precautions</li><li>• Anti-stigma behavior through encouragement of tolerance, respect, and adaptability as the institution adjusts to changes in regional conditions and evolving COVID-19 guidance</li><li>• Risks associated with returning to campus and individual responsibilities to help mitigate exposure</li></ul>
<p>Additionally, <i>Student Safe Return to Campus Training</i> will include the following information:</p> <ul style="list-style-type: none"><li>• Precautions specific to university<ul style="list-style-type: none"><li>○ Classrooms</li><li>○ Residence halls</li><li>○ Athletic and recreational facilities</li><li>○ Student Centers</li><li>○ Libraries</li><li>○ Common areas (indoor and outdoor)</li><li>○ Events and performances</li><li>○ Registered Student Organizations</li></ul></li><li>• Procedures for organizing and hosting student events</li><li>• Student support services and resources (academic, social, and well-being)</li><li>• Study abroad, traveling domestically or internationally</li><li>• Coping with changes to university life/environment</li><li>• Special considerations for individuals with special needs</li><li>• International student concerns</li></ul>

Upon completion of *Safe Return to Campus Training*, students, faculty, and staff are required to acknowledge a statement of completion that explicitly states the potential risks of returning to campus and the importance of individual actions needed to slow or mitigate the spread of COVID-19 within the campus community. Participants must confirm that they have read the

acknowledgement of completion statement in order to receive credit for training. All participants receive a confirmation email that training has been completed; this email contains links to the various resources referenced throughout the training.

Training for employees and students is updated as necessary to reflect changes in public health guidance, modifications to university policies and procedures, and in consideration of feedback regarding training content offered by faculty, staff, and students. Training will not cover specific precautions unique to some university environments. Whenever units/departments develop plans for their work areas, supervisors are responsible for providing training on specific unit/department precautions and procedures.

Utilizing online learning management systems, the university will track compliance with this training requirement. Bi-weekly reports can be issued to supervisors and senior leadership showing compliance with training requirements. Supervisors may also run reports to verify the number of employees and students that have completed training. University-wide mandated training presents challenges in compliance and tracking. The university has a method for identifying faculty, staff, and students who fail to take training. The university is exploring incentives and methods of accountability for those employees and students who do not comply with this training requirement. Employees and students who fail to comply with this requirement may face disciplinary measures.

## **Enforcement**

All faculty, staff, students, contractors, and visitors are expected to comply with the policies, protocols, and guidelines outlined in this plan. This goal is met by incentivizing compliance and providing consequences for noncompliance.

The university will educate the Mason community on the policies and procedures outlined in this plan, promote compliance, strive to overcome stigma associated with COVID-19 illness, and have mechanisms in place to address noncompliance.

### **Policies and Procedures:**

1. University Life and Human Resources & Payroll, in conjunction with Communications & Marketing, may implement a positive reinforcement campaign for compliance in the fall of 2020 to reinforce guidelines and requirements in Mason's *Safe Return to Campus Plan*. Implementation of this campaign relies on the availability of funding.
2. Faculty have the authority to enforce compliance with public health and safety precautions in the classroom in the same way they enforce other community norms.
3. Faculty, staff, and students who do not comply with the university's public health and safety precautions may be asked to leave the work area, classroom, or building.
4. Repeated noncompliance may result in disciplinary action.
5. Noncompliance with the *Safe Return to Campus Plan* may result in disciplinary action in accordance with DHRM Policy 1.60, "Standards of Conduct", the applicable handbook for employees, or University policy.

6. The Student Code of Conduct may be used to manage students when noncompliant with the *Safe Return to Campus Plan*.

Compliance requirements are communicated through the publication of the *Safe Return to Campus Plan* and in training.

# PUBLIC AND PERSONAL HEALTH

## Vulnerable Populations

Vulnerable populations in our work force and student body have additional risks associated with the virus. The university will educate the Mason community regarding groups at increased risk for severe illness due to COVID-19, provide alternative arrangements where possible for faculty, staff, and students who are at higher risk for severe illness due to COVID-19, provide clear instructions to faculty, staff, and students should they need to request alternative arrangements and provide instructions to supervisors on how to respond to requests for alternative arrangements. More information about increased risk for severe illness is available on the [CDC website](#).

### **Policies and Procedures:**

1. The university does not prohibit at-risk individuals from coming to campus, but individuals who are at high risk are encouraged to make arrangements for accommodation/adjustment/modification. To address the needs of this group and their supervisors, Human Resources & Payroll has created a [streamlined process](#) for faculty and staff to confidentially request an accommodation, adjustment, or modification. This process will allow the university to address employees' needs, support supervisors' planning, and maintain medical confidentiality.
2. Faculty and staff who are at increased risk for severe illness from COVID-19, or who live with or provide care to a family / household member who is at increased risk for severe illness from COVID-19, should submit a request for accommodation, adjustment, or modification. Requests should be submitted by July 13, 2020, in order to provide the necessary time for consideration, planning, and implementation. Those who have already begun working directly with their supervisors should submit a request to Human Resources & Payroll to document the agreed upon accommodation, adjustment, or modification. To initiate a request, faculty and staff can visit <https://hr.gmu.edu/covid-19-coronavirus/> and select the Safe Return to Campus Reasonable Accommodation/Adjustment/Modification Request link to access and complete the online request form.
3. Human Resources & Payroll will communicate and work with supervisors and unit/department leadership to keep them informed of circumstances when employees will be unable to return to campus or will need accommodations, adjustments, or modifications to potentially enable them to return to campus.
4. Students who are recognized as high-risk per [CDC guidelines](#) due to their own health condition(s) or the health condition(s) of a household member are strongly encouraged to engage online with classes, co-curricular activities, and events to help minimize their potential exposure to the virus.
5. Mason is working to design multiple options and formats for fall classes, programs, and services. Students who meet the high-risk criteria and are not able to enroll in online classes should first consult with their coach/advisor to identify options. Should a student

need additional support and accommodations related to their own high-risk condition(s) they should contact [Disability Services](#). Students who would like additional support with online programs and services or additional academic assistance related to a high-risk condition(s) of a household member may contact the [Student Support and Advocacy Center](#) or the [Dean of Students Office](#).

Human Resources & Payroll, in coordination with the ADA Coordinator where appropriate, will work with employees and supervisors in cases where it may be challenging to implement a requested accommodation, adjustment, or modification. Human Resources & Payroll will partner with the ADA Coordinator/Compliance, Diversity and Ethics, to address other concerns that may arise related to an employee's at-risk status.

Information about vulnerable populations is posted on the [Safe Return to Campus website](#), and mandatory [Safe Return to Campus Training](#) will include information about vulnerable populations and will address the stigma surrounding COVID-19 illness.

## Symptom and Exposure Screening

The goal of symptom and exposure screening is to detect early signs of outbreaks to rapidly prevent transmission. Screening is an essential first step to case detection and [outbreak management](#). Without screening, early signs of COVID-19 illness and outbreaks may go undetected, leading to a high-risk of widespread outbreaks and, in the case of the university, potential closure. Early identification of cases is critical for the [Box It In strategy](#) to be effective. A comprehensive response strategy includes early identification of cases through symptom and exposure screening, quarantine of exposed individuals, testing, isolation of the case, contact tracing to identify contacts, and quarantine of contacts. Thus, the university will implement the following screening procedures to detect potential cases early, collaborate with local health departments to allow for early detection of a rise or cluster of COVID-19, and work to contain widespread transmission through [isolation and quarantine](#).

As noted, the university's campuses are located in the most densely populated region of Virginia. Thousands of employees and students access the campus, and live and work in neighboring counties and states. Screening allows Mason to identify individuals who have exposure or early symptoms of COVID-19, allowing the university to take immediate actions such as referring the individual to testing, initiating quarantining requests to said individuals, and decontamination of common spaces such as classrooms, to minimize community spread.

A daily screening tool, *Mason COVID Health* ✓™ will be used by Mason employees and students to self-report COVID-19 related symptoms. Information gained through the *Mason COVID Health* ✓™ is important to guide the university through an awareness of potential COVID-19 cases within the Mason community. This allows for better-informed decisions regarding what outbreak mitigation strategies to implement.

## **Policies and Procedures:**

### **1. Screening:**

Daily screening is conducted by a self-reporting tool by all employees and students. This screening strategy follows best public health practices and is updated regularly to reflect current understanding of COVID-19 symptomatology.

### **2. Identify individuals with a high probability of COVID-19:**

*Mason COVID Health✓™* is a daily symptom journal that captures COVID-19 related symptoms and exposures within the previous 24-hour period for those returning to campus. An initial screening assessment will be disseminated before the start of the fall semester. Thereafter, the *Mason COVID Health✓™* will capture COVID-19 related symptoms and exposures within the previous 24-hour period. This tool provides immediate feedback to the individual at-risk for infection.

## **Testing and Reporting Plan**

The objective of the COVID-19 testing and reporting plan is to limit the spread of disease in the university population and surrounding community by:

- Capitalizing on the *Mason COVID Health✓™* to link symptomatic individuals to testing, to quickly identify individuals with COVID-19 and their close contacts so that they may be isolated or quarantined, respectively.
- Outlining a strategy that allows for faculty, staff, students, and their close student contacts to have expeditious access to readily available diagnostic tests for COVID-19 either on campus or through local health departments or community testing sites
- Using a risk stratification tool to optimize the use of resources,
- Contributing to situational awareness by monitoring the prevalence of infections in the Mason community through testing and reporting of cases, and
- Implementing multi-directional, internal and external, reporting procedures.

## **Considerations:**

- Testing is one component of an [outbreak management](#) strategy for limiting the spread of disease that includes screening, surveillance, case investigation, contact tracing, and isolation/quarantine.
- The university will remain in close contact with the local health departments, VDH, and local healthcare system partners.
- The university will monitor local public health trends (i.e., local area hospital bed capacity, local area positivity rate, number of cases, etc.) in order to maintain situational awareness and adjust the testing strategy as needed.

## **Assumptions:**

- Symptomatic individuals with suspected COVID-19 are the highest priority for testing,
- Mason will use PCR testing for diagnosis and surveillance as recommended by the CDC and VDH,
- The supply chain of critical supplies (i.e., tests, personal protective equipment [PPE], etc.) will be adequate and stable,
- Mason will have financial support to provide sufficient personnel and facilities to administer tests on-site as described,
- Mason will use the CDC's definition of "[close contact](#)." Close contacts are also high priority for testing to ascertain the spread of COVID-19 and reduce further transmission through quarantine, testing, and possible isolation,
- Faculty, staff, and contractors with insurance and existing primary care providers will be encouraged to seek testing through their existing provider relationship and report results to the university.

## **Policies and Procedures:**

The university's testing strategy was developed by the Testing and Reporting Plan and Implementation Working Group, which is composed of representatives from SHS, CHHS, and a cross-section of Mason's academic, research, and administrative expertise. The strategy for testing aligns with [CDC](#) and [VDH guidance](#) and will continue to be updated with evolving CDC and VDH guidance.

- 1. Pre-Move In Testing:** Residential students on the Fairfax and Smithsonian-Mason School of Conservation campuses will be tested for COVID-19 prior to arrival on campus at the start of the semester through a vendor. The test will be self-administered and sent to a contracted commercial laboratory for processing. In order to move into Mason housing, students must have a negative at home test result and a green status email, attesting to no symptoms or recent exposure, from the Mason screening tool, *Mason COVID Health✓™*. Move in will be suspended for students who have not completed the at home test until they have the following:
  - a) A green email, attesting to no symptoms or recent exposure, from the Mason screening survey *Mason COVID Health✓™*
  - b) Clinical documentation of clearance to move onto campus by a healthcare provider

Additionally, other special populations, such as student athletes, who are at higher risk because of close proximity and/or inability to maintain social distancing with others may be tested prior to arrival on-campus, or for surveillance purposes. The university will follow testing strategies for these populations based on accreditation, licensure, or association requirements and VDH guidance.

## 2. Diagnostic Testing

Per VDH guidelines, all symptomatic individuals should have access to expeditious diagnostic testing, either through on-campus resources or a community testing site. All symptomatic students are encouraged to seek evaluation and diagnostic testing through [SHS](#), including students who do not have insurance. When identified by the local health department through contact tracing, students who are close contacts of confirmed COVID-19 cases, but who are asymptomatic, will be prioritized for on-campus testing, based on VDH guidance.

Mason will utilize a risk stratification approach to provide on-campus diagnostic testing for symptomatic employees based on specific epidemiologic factors including individuals who are uninsured, who live in congregate settings, or whose role on campus puts them at greater risk of exposure (i.e., healthcare worker, frontline responder, etc.). Additionally, Mason will provide information for community testing to all of its community members.

Every positive test administered on campus will trigger:

- a. Notification of the individual regarding results,
- b. Appropriate referral to care, isolation instructions, and connection to support,
- c. Health department notification, and
- d. A recommendation that close contacts should begin quarantine.

## 3. Reporting Process/System

Consistent, timely, and accurate reporting of positive results or exposures is essential to Mason's ability to monitor the incidence of COVID-19 on campus and take appropriate actions for reducing transmission. Positive results of tests performed on-campus are reported externally to VDH and the local health department in which the individual resides. Existence of a positive test is also reported internally to the Mason entities responsible for initiating response actions such as decontamination of spaces. For tests performed off-campus, faculty, staff, and students are requested to report positive results through the university's reporting system. University contractors are to report positive results to their employers.

The university has an existing reporting system to allow students and employees to report confidentially if they test positive for COVID-19, have been diagnosed with COVID-19, or have had exposure to COVID-19. This process will be evaluated on an ongoing basis and potentially modified to allow for accurate, timely, situational awareness of cases connected with the Mason community. The university collaborates with employers of contracted service employees to obtain COVID-19 related information pertinent to campus exposure.

## 4. Surveillance Testing

The university will supplement diagnostic testing with voluntary surveillance testing consisting of representative samples from populations on campus that are at risk for spreading or becoming infected with COVID-19 through work, instruction, or other university activities. Surveillance testing is intended to identify individuals who may not be aware they are infected with the virus and thus have the potential to infect others.

When combined with diagnostic testing, surveillance testing positions Mason to prospectively monitor COVID-19 infections, so that affected individuals can be informed and seek appropriate health care while isolating to minimize further spread. Mason's surveillance testing will employ FDA Emergency Use Authorization certified and validated testing protocols.

With the procurement of critical supplies and additional infrastructure support such as staffing, testing capacity for students through SHS is scalable to meet the anticipated increased need in the fall. An on-campus testing site has been established to provide drive-through and walk-up testing for Mason students and uninsured faculty and staff. Diagnostic testing will be performed based on the risk stratification approach described above and surveillance testing will be performed throughout the fall and spring semesters.

## Contact Tracing

The university will partner with VDH and local health departments in conducting activities related to contact tracing, and may also assist VDH and local health departments in locating or gaining cooperation from members of the university community for contact tracing per VDH guideline [\*Contact Tracing as a Partnership between VDH and Institutions of Higher Education\*](#). This objective will be met with guidance and direction from VDH, Office of University Counsel, and Mason ITS regarding development and maintenance of a Mason database of potential Mason-affiliated exposures for risk mitigation.

The VDH guidelines currently place the responsibility for contact tracing and case investigation with the local health departments. The university may be called upon to assist with locating or obtaining cooperation from a member of the university community per the VDH guidelines, and may request additional resources from VDH to hire, equip, and train contact tracers who work for VDH, or the local health department, but are dedicated exclusively to the university ([\*Contact Tracing as a Partnership between VDH and Institutions of Higher Education\*](#)).

Should the university be called upon to begin contact tracing, the university will work collaboratively with VDH and the local health departments to:

- Identify a potential contact tracing workforce that may be deployed for this function. Currently, School of Nursing faculty and students have had the training and would be a readily available workforce as needed.
- Confirm that all contact tracers have had appropriate training, both in contact tracing and in any special requirements based on the local health department policies and procedures.
- Confirm that the Mason contact tracers meet all VDH and Mason privacy protocols and policies to ensure compliance with applicable state and federal laws and regulations ([\*Contact Tracing as a Partnership between VDH and Institutions of Higher Education\*](#)).
- Execute a Business Service Agreement with VDH or local health department for cost reimbursement.

## **Policies and Procedures:**

1. Establish collaborative partnerships with the VDH and local health departments in conducting the activities relative to contact tracing.
  - a. Mason's CHHS and SHS have long-standing partnerships and, in the case of CHHS, affiliation agreements with the health departments for student practicum placement. Discussions between Mason lead personnel for testing and tracing workgroups for the Safe Return to Campus planning, and local health department directors and staff have been ongoing, beginning in March 2020.
  - b. Nurse practitioner faculty, graduate, and undergraduate students are currently assisting regional health departments (Prince William, Rappahannock and Rapidan counties) through Mason's nurse-managed MAP Clinics with Medical Reserve Corps call centers, testing, and contact tracing, and are able to expand to additional areas if needed under existing affiliation agreements.
2. Confirm all contact tracers have had appropriate training, both in contact tracing and in any special requirements based on the local health department policies and procedures.
  - a. School of Nursing and some Social Work faculty and students working at the MAP Clinics have had contact tracing training and training applicable to the aforementioned county health departments. Any additional Mason-affiliated faculty or student who would be added to a contact tracing workforce for campus would also receive the appropriate training.
  - b. As campus reopens for fall, weekly discussions with the local health departments will continue to assess the need to deploy Mason-affiliated personnel for contact tracing.

Coordination of the processes of screening, testing, and contact tracing occurs within the university and in collaboration with VDH and the local health departments. A centralized database to monitor trends in the Mason community with situational awareness of the surrounding region, will need to be functioning with the early return of populations such as researchers, athletes, and staff preparing for the fall. These initial populations will essentially pilot these systems, and allow for improvements to help monitor the need to deploy Mason-affiliated contact tracers at the request of the local health departments before the majority of students and employees return at the beginning of the semester, and will continue into the fall semester. Changes to the system will be made with university, local health department, and VDH guidance.

As per the current VDH guidelines placing the responsibility for contact tracing with the local health departments, a stand-by plan will be prepared should the university be called upon to assist with contact tracing, or in locating or obtaining cooperation from a member of the university community ([\*Contact Tracing as a Partnership between VDH and Institutions of Higher Education\*](#)).

School of Nursing faculty and students will be able to receive training in contact tracing to maintain a contingent workforce for contact tracers. Additional CHHS or Mason faculty or students may also participate in such training, as desired.

Coordination of any on-campus contact tracing will include offices of Risk Management, Legal Counsel, VDH, and local health departments.

## Isolation and Quarantine

Mason will maintain space to isolate or quarantine residential students who test positive for COVID-19, are suspected of having COVID-19, or who have had close contact with an individual confirmed to have COVID-19.

SHS will evaluate any student prior to being moved into an isolation or quarantine space. Housing & Residence Life will identify locations that are suitable for isolation and quarantine. Currently, there are 140 spaces within the Angel Cabrera Global Center (ACGC) that have been identified as isolation and quarantine space. The ACGC includes a residence hall with private bedrooms and adjacent private bathrooms that make it ideal for this purpose. The ACGC allows for reserving isolation/quarantine space for 3% of the anticipated residential population. The university is assessing the need and feasibility of providing additional off-campus housing capacity through third-party vendors if additional space is needed for isolation and quarantine.

### Policies and Procedures:

1. The residential population will be requested to complete regular symptom screening and screening for exposure to COVID-19, and will receive referral to SHS for further evaluation as needed.
2. **Determination of Need for Quarantine/Isolation Housing:** All formal determinations on a student's requirement to quarantine or isolate will be made by SHS. Residential students will be required to quarantine or isolate – which may include mandatory relocation to the ACGC – due to one of the following reasons:
  - A student has tested positive for COVID-19.
  - A student is experiencing symptoms related to COVID-19 and has been evaluated by SHS (either in-person or via phone/virtual communication) while awaiting test results.
  - A student has been in direct contact with another person during the past 14 days who has tested positive for COVID-19 including roommates and/or suitemates.
  - A student has recently travelled to a state, region, or country that is experiencing an increase in cases and has been designated as a “hot spot” for COVID-19.
  - A student has responded to one or more questions on the mandatory SHS health screener that requires quarantine or isolation housing based on the guidelines established by SHS.
  - Other personal/medical factors related to the student have been shared with SHS staff
3. **Assessing the Needs for Housing Relocation:** Upon contacting the student via phone/virtual communication, the HRL staff member should assess which of the following circumstances apply to the student:

- **Student intends to go home:** If the student is local and wishes to go home, the student is not required to remain on campus. HRL Staff will discourage students from using this option if they would be sharing a living space with [vulnerable individuals](#), and/or those who cannot maintain physical distance in the home. Students who choose to go home must vacate their on-campus assignment (if it not quarantine/isolation appropriate) within 4 hours of contact with HLR Staff. At that time, the student's Mason ID will be deactivated for their residence hall until they are approved to return by SHS. Students leaving campus should not use public transportation (taxi, ride share, bus, plane, or train). Students should use their personal vehicle or be picked up by friends or family.
- **Student remains in permanent housing assignment:** In order for a student to remain in their permanent housing assignment during a quarantine/isolation period, their space must meet the following requirements:
  - The student is assigned to a single bedroom or is living in a double room without a roommate at that time,
  - The student has access to a private bathroom that no other residents may use, and
  - The student agrees to not utilize the common area or kitchen in their unit.

If the student meets all of these requirements and there are not additional concerns/factors shared by SHS, the student may remain in their permanent space until the quarantine/isolation period has ended or they have been cleared by SHS.

- **Student is relocated to the ACGC:** If a residential student does not fall into either of the categories above, they will be required to relocate to the ACGC within 4 hours of contact with the Community Director On-Duty.
4. If the student was assigned a roommate and requires isolation, the roommate will be notified and quarantined. Students who remain on campus in quarantine will be monitored for up to 14 days to see if they begin to display symptoms. Should the student in quarantine begin to display symptoms, then they will be placed in isolation and be further evaluated by SHS.
  5. **Care for Students in Quarantine/Isolation:** SHS will be involved in the healthcare of residential students and commuter students who identify SHS as their primary care provider.
    - Meals will be prepared and delivered to students by university dining services.
    - Virtual Learning Communities and other resources will be provided to students in quarantine/isolation to allow them to continue their studies and to stay connected with fellow students and faculty.
    - All residential students who are in quarantine due to close contact to a confirmed case, or in isolation due to a positive COVID-19 result will be monitored daily by the local health department through the Sara Alert™ System. Students will be advised to complete Sara Alert daily and to contact SHS if their symptoms

worsen. Students will be provided a thermometer to assist with symptom monitoring.

- SHS will care for students in quarantine/isolation via telehealth when possible, but will also conduct in-person evaluations in the clinic when medically necessary.
- After hours, students have access to a nurse line which will follow SHS COVID protocols regarding isolation of residential students.
- If students require a higher level of care, they will be referred to INOVA hospital or the nearest emergency room. Should a student be hospitalized, SHS will establish communication between the hospital staff caring for the patient and the appropriate SHS provider.

**6. Student Departures from Quarantine/Isolation and Return to Permanent Housing:**

SHS will be responsible for determining when a student is able to be released from their quarantine or isolation status and return to their permanent room assignment. Students will be able to return to their original space when one of these events occur:

- The student has completed the full length of quarantine as prescribed by SHS with no symptoms or need to extend the period
- The student has received negative test results for COVID-19 and this has been confirmed by SHS
- The student's symptoms have subsided and has been formally evaluated by SHS staff
- Other factors/events that prompt SHS to modify the original end date of quarantine or isolation
- Students who are in isolation or quarantine on campus at the time operations and occupancy are further limited will remain in isolation or quarantine until approved by SHS or the local health department for release.

SHS will notify the Senior Housing Professional Staff member when the student is cleared to be released from quarantine.

## Case and Outbreak Management

The goals of successful case and outbreak management are to prevent disease and to mitigate impacts to students and employees. Using the [Box It In strategy](#) (Test, Isolate, Find (contacts) and Quarantine), Mason's case and outbreak management strategy will be implemented in coordination with the VDH and local health departments. The strategy will include identification of outbreaks, decontamination and closure guidance, and assisting the health departments, if requested, with contact tracing. Identification of common exposures, for example to a classroom, residence, sports team, or other organization will be used to identify potential breakdowns in university safety precautions and the possible need for more restrictive measures in an identified group.

In the context of a novel virus, low prevalence of immunity to COVID-19, and uncertain timing of a second wave of infection during the typical influenza season (fall-winter), there may be additional need to distinguish between COVID-19 and influenza through testing and surveillance. The university will monitor healthcare workforce illness, PPE supplies, and the local healthcare system to maintain situational awareness of an increase in influenza-like illness in the Mason community, the larger community outside of the university, as well as local hospital and intensive care unit capacity. This will allow for advanced planning for potential outbreak management, and policy decisions regarding additional precautions that may be necessary to reduce transmission.

## **Policies and Procedures:**

### **University Actions:**

1. Identify Cases - [Testing and Reporting](#)
2. Contain through [Isolation and Quarantine](#)
3. Surveillance through [Screening](#)

Successful outbreak management is dependent on the effective execution of population-wide [screening](#), early identification of cases through [testing](#), collaboration with local health departments for expeditious case investigation and [contact tracing](#), adequate [isolation and quarantine](#) capacity to contain the disease while maintaining ongoing [surveillance](#). Changes to the system for monitoring ongoing changes will be made with university, local health department, and VDH guidance.

The university is prepared to scale back operations and/or pivot to all online and remote instruction, as described in the three scenarios below, in the event that public health guidance changes due to campus surveillance detection of resurgence of cases or campus outbreak(s), regional or national public health gating criteria status, or state executive orders mandate cessation of in-person instruction.

The EMEC, in consultation with the local health department, will recommend to the Executive Council which operations should be modified based on following considerations:

- Number of confirmed or suspected COVID-19 cases or increase in rate of new cases within the campus community or regionally,
- Relative safety of students remaining on campus or returning home,
- Evidence of widespread or non-connected cases on university campuses,
- Capacity to offer isolation and quarantine accommodations to residential students,
- Workforce illnesses impacting ability to maintain safe operations,
- Regional conditions such as public school system operations, public transportation schedules, availability of child care, and reliability of supply chains,
- Best practices implemented by other institutions of higher education,

- Regional, state, and national public health trends, recommendations/requirements, and,
- The university's academic and operating schedule.

Based on the factors above, the University President, in consultation with the Executive Council and local public health officials, will consider several scenarios based on the scope and severity of conditions and determine the course of action. The scope and severity of the outbreak and health department guidance will determine actions recommended, for example:

### **Scenario 1: Investigation and Management of a Limited Outbreak**

If there is evidence of a small number of connected cases, the university, in consultation with the health department may:

1. Provide testing to the identified close contacts as well as the larger group with the same exposure, as directed by the health department (for example, a team or a class),
2. Recommend quarantine of the close contacts and the larger exposed group, as directed by the health department.

### **Scenario 2: Limit Contact on Campus to Mitigate Spread**

If there is evidence of sustained or increasing transmission among students or employees on campus, the following modifications to university operations will be considered:

1. Suspend or limit attendance at student and employee events and gatherings (e.g., co-curricular activities, social events, departmental programs, registered student organization activities, and performances) to 10 or fewer persons.
2. Modify, limit, or suspend participation in Intercollegiate Athletic and Campus Recreation team/group athletic and recreational activities.
3. Limit capacity in dining areas to 25% capacity or modify dining operations to carry-out or delivery only.
4. Convert in-person student and employee support services to virtual services wherever possible.
5. Close common areas where students, faculty, staff, and visitors congregate (lounges, atriums, open Student Center spaces).
6. Strategically close campuses/instructional sites or buildings within campuses/instructional sites based on site-specific or population-specific information.
7. Reexamine cleaning routines and modify cleaning as necessary.
8. Communicate new precautions to students, faculty, and staff through training and email.
9. Establish triggers for implementing Scenario 3.

The university will implement Scenario 2 whenever it is anticipated that the precautions listed above will be necessary for four weeks or less. If the university expects to implement the precautions listed in Scenario 2 longer than four weeks, the university will consider Scenario 3.

Communications to the Mason community under these conditions will be done through university-wide email as described in the [Communications Plan](#).

### **Scenario 3: Suspend all Non-Essential Operations on Campus to Prevent Spread**

If it is determined that the university must limit on-campus operations to prevent potential contact on campus, all non-essential operations on campus will be suspended.

1. Suspend instruction and non-essential operations for 3 or more working days to allow students, faculty, and staff time to transition back to their homes, pivot to online and remote instruction, modify research, plan for remote/telework, and secure campus facilities.
2. Only essential operations, research, and instructional personnel will remain on campus with permission of their supervisor.
3. All university buildings will be secured.
4. All non-essential research, events, travel, and activities on campus will be suspended.

If scenario 3 is implemented on or after November 23, 2020, the university may remain in this condition until at least January 1, 2021. Students who are able to return home will be asked to take their personal belongings home and instruction may be continued online for the duration of the semester.

Under these conditions and once a decision has been made in [consultation with public health officials](#), Mason will communicate with local partners and stakeholders as described in [Local Partnerships](#). Communication to the Mason community will be done through university-wide email as described in the [Communications Plan](#).

## **Mental and Emotional Well-Being**

Mason is committed to supporting the mental and emotional well-being of its students, faculty, and staff as they return to campus. The university will continue to provide a wide range of mental health services for students, faculty, and staff.

Mental health services for students will be delivered both in-person and virtually in accordance with the American College Health Association's recommendation that telemental health services be offered when possible, and that in-person visits be limited to those persons who would most benefit. Telemental health services will also be helpful in providing access to care for regional campus students. Students will need access to a computer and internet connection, as well as a private place, to participate in telemental health services. Students will be able to access other in-person or virtual well-being focused programs through Mason's Center for the Advancement of Well-being, Student Involvement, and Recreation.

To maintain physical distancing, Counseling and Psychological Services (CAPS) will limit the number of staff on campus each day. Further, all staff meetings will be held virtually.

## **Policies and Procedures:**

- 1. Student Support:** All currently enrolled and registered students are eligible for services through CAPS and SHS.

CAPS provides free confidential individual and group therapy services to students. CAPS also provides online psychoeducation through a vendor partnership (Therapy Assisted Online), online workshops and live social media events. Students who require more frequent, intensive, or specialized services than those offered by CAPS are supported with case management and community referral services. CAPS provides telemental health services to currently enrolled and registered students who are physically located in Virginia.

Students in quarantine or isolation who provide consent will be contacted by the Student Support and Advocacy Center to discuss resources and options for support. Counseling services are available via telehealth to these students.

SHS offers brief mental health and substance abuse services to students who screen positive for these concerns in their primary care appointments. SHS also provides telehealth services to students physically located in Virginia.

- 2. Employee Support:** Faculty and staff enrolled in George Mason University healthcare plans have access to Employee Assistance Programs, which offer confidential assistance with personal, physical, psychological, and/or financial challenges. Employees and their dependents are eligible for up to four free sessions to address a variety of topics including, but not limited to, legal issues, housing insecurity, mental health, elder care, substance abuse and grief counseling. Additional information can be found on the Virginia Department of Human Resource [Employee Assistance Program webpage](#).

In response to COVID-19, Human Resources and Payroll created a resource list for those who do not have Mason benefits and, thus, access to the Employee Assistance Program, and/or for those who are experiencing hardships as a result of COVID-19. Faculty and staff can use this list to find medical providers, mental health assistance, food banks, domestic and sexual violence resources, and financial assistance in the three counties in which Mason has domestic campuses (Arlington, Fairfax, Prince William). In addition, all employees may access the university's online learning system, MasonLEAPS, and may participate in online learning related to well-being, mindfulness, and resilience, and other topics.

Currently, all CAPS services are provided virtually and SHS provides a hybrid combination of in-person and virtual health services.

When students return to campus for the fall semester in mid-August, both CAPS and SHS anticipate providing a hybrid of in-person and virtual services. This will be dependent on the public health circumstances and guidance at that time.

## **Contingencies:**

- 1. Staffing:** The director and clinical director in CAPS will carefully monitor clinicians' caseloads to ensure that individual care is transferred as necessary in the event a clinician becomes ill and is unable to provide care. Staff will be directed to stay home if they are sick.
- 2. Client Care:** The quantity of visits to CAPS will be monitored to identify if there are barriers to care so that they may be addressed. The quality of care will be monitored via both case supervision/consultation and client satisfaction surveys. If data indicates decreased quality of care, the underlying causes will be identified and addressed (unless addressing such causes would decrease safety). For example, individuals may have to accept telehealth visits even if in-person visits would be preferred if telehealth can meet their mental health needs.
- 3. Public Health Guidance:** CAPS staff will follow university guidance regarding public health and any changes in operational status and be ready to adapt to new guidance.
- 4. Space:** Not all CAPS counseling offices have enough space to meet physical distancing requirements. Offices that are too small for in-person counseling appointments will be designated as telemental health offices. CAPS will partner with other student support units (e.g., HRL, Student Involvement) to identify spaces that students can use to participate in private telemental health sessions if they do not have access to a private space in the residence halls or their home.

The waiting room in CAPS will be reconfigured to reduce the number of people who can sit in this area.

Given space limitations, walk-in meetings will be discouraged. There will be reception staff and clinicians available to provide walk-in crisis support if it is not appropriate for a student to wait for a scheduled appointment.

All group therapy appointments and workshops will be held virtually.

- 5. Technology:** All CAPS clinicians must have access to a laptop and secure home internet connection to provide telemental health remotely. At this time, CAPS clinicians access the online scheduling and documentation platform (Titanium) by connecting remotely to individual computers located in CAPS. If there is a power outage, a CAPS clinician must come to campus to re-set all computers to allow clinicians to re-establish their remote connections.
- 6. Resources:** All staff will be required to use appropriate public health and personal protective equipment. A plexiglass barrier will be installed in the CAPS reception area.

Both CAPS and the Center for the Advancement of Well-Being regularly communicate regarding resources and tips for maintaining well-being. These communications are relayed via websites, social media, listserv messages, and newsletters.

Signage and website messages will be used to communicate public health and safety precautions for students seeking services in CAPS. Students who are ill or who are unable to wear a face covering will be instructed to request a virtual appointment.

**If you or anyone you know is experiencing a crisis, text “START” to 741741 (Crisis Text Line) or call 1-800-273-TALK (8255) to speak with a crisis counselor.**

# PUBLIC HEALTH AND SAFETY PRECAUTIONS

## Physical (Social) Distancing

The university will implement physical distancing measures throughout campus. To achieve this goal, the university will evaluate spaces on campus and configure these areas to support physical distancing requirements. Additionally, departments must provide *Unit/Department Safety Plans* that outline how each department will achieve physical distancing to include workforce modifications in addition to occupancy limits and space configurations.

Maintaining distance between individuals when outside the home is one of the best tools for avoiding exposure to the COVID-19 virus and slowing its spread. Because people can spread the virus before they know they are sick, it is important to limit close contact with others whenever possible. It is especially important when trying to protect people who are at higher than average risk of getting very sick.

### Policies and Procedures:

1. People must maintain a minimum of six feet separation (approximately two arm lengths) from other people whenever possible.
2. Signs and floor markings are posted prominently to remind people of physical distancing requirement.
3. **De-densification:** The university is maximizing telework options for employees to facilitate compliance with physical distancing requirements. Units and departments are asked to limit the number of staff on campus to that required to fulfill the mission of the department. Classrooms and instructional spaces have been modified such that seating has been spaced out to allow for six feet of distance between students and faculty have been allocated more space, up to 100 square feet. [Online course offerings](#) will also be expanded. Residence Halls will operate at a 25% reduction in capacity.
4. **Campus Access:** University buildings are currently locked and require an electronic access card or a key to gain entry. This serves to restrict building occupancy to authorized individuals and will assist in contact tracing, if necessary. Visitors are admitted by appointment only. Building access will revert to regular operation procedures during the fall semester.
5. **Space Evaluations:** The university has developed a multi-tiered process for facilitating physical distancing in various environments.

Classrooms have been assessed through the Classroom Assessment and Optimization Working Group. This team has identified the modifications needed to classrooms and other spaces not normally used for instruction. The Building and Academic Space Modifications Working Group is working over the summer to complete the identified modifications that include spacing out seating, installing hand sanitizer stations, clearly marking the allowable space requirements, etc.

The [\*Unit/Department Safety Plan\*](#) addresses traditional work environments to include department offices, workstations, conferences rooms, and other spaces managed by departments. Unit leaders will assign designees to develop and submit *Unit/Department Safety Plans* through an online portal that includes a requirements checklist for spaces that their unit manages. The Department Safety Plan Review Working Group is available to assist departments as needed.

Physical distancing plans for research spaces are submitted by researchers when they submit their request to return to research on campus. These plans are reviewed by EHS and must have the approval of the Unit/Departmental Chair, Associate Dean, Dean, EHS, and the Research Review Committee before work in the research space may be conducted. This approach serves to enforce physical distancing and de-densification strategies in research spaces.

6. **Modified Work Schedules:** To reduce the total number of employees on site at a given time, supervisors may modify work schedules. In some cases, this may result in alternating on campus workdays with other team members or splitting up the workday to allow for shifts starting earlier and ending later than done in a traditional business day. Staggered start and end times may be implemented to limit the population entering or exiting buildings and parking facilities at the beginning and end of the workday.
7. **Entrances and Exits:** Building access will continue to be restricted until the campus reopens in the fall. Meanwhile, university-issued access cards (or hard key) are required for entry to campus buildings. Doors should not be held or propped open for another person. In buildings and rooms with more than one entry/exit, some doors may be designated as "entrance only" or "exit only" to minimize potential exposures and to encourage a traffic flow conducive to physical distancing.
8. **Elevators:** The use of elevators should be avoided when possible to prevent proximity with others in an enclosed space. Should it be impossible to avoid using an elevator, the occupancy limit per car is two (2) individuals. Face coverings should be worn in the elevator and individuals should try to avoid touching elevator buttons with exposed hands/fingers. Occupants should wash their hands with soap and water or use hand sanitizer that contains at least 60% alcohol after exiting the elevator.
9. **Restrooms:** Occupancy in public restrooms will be adjusted to support physical distancing requirements by marking every other stall, sink, or urinal as DO NOT USE. People waiting to use the rest room must do so outside the rest room itself in a manner that maintains physical distancing requirements between individuals in line and entering and leaving the rest room.
10. **Visitors:** George Mason welcomes visitors to our campuses provided they are not experiencing a fever or symptoms of COVID-19 and have not been exposed to a COVID-19 positive case in the past 14 days. While on campus(es), visitors must follow physical distancing and face covering requirements and avoid crowds and gatherings. Visitors who would like to visit university buildings or offices must make an appointment prior to their visit.

11. **Meetings, Small Gatherings, and Events:** Staff meetings, departmental seminars, faculty meetings, graduate defenses, etc. should be held in virtual format, whenever possible. When in-person gatherings are required, the gatherings must be as short in duration as feasible, with as few attendees as necessary and must be restricted from general public access. Meetings, gatherings, and events must not exceed 50% occupancy of the space in use or 150 participants, and must comply with physical distancing requirements outlined in the [Forward Virginia Guidelines](#), as well as all other public health and safety precautions outlined in the *Safe Return to Campus Plan*. Six feet of space will be maintained between all organizers, staff, volunteers, and attendees who are not members of the same household, seating will allow for at least six feet of physical distance between individuals, and exits and entrances will be configured to reduce the occurrence of bottlenecks. Attendees should leave as soon as possible to limit contact and exposure. In addition to the above, events (including athletic events, conferences, ceremonies, and performances) must be approved by the [Events Exception Committee](#).
12. **Common Areas:** To promote physical distancing in atriums, lobbies, student centers, study spaces and other common areas, kiosks, furniture, work stations and other equipment have been removed or relocated; barriers have been added to kiosks and customer service areas as appropriate and the number of locker rental locations have been reduced. Study rooms that are too small to accommodate multiple students may be taken offline and furniture in study rooms that are large enough to accommodate physical distancing among multiple students will be reset (i.e., returned to their original location) a minimum of once daily (more as needed).

The importance of physical distancing will be highlighted in training and reinforced by signage, as well as visual cues such as stanchions and floor markings.

## Public Health Equipment and Personal Protective Equipment

The university is providing public health supplies to research spaces, customer service locations, classrooms and office suites to promote the adherence to public health and safety precautions. The university is leveraging institutional buying power by purchasing items in bulk and distributing public health supplies centrally and has restricted the purchase of gloves, face coverings, and disinfectant wipes to those units that normally require these supplies (e.g., research, medical services, and occupational hazards) and Fiscal Services. This restriction was implemented to secure discounted pricing for bulk goods, provide consistency and availability throughout the institution, and increase the institution's capacity for acquiring these items.

All university employees and students are eligible to receive two face coverings. Face coverings have been procured and are currently on campus awaiting distribution after the completion of the [Unit/Department Safety Plan](#). Based on a risk assessment led by EHS, types of supplies and quantities were estimated based on the number of university classrooms, buildings, and office suites. Special consideration is given to customer service locations and those location where frequent and prolonged contact between individuals or the exchange of goods occurs (e.g., cashiers, registration desks, student services, and busy reception areas). Vehicles will also receive supplies for occupants to disinfect vehicles between use.

Units and departments will request public health supplies based on the number employees expected to return to campus, the number of office suites occupied by the unit/department, the number of customer service locations they operate, and number of vehicles they are assigned. This information is entered into the mandatory *Unit/Department Safety Plan* for all departments.

Upon submission of a *Unit/Department Safety Plan*, using the online plan application, plans are reviewed for completeness by the Department Safety Plans Working Group. When necessary, submitters are contacted to confirm or clarify their supply requests.

Below is a list of supplies, intended locations, and quantities that each location should receive. The actual quantity of supplies will depend on availability; however, the university has already received the majority of these supplies and anticipates having all supplies on campus and distributed by mid-August.

### **Equipment and Supplies**

The following public health supplies, PPE, and disinfection supplies have been identified as critical. A description of each type of supply and its intended application is provided below.

***Disinfectant sprays and wipes*** are used to disinfect hard surfaces that may be contaminated with disease-causing agents. The university will provide these materials, based on availability, for general use in high-use areas, and will provide these for use in classrooms, offices, and laboratories where needed. Only disinfectants approved for use against the COVID-19 virus by the CDC and/or the Environmental Protection Agency (EPA) shall be used in university buildings.

***Disposable face masks***, when worn properly to cover the nose and mouth, serve to reduce both the quantity and velocity of respiratory droplets emitted by the wearer when breathing, talking, yelling, or coughing. The reusable face coverings are *not* primarily intended to protect the wearer, but rather are intended to reduce the risk of infection in a population by reducing the spread of infectious droplets. Although face coverings are not primarily intended to protect the wearer, they do provide some protection to the wearer. Disposable face masks are intended as single-use only and are not recommended for general use by the university population.

***Disposable nitrile gloves*** are designed to reduce the risk of contamination from contact with harmful chemicals or surfaces known to be contaminated with infectious agents. Disposable gloves are not recommended for use by the general population. Jobs that required the use of gloves before the pandemic (such as healthcare and laboratory work) should continue to use gloves. Gloves will also be available for individuals who are at elevated risk due to their specific job functions.

***Hand sanitizer*** is a liquid or gel solution applied to kill disease-causing viruses or bacteria on hands. Hand sanitizers are not intended to replace handwashing with soap and water, which is a more effective way to remove harmful disease-causing agents but can be used to reduce the viral load on your hands when handwashing sinks are not available. Hand sanitizer should contain at least 60% alcohol to be effective. Hand sanitizer dispensers will be placed in most university buildings and will typically be located near main building entrances and in elevator lobbies.

**Plastic face shields** are designed to protect the wearer from harmful liquid splashes, including respiratory droplets emitted by others when breathing, talking, yelling or coughing. Since plastic face shields are not as effective as face coverings in reducing the spread of infectious agents, they are not generally recommended for use by the general university population. Face shields may be used in addition to or in lieu of face coverings in certain circumstances, as determined by the accommodations/adjustments/modifications process administered through Human Resources (for employees) and Disability Services (for students).

**Plastic or plexiglass barriers** are portable or fixed clear plastic panels (typically 2'x3' or larger) placed on a desk or countertop where an employee or student is required to routinely interact with other individuals at distances less than six feet. Respiratory droplets or aerosols from a sick individual are blocked by the barrier, reducing the risk of infection for individuals on either side of the barrier. These are generally deployed in areas such as food service lines, cashiers, mailrooms, and customer service kiosks.

**Reusable face coverings** are cloth masks constructed of two or more layers of tightly woven fabric (typically cotton or a cotton-blend) with ear loops or head ties to secure them to the head of the wearer. When worn properly, masks cover the nose and mouth, and serve to reduce both the quantity and velocity of respiratory droplets emitted by the wearer when breathing, talking, yelling, or coughing. The reusable face coverings are *not* primarily intended to protect the wearer, but rather are intended to reduce the risk of infection in a population by reducing the spread of infectious droplets. Although face coverings are not primarily intended to protect the wearer, they do provide some protection to the wearer. The university will provide two (2) reusable cloth face coverings to each employee, faculty member, and student returning to campus; it will be the responsibility of the recipients to launder or hand-wash face coverings after every day of use. Reusable cloth face coverings should not be shared with other individuals. More information on reusable face coverings is provided below.

## **Purchasing of Public Health Equipment and Supplies**

In preparation for the return of faculty, staff, and students to campus for the fall semester, Mason has centralized the acquisition, storage, and distribution of public health supplies related to the COVID-19 response. Centralized procurement allows strategic sourcing and ensures product standardization, favorable pricing, and timely delivery of necessary supplies. This will also allow the university to facilitate the distribution of supplies to departments or groups as needed.

Individual departments are not authorized to order identified COVID-19 supplies directly with vendors (including Amazon), but should identify necessary supplies as part of their written [Unit/Department Safety Plan](#) or *Research Continuity Safety Plan* submission.

The following are considered specialized items and should not be ordered unless part of the units' existing medical/research-related activities:

- N95 or other medical grade masks
- Disposable face coverings including all types of surgical masks
- Isopropyl alcohol

- Air purification systems
- Thermometers
- Non-latex disposable gloves

Latex gloves and KN95 respirators are prohibited items and should not be ordered under any circumstances. Departments or research laboratories that used any of the above items for use as PPE for routine activities *prior to the COVID-19 pandemic* may continue to purchase these items and should contact Purchasing for assistance in procurement if necessary.

### **Distribution of Public Safety Supplies**

All public safety supplies are stored in the Central Warehouse pending distribution. Once *Unit/Department Safety Plans* are approved, desired supply quantities are automatically routed to the Building and Space Modification Working group for processing. Supply requests are entered into the university's work order system. Supplies are then batched and addressed by EHS and Facilities Management; EHS and Facilities Management organizes the delivery of supplies to the individual identified in the *Unit/Department Safety Plan* who must be present to receive supplies. Upon delivery, supply distribution and consumption become the responsibility of the recipient. The university will assess the possibility of resupply in September 2020.

Selection, purchasing and fulfillment of identified supplies will be completed before commencement of classes. The process for distribution of supplies has been developed, and distribution will begin as part of the *Unit/Department Safety Plan* and Departmental Plans Review Working Group process.

The type and number of supplies required may not be available in the desired timeframe or quantities; the quantities of supplies identified during our initial review are based on estimated need through the end the fall 2020 semester. However, if actual usage exceeds the projected the need, additional resupply may be necessary. If sufficient supplies are not available for a site or activity, operations at that site or activity may be temporarily limited.

The process for identifying and requesting supplies has been described in the instructions for the [Unit/Department Safety Plan](#) and Departmental Plan Working Group review process and is also included in *Safe Return to Campus Training*.

### **Face Coverings**

When we talk, sing, sneeze or cough, tiny droplets that contain the virus can be carried into the air. Wearing a face covering helps stop those droplets from going into the air or landing on surfaces. It can be hard to stay six feet away from others when in public places. Wearing a face covering, even if you do not believe you are sick or have been exposed, helps to reduce the spread of the virus. The requirement to wear a face covering in Virginia is outlined in [Executive Order 63](#). Guidance in addition to that outlined below for selecting, wearing, and washing face coverings is provided by the CDC's [Use of Cloth Face Coverings to Slow the Spread of COVID-19](#).

The following describes proper procedures for wearing a face covering, proper fit of a face covering, and enforcement of the face covering policy among the workforce and students.

### **Policies and Procedures:**

1. University Policy 1415 *COVID-19 Public Health and Safety Precautions – Face Coverings* establishes the requirement for face coverings on university property.
2. All faculty, staff, and students volunteers, contractors, employees of contractors, visitors, and any other individual on university property are required to follow University Policy 1415.
3. The university face covering policy applies to indoor spaces in university facilities and outdoors spaces on university property in situations where it is not possible to consistently maintain physical distancing.
4. Face coverings will be available for purchase in the book store and vending machines
5. For exceptions to the wearing of face coverings, see the policy.
6. When face coverings are removed temporarily for meals or other breaks throughout the day, they should be placed into a labeled bag for temporary storage.
7. Face coverings should not be shared with others.
8. The university will provide two reusable face coverings to Mason students, faculty and staff, or individuals may elect to use their own face coverings provided they meet the requirements for face coverings outlined in University Policy 1415 *Public Health and Safety Precautions – Face Coverings* and the *Safe Return to Campus Plan*. EHS will provide face coverings to units/departments after the *Unit/Department Safety Plan* has been submitted. University Life will oversee the distribution of face coverings for students.
9. It is the responsibility of the wearer to launder or hand-wash face coverings after each day of use.
10. If you are around individuals who are not wearing a face covering, maintain physical distance of at least six feet. Remember that certain individuals are unable to wear a face covering due to certain medical conditions.
11. Faculty, staff, and volunteers for whom a disability that may prohibit the use of face coverings should contact [Human Resources & Payroll](#) to work with Employee Relations ([emprel@gmu.edu](mailto:emprel@gmu.edu) or (703) 993-3878). Employees of contractors should work with their employer regarding accommodations.
12. Students who have a disability that may prohibit the use of face coverings should contact Disability Services ([ods@gmu.edu](mailto:ods@gmu.edu) or (703) 993-2474).

## Hygiene Practices and Cleaning/Disinfecting Protocols

### Standard Personal Hygiene Practices:

1. 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, or sneezing.
2. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
3. Avoid touching your eyes, nose, and mouth with unwashed hands.
4. Wear a face covering in accordance with University Policy 1415 *Public Health and Safety Precautions – Face Coverings* and the *Safe Return to Campus Plan*. Remember to maintain [physical distancing](#) when wearing face coverings. Face coverings are not a substitute for physical distancing.
5. If you encounter individuals who are not wearing a face covering, take extra care to maintain a physical distance of at least six feet. Remember that certain individuals are unable to wear a face covering due to health concerns.
6. Cover your cough or sneeze with a tissue or use the inside of your elbow. Throw used tissues in the trash.

These guidelines presume that office occupancy levels will continue to be reduced through full-time or part-time telework, shift work, and flexible work schedules.

### **Cleaning and Hygiene Responsibilities:**

Responsibility for cleaning and disinfection on Mason campuses is split among three groups: Housing Operations, staffed by university employees; Sodexo, a food services provider; and LT Services, a custodial services contractor. Unless stated otherwise, these are the parties that will conduct cleaning and disinfection duties. Housing Operations has primary responsibility for cleaning of HRL buildings on-campus, Sodexo is responsible for all dining hall operations (including cleaning), and LT Services is responsible for cleaning of all other on-campus locations. All three groups will be performing enhanced cleaning in accordance with the [Forward Virginia Guidelines](#), in addition to their standard routine cleaning procedures. Cleaning and disinfection in university offices located in off-campus leased buildings are generally serviced by the landlord.

These protocols will be implemented as soon as possible for all occupied buildings, as the new Phase 2/3 requirements regarding frequency of cleaning for high-contact surfaces are already in effect. The classroom and Johnson Center dining table cleaning protocols will not be implemented until the food court reopens and classes begin.

These guidelines for Hygiene Practices and Cleaning/Disinfecting Protocols are communicated in *Safe Return to Campus Training*.

## Enhanced Cleaning for Common Areas and Public Spaces

- High contact surfaces in common areas and public spaces in all campus buildings will be cleaned and disinfected with an EPA-approved disinfectant every two (2) hours during normal operating hours in accordance with Forward Virginia Guidelines.
- High contact surfaces include, but are not limited to: door knobs/handles/push-plates, elevator buttons, restroom fixtures and surfaces, drinking fountains/water bottle fill stations, light switches, handrails, vending machines, check out stations and payment pads, touch screen information panels, and other hard surfaces most frequently contacted by building occupants.
- Common areas and public spaces include, but are not limited to, building entryways, lobbies, hallways, elevators and elevator lobbies, stairways, and restrooms.
- Departmental office suites and shared resource areas are not considered common areas and will be the responsibility of suite occupants to disinfect surfaces within their own work area.
- Disinfectant supplies will be provided to departmental offices for use by occupants. Instructions on how to safely use disinfectant materials will be provided to all faculty and staff as part of the [Safe Return to Campus Training](#).
- Hand sanitizer dispensers will be installed at main building entrances and in elevator lobbies on all floors as necessary based on risk assessment.

## Enhanced Cleaning for Dining Halls and Food Service Areas

1. Dining tables will be cleaned and disinfected following every use using an EPA-approved disinfectant.
2. High contact surfaces in dining halls restaurants and food service areas will be cleaned and disinfected with an EPA-approved disinfectant every hour during normal operating hours.
3. High contact surfaces include, in addition to those identified above for common areas and public spaces: digital ordering devices, check presenters, self-service food and beverage areas, countertops, and chairs.
4. Hand sanitizer dispensers will be installed at main entrances to dining areas.

## Enhanced Cleaning for Student Residence Halls

1. High contact surfaces in residence hall common areas and public spaces will be cleaned and disinfected with an EPA-approved disinfectant every two (2) hours during designated hours.
2. High contact surfaces include, but are not limited to: door knobs/handles/push-plates, elevator buttons, shared bathroom fixtures and surfaces, drinking fountains/water bottle fill stations, light switches, handrails, vending machines, appliance handles and controls, trash containers, and other hard surfaces most frequently contacted by building occupants.

3. Residence hall common areas and public spaces include, but are not limited to building entrances, lobbies, hallways, elevators and elevator lobbies, stairways, student lounges, shared bathrooms, shared kitchens, and trash rooms.
4. Individual student bedrooms and in-suite bathrooms and kitchens are the responsibility of the occupants to clean.
5. Hand sanitizer dispensers will be installed at main building entrances and in elevator lobbies on all floors.

### **Enhanced Cleaning for Recreation & Sports Facilities**

- Shared exercise equipment, including competition balls or game equipment, will be cleaned and disinfected with an EPA approved disinfectant following every use.
- High contact surfaces will be cleaned and disinfected with an EPA-approved disinfectant every two (2) hours during normal operating hours.
- High contact surfaces include, but are not limited to: doorknobs/handles/push-plates, restroom fixtures and surfaces, drinking fountains/water bottle fill stations, light switches, handrails, locker handles, vending machines, touch screen information panels, and other hard surfaces most frequently contacted by building occupants.
- Hand sanitizer dispensers will be installed at the entrance to the facility and near entrances to exercise rooms/workout areas.
- Please note in Phase 2, the following apply: equipment must be cleaned and disinfected after each use and equipment that cannot be thoroughly disinfected between uses (climbing rope, exercise bands, etc.) cannot be used. Additionally, activities that require more than one person (such as spotting for the use of free weights) is prohibited.

### **Enhanced Cleaning for Classrooms**

- In an effort to limit disruption to classroom schedules, high contact surfaces in classrooms will be cleaned and disinfected with an EPA-approved disinfectant twice each day during normal operation hours, in addition to regular overnight cleaning.
- High contact surfaces in classrooms may include, but are not limited to: doorknobs/handles/push-plates, chairs, desks, lecterns, storage cubicles, demonstration tables, and AV Control remotes.
- Sanitizing wipe dispensers will be placed in every classroom for students to disinfect individual student desks/chairs and for faculty to disinfect the lectern/table/AV controls at the end of every class.
- Instructions on how to safely use sanitizing wipes will be provided to all students and faculty as part of the *Safe Return to Campus Training*.
- Hand sanitizer dispensers will be installed in common areas inside classroom buildings.

## Disinfection of Work Areas Following a Reported COVID-19 Illness

When a COVID-19 case (confirmed through testing or diagnosis) is reported from the **on-campus** community (including contractors, faculty and staff, or students), EHS shall also be notified immediately ([safety@gmu.edu](mailto:safety@gmu.edu)), and provided with the following information:

1. The individual's last date on campus;
2. The individual's reported date of symptom onset;
3. The on-campus building and room locations that the patient had occupied during the 48 hours prior to symptom onset and while the individual was symptomatic;

Based on the information provided, EHS will coordinate with Facilities Management and the affected space owner(s) to immediately close and post all affected rooms or buildings to restrict access. The steps outlined below are in accordance with VDH [Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020](#).

The timing of the individual's diagnosis and the urgency to reoccupy the restricted areas will dictate the need for disinfection or closure of any potentially contaminated rooms or building areas. The local public health department will be consulted to determine the best course of action. If access to the affected areas is required immediately, the university will bring in a decontamination contractor to conduct surface disinfection following CDC disinfection protocols.

If immediate use is *not* necessary, potentially contaminated areas of the building will remain closed until seven (7) days after the last occupancy by the COVID-19-positive individual. Once the seven day closure period has passed, closure signs will be removed, routine cleaning and disinfection of frequently touched surfaces will be resume and the rooms or building areas will be reopened.

## Material Handling and Shared Facilities

Although the primary mode of transmission for COVID-19 is through exposure to airborne droplets and aerosols when in close proximity to a sick individual, it is possible for the disease to be transmitted by hand-to-mouth contact after touching a surface contaminated with fomites (droplets that have fallen onto surfaces) from a sick individual. Studies have shown that the COVID-19 virus can survive on hard surfaces for up to seven days, but it is not known how long it remains infective in these circumstances. Survivability of the COVID-19 virus on porous materials (including cloth, paper and cardboard) is much lower, typically less than 24 hours.

The following guidelines should be followed when handling materials recently handled by others; unless otherwise indicated, PPE is not required, but work involving continuous repetitive tasks receiving materials from other persons (mailroom sorters, cashiers, etc.) may elect to wear disposable non-latex gloves.

- Office Mail (including letters, packages, or periodicals) can be opened immediately. If there is no urgency to open a delivered letter or package, letting it sit for 24 hours before

opening will significantly reduce the risk of infection (packages with cold storage requirements should not be delayed.) Handwashing is recommended after opening mail, regardless of the timing.

- Class handouts and exams should be distributed and administered electronically where possible; if hard copy distribution is necessary, the documents should be placed into a box, envelope or other container, and then picked up by individual students; returned tests, papers or assignments should be similarly be placed directly into a box or envelope by the students. As with office mail, letting exams sit for 24 hours before handling will significantly reduce risk. Handwashing is recommended after handling returned handouts or exams.
- Returned [library books](#) should be processed following best practices on handling physical materials as recommended by national library professional associations. Handwashing is recommended after returned book processing or shelving.
- Shared tools or office equipment should be disinfected following use, using disinfectant spray or pre-moistened disinfectant wipes. Handwashing is recommended after disinfection.
- Cash or credit cards are very frequently transferred from person to person, but the contact time and contact areas are typically very small. Nonetheless, handwashing is recommended after any transaction involving credit cards or cash transfer.

These protocols should be implemented now and are to be suspended only after removal of the Public Health Emergency restrictions in the Commonwealth of Virginia, or modification of published CDC guidance on materials handling.

# CAMPUS LIFE AND SERVICES

## Cashiers/Customer Service Areas

Cashier and customer service are high traffic areas with frequent exchange between the university employee and the community. Additional considerations are needed in these locations to properly protect workers and customers.

### **Policies and Procedures:**

1. Customer service locations are those areas on campus that are routinely staffed by a university employee (to include student workers) or contractor's employees where there is a frequent exchange of information, goods or services (e.g., cashiers, card office, ticket offices, sales counters, support windows, student accounts, and check in desks). Desks and works stations that welcome students, employees and visitors throughout the day to access university services are also considered customer service locations (e.g., Human Resources & Payroll front desk, CAPS, Student Conduct, etc.)
2. Traditional reception desks where materials or paperwork are periodically exchanged are not considered to be customer service areas.
3. Where university employees and contractors are expected to engage with students, faculty, staff, or visitors on a routine basis, or wherever the exchange of goods occurs, additional precautions will be implemented. To the extent possible virtual customer services will be offered to avoid contact and potential exposures so long as virtual services do not diminish access to university services, service quality, or disadvantage special needs populations.
4. At cashier and customer service areas (retail, dining, university services, etc.):
  - a. Customer service staff must wear face coverings during customer transactions in accordance with University Policy 1415 *COVID-19 Public Health and Safety Precautions – Face Coverings* and the *Safe Return to Campus Plan*.
  - b. Countertop mounted or free-standing plastic/plexiglass barriers will be provided to mitigate the spread of respiratory droplets between customers and staff, as appropriate based on a risk assessment.
  - c. Gloves will be provided to customer service locations where there is intense and frequent exchange of goods, paperwork, or materials between customer service staff and students, employees, and visitors.
  - d. Spray bottles with EPA-approved disinfectant solution and disposable towels will be distributed to these locations to allow staff to periodically clean work areas, counter tops, and high touch areas.
  - e. Staff will comply with university health and exposure screening requirement.
  - f. Staff with a fever or other symptoms or who have been exposed to a COVID-19 positive case within the prior 14 days will stay home and follow instructions for reporting outlined in the *Safe Return to Campus Plan*.

- g. Cashiers and staff supporting customer service locations should be encouraged to take more frequent breaks to prevent mask fatigue and to wash hands periodically.
5. Additional signage will be posted as appropriate to notify customers and employees of the precautions required in service areas. Signage will indicate where customers should wait to receive service. Signage will reinforce physical distancing guidelines. Queueing lines may be repositioned using stanchions or devices to encourage physical distancing. Units/Departments must complete a [Unit/Department Safety Plan](#) to receive protective supplies and barriers.

Special precautions may be necessary for some environments. Distribution of protective supplies to cashiers and customer service locations will commence upon completion and approval of the *Unit/Department Safety Plan*.

The precautions outlined above are communicated through the narrative in the *Unit/Department Safety Plan* as well as *Safe Return to Campus Training*.

## **Child Development and Child Care Centers**

The university plans to reinstate Child Development Center operations in order to support the Safe Return to Campus process of Mason and community families enrolled in the center.

All COVID-19 precautions and revised illness protocols align with the guidelines of the Virginia Department of Social Services (VDSS), CDC, Executive Orders of the Commonwealth of VA, and Mason's *Safe Return to Campus Plan*.

### **Policies and Procedures:**

#### **1. General Precautions for Virginia Phase 2 and 3**

##### Group size limits

- i. Group size will be limited to 12 (including staff) for children under four-years old provided age-based adult:child ratios are followed.
- ii. For children between the ages of 4-5, the maximum group will be 15 (including staff) while physical distancing of six feet apart is supported. Age-based adult:child ratios must be followed.
- iii. Group size for school-age programming will be determined prior to its reinstatement, and will be based on occupancy and physical distancing requirements.
- iv. Planned at present, and per Commonwealth of Virginia guidelines, four classrooms are planned to have no more than 10 students each, and two pre-kindergarten rooms are planned to have no more than 13 students each.
- v. Total student census is estimated to be 66 students, down from pre-COVID-19 maximum possible enrollment of 104 students.

- vi. Different classes/groups will remain separate from one another throughout hours of operation.
  - vii. Groups of children can play outside at the same time but will occupy separate areas of the outdoor play space.
- b. Staff will remain in their assigned classroom or other areas designated for staff, and will not move between classes/groups of children.
  - c. All staff will receive health screening upon arrival by an administrator.
  - d. Drop off and pick-up will be hands-free and all family members screened (including questions regarding the use of fever reducing medications, whether or not any household members have confirmed or suspected COVID-19, or been exposed to COVID-19 in last 14 days) and temperature check using an infrared, touchless thermometer. Any individual exhibiting general symptoms of illness and/or temperature of 100.4 degrees Fahrenheit or higher will be sent home and asked to follow the illness guidelines below.
  - e. Upon arrival, staff will perform a health screening including temperature check. Any individual exhibiting symptoms of illness and/or temperature of 100.4 degrees Fahrenheit or higher will be sent home and asked to follow the illness guidelines below.
  - f. Hours of operation will be abbreviated to provide adequate staffing for hands-free drop-off and pick-up, and increased routine cleaning.
  - g. All staff will be required to complete Mason's *Safe Return to Campus Training*, which can be accessed via the [Safe Return to Campus website](#)
  - h. Signage promoting good hygiene practices and other COVID-19 precautions will be visible throughout the facility.
  - i. Enhanced physical distancing measures will be implemented in classrooms (see below for guidance).
  - j. Meals for children will be individually prepared.
  - k. The Child Development Center will monitor local and state authority updates to determine current mitigation levels in our community.
  - l. The Child Development Center's Heating Ventilation and Air Conditioning system will be inspected and adjusted to allow more fresh air to enter the program space and verify that ventilation systems operate properly. Circulation of outdoor air will be increased by opening doors when feasible.
  - m. Water systems, including drinking fountains, will be inspected prior to reopening.
  - n. Child Development Center's leadership will implement education strategies to assist our community (staff, parents, children) with understanding the importance of and practices physical distancing, wearing face coverings properly whenever possible, refraining from touching eyes, nose, and mouth, and thorough washing of hands with increased frequency (see details below).

- o. The Child Development Center prioritizes enrollment along the following strata:
  - i. Siblings of currently enrolled children
  - ii. Mason affiliated faculty, staff, and students
  - iii. Mason contractors
  - iv. Non-Mason

## 2. Infection Control and Sanitation Practices

- a. Toys, loose materials in the classroom, and outdoor play equipment will be sanitized before and after use, and children will wash their hands after use.
- b. The Child Development Center will avoid using items that are not easily cleaned, sanitized, and/or disinfected.
- c. High touch surfaces (e.g., tables, bathroom fixtures, doorknobs, etc.) will be cleaned (with soap and water) and disinfected with EPA-approved disinfectants and/or bleach and water solution according to the [CDC's Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes and Cleaning and Disinfection for Community Facilities](#). This includes in between each use of child and adult bathrooms.
- d. In addition, the Child Development Center will be cleaned and sanitized by Mason-contracted housekeeping services overnight, Monday-Friday, per the normal cleaning schedule.
- e. Drop-off and pick-up will be hands-free to limit the number of individuals entering the Child Development Center. Additionally, family health questionnaires (including questions regarding the use of fever reducing medications, whether or not any household members have confirmed or suspected COVID-19, or there has been potential exposure to COVID-19 within the last 14 days) and temperature check using an infrared, touchless thermometer will be used for screening.
- f. Regular health checks of staff and children will be conducted regularly to look for symptoms of illness or fever. Any symptomatic individuals will be isolated in a separate room until they are picked up from or leave the facility.
- g. Staff and children will practice good cough/sneeze and hand hygiene, and properly use and dispose of tissues.
- h. Signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering will be posted throughout the facility.

## 3. Facial Coverings and Other Protective Equipment

- a. Face coverings will be worn in accordance with University Policy 1415 *COVID-19 Public Health and Safety Precautions – Face Coverings* and the *Safe Return to Campus Plan*.
- b. Guidance for proper cleaning of face coverings will be provided to staff and families and will follow CDC guidelines. Disposable face coverings will be replaced each day.

- c. Staff will use disposable gloves when within six feet of children when screening for illness.

#### **4. Physical Distancing**

- a. Achieving “physical distancing” with young children is challenging, yet Child Development Center will implement measures to maintain distance between individuals as much as possible.
- b. Children will be put into groups and those groups will be maintained from day to day with consistent staff (with the exception of staff absences), and groups will not be mixed so that if there is an exposure, a limited group of children and staff is impacted.
- c. Small group or individual activities will be coordinated and emphasized to reduce risk.
- d. Individual play will be promoted through rearrangement of classrooms and materials/toys offered.
- e. Toys/materials will be divided into small collections or separate containers to facilitate individual or small group activities. Toys should not be shared, but if items are shared, children should not touch their faces and will wash their hands after using these items
- f. Children will eat in their individual classes or outdoors.
- g. Outdoor activities will be emphasized as much as possible. Development of revised schedules representing increased outside time to allow ample time for fresh air and removal of face coverings.
- h. Groups of children will not mix outdoors.
- i. Each child’s belongings will be separated and stored in individually labeled zip lock bags and/or cubbies, or belongings taken home each day and cleaned.
- j. Adequate supplies will be maintained to minimize sharing of high touch materials such as art supplies, or use of supplies will be limited to one group of children at a time and then clean and disinfect between uses.
- k. Electronic devices, including computers, books, games, and other items not easily disinfected frequently will not be shared.
- l. Immediate contact, such as shaking or holding hands, hugging, or kissing will be avoided to prevent further risk of transmitting COVID-19.
- m. Child Development Center administrative staff will work alternating schedules or in separate spaces.
- n. Staff breaks will be permitted only where six feet physical distancing maintained.

#### **5. COVID-19 Testing and Symptomatic Individuals**

- a. Symptomatic individuals will be isolated until departure from center.

- b. Parents will be notified when a child or staff member is sent home for symptoms of illness; the individual's identity will be kept confidential.
- c. Individuals sent home for symptoms of illness will require doctor's clearance in writing to return.
  - i. COVID-19 testing is encouraged for any individual excluded from program for symptoms of illness.
- d. Notify VDH, VDSS, and EHS, while following all recommendations as well as University and CDC guidelines if there is confirmation of a positive case of COVID-19. Based on recommendations, temporary closure is possible to allow for cleaning and contact tracing.
- e. A list of all individuals who may have been in contact with children or staff while in attendance will be maintained in the event notifications are needed.
- f. If children, staff, or parents develop COVID-19 symptoms, VDSS recommends that childcare programs follow the guidance of the CDC, VDOH, and federal and state officials.

For more information on Virginia's response to COVID-19 and relevant updates and guidance, see [VDSS COVID-19 Response](#), [VDSS COVID-19 \(Coronavirus\) Update and Resources for CHILDCAREVA](#), and the [VDH](#) website.

All precautions, policies, and procedures will be implemented prior to opening on August 3, 2020 to support a Safe Return to Campus and the Child Development Center. Operations are contingent upon the Commonwealth remaining in Phase 2 or better and the procurement of adequate supplies for health and safety practices, as well as daily routines.

Child Development Center operations are contingent upon the status of the health crisis, Fairfax County Public Schools plan, adequate staffing and supplies. Closure will be determined in consultation with relevant agencies such as Mason, FCHD, VDSS, and VDH and communicated to parents through the Child Development Center Alert System. Key indicators include:

1. A positive case of COVID-19 in the Child Development Center
2. Closure of Fairfax County Public Schools due to COVID-19
3. Inadequate staffing or supplies to maintain compliance with licensing

All guidelines above will be shared with currently enrolled and wait list families of the Mason Child Development Center and posted to our website <https://cdc.gmu.edu/>.

## **Classrooms and Instructional Spaces**

George Mason University established a Space Assessment and Optimization team to provide a comprehensive analysis of potential classroom space available under new health and safety guidelines. The analysis includes the inventory and examination of existing classroom space, on-campus conversion space and off-campus space that may be available should the need arise. The team also was asked to provide planning and execution strategy recommendations to support

maximum capacities, taking into consideration public health & safety requirements, as well as teaching and learning effectiveness.

Assessment of all spaces was conducted in considerations of the following CDC guidelines—6x6 physical distancing per station; 10x10 distancing for faculty (where possible), room schedule analysis to include cleaning 2x/day and once overnight and modified scheduling to include Saturday classes.

### **Policies and Procedures:**

1. All instructional spaces were analyzed based on the CDC guidelines—6x6 physical distancing per station; 10x10 distancing for faculty (where possible), room schedule analysis to include cleaning 2x/day and overnight and modified scheduling to include Saturday classes.
2. Spaces were reviewed with a focus on teaching and learning needs, and the required technology to determine final capacity.
3. Space Information was be entered into 25Live, Mason’s room scheduling system.
4. Working with the Registrar, guidelines will be prepared for units to consider modifying schedules to address room capacity.
  - Priority scheduling is given to labs, performance-based, and other experiential courses.
  - Classes over 30 are encouraged to go online or into a hybrid learning model.
  - Cleaning time is built into the schedule, twice daily and once overnight.
5. Schedules will be adjusted and additional spaces may be added to the scheduling inventory after units have submitted their scheduling needs and to the Registrar’s Office.
6. Classroom information will be provided to the Building and Academic Space Modifications Working Group for the next phase of preparation.
7. Where additional spaces are required, Mason will consider using assembly spaces and leased spaces, not to exceed expected occupancy given the appropriate physical distancing and cleaning plan.
8. Students will be informed of any schedule changes.
9. The university community will be informed of fall plans.

Units are currently reviewing schedules and will return modifications to the Registrar’s Office. The Registrar’s Office completed the revised schedule in July.

The safe use of classrooms is a shared responsibility among students, faculty and staff. Contingencies to consider include:

- 1) the ability to abide by safety guidelines such as mask-wearing and physical distancing at all times;

- 2) the ability of the university to secure adequate instructional space mapped to the appropriate number of stations; and
- 3) the potential to adjust meeting spaces and acquire leased space as needed.

The university community will receive clear and timely communication regarding classroom modifications and adjustments. Unit guidelines for schedule modifications will include specific instructions for how to modify schedules based on new room capacities. Faculty will receive information regarding public health and safety precautions for instructional space. Students will receive advance notice of schedule adjustments and the Mason community will receive a final communication that provides an overall view of instruction for the fall.

## Dining

Dining operations (residential and retail) are being modified to mitigate potential exposures in dining areas. Dining operations are expected to resume in August when the majority of students, faculty, and staff are expected to return to campus in accordance with the university's multi-stage plan. Sodexo, the university's third-party food service provider is following university precautions, industry best practices, and guidelines as laid out by the Governor of Virginia and complies with the regulations of our local health department and corporate recommendations.

While the institution continues to reinforce new and existing rules for personal hygiene, food safety and infection control, Sodexo is also working to prevent and mitigate the spread of the virus from cleaning and disinfecting high-touch surfaces, to instructing teams how to deal with suspected or confirmed cases.

Residential dining facilities include: Southside Dining Hall (Fairfax Campus), Ike's Dining Hall (Science & Technology Campus), and MSC Dining Commons (Smithsonian Mason School of Conservation campus). Pickup of pre-prepared and pre-packaged meals will be made available at Gold Rush in the university's main dining hall, in a former retail location in the university's largest student center (the Johnson Center), and the Pilot House.

Retail dining is expected to include: Einstein's, Starbucks (two locations), Dunkin Donuts, Subway, 2<sup>nd</sup> Stop, One Stop, Chick-fil-a, Blaze Pizza, Garbanzo, Akeno Sushi, and the Express on the Fairfax campus as well as Au Bon Pain at the Arlington Campus and Randall's Café at the Science and Technology campus.

The following precautions are being implemented in all dining areas:

- a. Occupancy will be restricted to promote physical distancing. New occupancies will be based on health requirements, space assessments, and existing certificates of occupancy.
- b. To promote proper seating of tables and to eliminate people congregating in waiting areas, reservations for seating will be required.
  - Entry to the dining hall is not permitted without a Yelp reservation.
  - Reservations can be made online only via Yelp reservation website or applications.

- Reservations can be made for up to four people.
  - Upon full capacity, a virtual waitlist will be an option for all diners.
  - Reservations are not required for grab-and-go or retail dining.
- c. All dining tables will be six feet apart. Additional or unused tables have or will be removed from the location to enforce physical distancing
  - d. The maximum number of seats in Southside will be 199 (meets capacity and six foot table distance).
  - e. The maximum seats in Ike's will be 155 (meets capacity and six foot table distance).
  - f. There will be no bar seating at bars that share food service areas.
  - g. Table bussers have been added as staff positions to disinfect tables and chairs after each seating and before another reservation is seated.
  - h. All self-serve stations (except some beverage areas) have been eliminated and have been replaced with an attendant that will serve all food to guests.
  - i. Condiment dispensers have been removed and single use condiments will be provided to guests upon request.
  - j. Attendants have been assigned to the self-serve beverage stations to perform frequent disinfecting (every 30 minutes) and to prevent use of personal containers or reuse of dining cups. A new cup must be used at beverage stations.
  - k. Take out of any kind is not permitted from the seated portion of dining halls. Take out service will be provided at the "Grab and Go" locations.
  - l. Separate Entrance and Exit doors will be marked whenever possible.
  - m. Dining hall plates and cups will be used in the dining hall and handed to guest by attendants. Single use forks, knives and spoons will be used and dispensed by a touchless dispenser.
  - n. Napkins will be dispensed by a touchless dispenser.
  - o. Hand sanitizer stations will be added throughout dining halls and filled with ECOLAB gentle hand sanitizer gel which is formulated with 70% ethyl alcohol.
  - p. Microwaves and toasters will be removed from locations.
  - q. To the extent where possible, technology will be used to reduce person-to-person interaction including ordering and contact payment options
  - r. Plexiglass barriers will be used between point of sale registers and payment terminals

In retail dining areas, the following precautions will be taken in addition to those above:

- a. In non-food court areas, stores will be limited to 50% of the lowest number on their occupancy certificate.
- b. If seating is available, chairs will be placed at least six feet apart. Fixed seating will be adjusted or portions marked out of service to promote physical distancing.

- c. Samples of food and drinks will not be offered.
- d. Stanchions will be used as needed to block off areas and direct traffic flow.
- e. Most locations will offer delivery and pick-up services utilizing Starship and Grub Hub.
- f. Customer movement will be managed utilizing one-way isles, floor decals, plexiglass barriers, and stanchions.

For all dining locations on the Fairfax Campus, Mason's Starship robot delivery service will be utilized to reduce traffic in dining establishments and promote physical distancing. Robots will be sanitized prior to each order and disinfected overnight.

Sodexo will practice routine cleaning and disinfecting of dining areas and high contact areas and hard surfaces, including check out stations and payment pads, entrances, doorknobs/handles, tables/chairs, light switches, handrails, restrooms, floors and equipment in accordance with the cleaning protocols outline in this plan.

Employees are instructed on handwashing practices and frequent handwashing is required for all food service employees. Proper hand washing requires 20 seconds of vigorous washing using soap and water. Frequent handwashing means washing hands every 30 minutes. In addition to washing hands, employees must also wear disposable gloves when interacting with patrons or working with/handling food. In addition, employees must wash hands after blowing one's nose, cough, or sneezing, after using the restroom, before eating or preparing food, after contact with animals or pets and before and after providing care for another person who needs assistance.

To assist employees and patrons in following these new precautions, certain employees will be assigned to serve as customer liaison and to monitor and clean high touch areas while in operation. To reinforce employee safety precautions:

- a. All staff will undergo training in the following areas before returning to work:
  - Proper personal hygiene;
  - Appropriate use and limitations of PPE;
  - Cleaning and disinfecting procedures;
  - Accepting deliveries;
  - Food storage; and
  - Food production.
- b. Face coverings will be required by all employees working in customer dining and service areas in accordance with University Policy 1415 *Public Health and Safety Precautions – Face Coverings* and the *Safe Return to Campus Plan*.
- c. Prior to each shift, all staff will be required to complete screening for COVID-19 symptoms thru a self-screen check administered by Sodexo.
- d. Employees must wash uniforms and reusable face coverings after their shift ends and before the next shift begins.

- e. Employees must complete a one-time acknowledgement of the Sodexo Employee COVID-19 Safety Measures policy.
- f. Employees are encouraged to monitor their health daily prior to coming to work to promote a safe and healthy workplace and comply with any additional screening or safety requirement at the workplace.

To communicate changes in dining operations to patrons, Sodexo in coordination with the university is:

- a. Creating and posting clear communication and signage for physical distancing in all areas where individuals may congregate, especially entrances, seating areas and check-out lines.
- b. Posting signage (in English and Spanish) in all location entrances that states that no one with symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- c. Making information about changes to dining operations and necessary precautions available on:
  - i. Dining Website <https://masondining.sodexomyway.com/>
  - ii. Dining Social Media Accounts
    - Twitter - @mason\_dining
    - Instagram - @mason\_dining
    - Facebook - /masondining
  - iii. In-Unit Marketing
    - Flyers/Posters;
    - A-frames and banners featured in conspicuous locations throughout dining facilities;
    - Public televisions located in dining locations; and,
    - Other locations as deemed necessary
  - iv. Dining will also provide HRL with materials highlighting dining updates to place in student's dorms so all students living on campus receive the information upon move in.

Additionally, the precautions that are being implemented and must be observed for dining operations will be shared through the following university-based information channels for maximum exposure, as appropriate: [Safe-Return-Campus website](#), Mason Card Office website, university social media channels, and email sent via the Dining Listserv.

Given the uncertainty of duration and potential multiple waves of COVID-19 outbreaks, Sodexo operations will review the essential functions necessary to develop plans that mitigate the effects of COVID-19 and allow for the continuation of operations to support those essential functions.

Action levels can be based broadly on the extent of the spread in proximity to Sodexo sites that consider confirmed or suspected cases, local department of health guidance, number of affected employees, demand and dining halls and retail operations, and university guidance. To prepare for potential disruptions or changes to dining operations, Sodexo Site Managers will:

- a. Call Sodexo's hotline to trigger additional resources if necessary. This will also alert Sodexo and allow us to notify other accounts in the region that may require similar precautions.
- b. Work closely with the university to determine the level and method of food service and facility management services necessary for individuals who must remain on site. Methods of delivery of services should maximize social distancing.
- c. If directed by the university, post signs at the dining facilities warning of potential closures and providing information about anticipated plans.
- d. Establish potential alternate food prep and delivery areas and prepare for the possible closure of some dining facilities and kitchens and movement toward meal delivery.
- e. Work with the university to determine augmented procedures for safe food handling and preparation, and to what extent Sodexo will intensify cleaning procedures.

In the event of a suspected or confirmed COVID-19 exposure in a dining operation, Sodexo Site Managers must:

- a. Ensure that employees notify the appropriate health department of their suspected or confirmed exposure or illness
- b. Educate and alert all staff about the current situation as necessary.
- c. Determine essential staff who should continue to provide contracted services.
- d. Consider suspending dine-in services; limiting services to carry-out or delivery meals based on university or public health direction.
- e. Secure food supplies from vendors and maintain strict food handling protocol.
- f. Work with the university to determine if modifications to dining operations are required or if dining facilities need to be temporarily closed.
- g. Thoroughly clean dining areas as needed.
- h. Work with the university to distribute timely and accurate information as needed and appropriate. Local health officials will be the primary source of direction and will issue guidance specific to their communities.

Recovery is the process whereby Sodexo has regained the capability and physical resources necessary to return to normal operations. The objective during recovery is to effectively manage, control and safely expedite the return to normal operations. Sodexo will implement recovery plans and procedures, in conjunction with local public health authorities, to ensure facilities/buildings are safe to return to occupancy. The recovery phase is about getting services back on track. Therefore, what is required in the recovery phase will depend on the impact of the outbreak and on how far our operations have deviated from normal operations.

## Libraries

The Libraries work with the university's students, faculty, and staff throughout the teaching, learning, and research processes; offers crucial instruction and research support; and provides access to numerous resources and research materials. Libraries also serve as study areas, social areas, and host student, faculty, and staff events. Libraries are implementing specific precautions consistent with university health and safety guidance.

The Libraries continued instruction and research support services since spring 2020 using virtual workshops, instruction sessions, research consultations, electronic resources, and expanding hours for a "virtual reference desk." Public facing onsite services, such as study spaces, events, and circulation of print materials, are suspended until current public health conditions and guidelines allow the resumption of in person services. Wherever possible and in consideration of the safety of the Mason community, the Libraries will continue to conduct expanded virtual services in support of students and faculty throughout the fall to promote physical distancing and to accommodate lower occupancy limits in Library spaces.

The Libraries will implement a staged resumption of services such as circulation, scanning, receipt, and cataloging of print materials after necessary precautions, procedures, and training are completed. Physical materials will be picked up via controlled access for students, faculty, and staff. External return/drop-off sites on Arlington, Fairfax, and Science & Technology campuses will be explored to reduce traffic in Libraries and best practices for "quarantining" returned print and other physical materials. Libraries will assess spaces and work activities in accordance with the university's *Unit/Department Safety Plan*.

**Policies and Procedures:** The opening of physical spaces in the Libraries will be staged so that activities occurring in Library spaces can be appropriately monitored and controlled following social distancing and public health and safety guidelines as outlined by the university.

### *Mason Stage 3 (July 1-31, 2020)*

- All library spaces will be closed to users and the public, with services continuing to be provided virtually.
- All Library staff will be required to attend Safe Return to Campus Training.
- A limited number of staff (approximately 10-20%) will resume limited scanning operations in interlibrary loan, document delivery, and course reserves, prioritizing
  - Mason patrons and Washington Research Library Consortium,
  - Virtual Library of Virginia; and,
  - Association of Southeastern Research Libraries partners.

- Library staff will resume processing returned materials, following best practices on handling physical materials as recommended by national library professional associations (implementing quarantine times for returned items, etc.).
- Libraries will begin accepting returns from interlibrary loan partners.
- Develop contactless, curbside pickup to begin at the central library of the university only.
- All workspaces, study areas, resource areas, and customer service locations will be assessed to determine required physical distancing. Where necessary and appropriate, desks, workstations, and chairs will be removed or marked out of use to promote physical distancing.

#### ***Mason Stage 4 (August 1-23, 2020)***

- Libraries anticipate 20-30% of all library staff working on-site with staggered schedules.
- Limit staff in shared office and open spaces as well as limit general occupancy within Libraries.
- All staff who can telework full-time will continue working remotely unless a compelling reason requires them to return to campus.
- Student workers will be reintegrated into onsite work as appropriate and feasible.
- Faculty and staff will be able to request materials to be put on hold via the library online catalog. Libraries staff will retrieve the items and make them available for pick-up by faculty and staff in limited areas of each library, utilizing contactless pickup procedures.
- The lobby area of the central library will be open to university students, faculty, and staff only. The library will remain closed to the public.
- Requests for access to library collections and appointments for in-person services to be determined on a case-by-case basis.
- All services provided during this stage will continue and expand in a gradual and phased manner.
- Where necessary, Libraries will continue to assess and modify university spaces, implement additional precautions, erect protective barriers for customer service locations if needed, and modify work schedules to promote physical distancing.

#### ***Mason Stage 5 (August 24-December 19, 2020)***

- Anticipated 25-45% of all library staff will return to campus with staggered schedules and reduced occupancies in some workspaces to promote physical distancing.
- Staff who do not or are unable to return to campus will continue to telework.
- Access to physical collections and in-person services will be limited, by appointment only, virtual, or open based on demand and assessed on a case-by-case basis.
- Hours of operation for Libraries will be limited and adjusted as necessary to facilitate classes held in Library spaces.

The Libraries' reopening timeline will take into consideration the guidelines outlined in the [Forward Virginia Guidelines](#) as well as the university's stages recommendations. The Libraries' timeline will endeavor to follow the time periods specified for each Mason Stage:

- Plan – Through June 30
- Prepare – July 1-31
- Return – August 1-23
- Resume – August 24-December 19

In consideration of the Mason community, the Libraries will adjust the stages as necessary due to public health considerations and guidance from the university and the state.

Libraries will monitor conditions throughout library buildings/locations to encourage all visitors in library buildings to follow university guidelines of mask wearing and social distancing. Much of the Libraries' resources and services can be delivered virtually and, if circumstances warrant, the Libraries may limit in-person services, reduce staffing, and/or close libraries or portions of libraries. All Library employee groups will complete *Safe Return to Campus Training* prior to returning to their workplace. Library-specific information will continue to be posted and updated on the library website as needed and shared with staff by their supervisor.

## Events

The Events Exception Committee will perform risk assessments, as requested by the Event Coordinator, on specific events/gatherings through the fall semester.

Event considerations will be based on location (indoor or outdoor), size and scope of the events, space requested which must allow for physical distancing, cleaning and sanitation of the space and number of expected attendees with special consideration of mission critical events. Event capacity may be further limited by reclassifying event space for classrooms if necessary.

### **Policies and Procedures:**

1. Events must comply with [University Policy 1103](#) Space Utilization and Scheduling.
2. Events must be approved by the Events Exception Committee following a risk assessment. An overview of the review process is provided below.
3. Events will not exceed current phase [guidelines](#) for Commonwealth of Virginia businesses.
4. Events must comply with Event Exception Committee guidelines. Under these guidelines:
  - a. Events are limited to 50% occupancy of the event space;
  - b. Events cannot exceed 150 participants to include organizers;
  - c. Space must be configured to ensure six feet of physical distance;

- d. Events must be seated to provide appropriate physical distancing;
  - e. Face coverings must be worn while participating in the event in accordance with University Policy 1415 *Public Health and Safety Precautions – Face Coverings* and the *Safe Return to Campus Plan*;
  - f. Exits must be configured to reduce the occurrence of bottlenecks at the conclusion of the event; and
  - g. Events/gatherings cannot be open to the general public.
5. Organizers, event staff, and attendees must comply with the public health and safety requirements outlined in the *Safe Return to Campus Plan*.
  6. An addendum was created with COVID-19 precautions from the *Safe Return to Campus Plan* to communicate to external event organizers the additional requirements to use Mason facilities.
  7. Events Exception Committee processes risk assessments for external and internal events. This does not include internal office meetings or interdepartmental meetings.
  8. The arrival of supplies and general signage and visual cues, space occupancy planning, and the availability of housekeeping will impact the use of event/meeting spaces.
  9. Noncompliance at events should be immediately addressed and if issues cannot be rectified, the event will be cancelled.

Internal meetings will not be reviewed by committee and should follow the guidance provided in this plan. Summer Camps have been cancelled through the summer and will not be considered for exceptions. This policy position is communicated through the [Safe Return to Campus website](#), university messages, and Events Management staff.

## **Recreation Centers, Training Areas, Athletic and Exercise Spaces**

The university's recreation and athletic facilities have developed individual plans necessary to operate recreation centers, training areas, athletic and exercise spaces and facilities and outlines the precautions that are or will be implemented for the safety of students, employees, and the public using university recreational facilities. These plans are developed in accordance with Office of the Governor Executive Orders, best practices, and recommendations/requirements of the NCAA.

All recreation and athletic facilities will conform to similar standards. To operate exercise, training, and recreational facilities provisions have been made to provide adequate supplies for increased cleaning and disinfecting routines. Additional precautions are documented for facility usage, group sessions, medical examinations, student athlete academic support, individual and team practices, and competitions. The Freedom Aquatic and Fitness Center (FAFC) resumed operations on June 15. Intercollegiate Athletics (ICA) will welcome back student athletes in August. Skyline, RAC, and Aquatic and Fitness Center will resume operations in July and August.

**Policies and Procedures:** Health and safety precautions are being implemented in recreation, training, athletic, and exercise spaces in accordance with the Governor of Virginia’s Executive Orders, best practices, and NCAA requirements/recommendations. All university athletic and recreational facilities are required to complete a *Unit/Department Safety Plan* and submit detailed plans for review to the Departmental Safety Plans Review Working Group before resuming operations on campus and submit a detailed plan. Individual plans have been created for ICA, Campus Recreation, and the FAFC.

The following precautions will be implemented in all exercise, training, and recreational facilities; however, precautions may change over time as guidance changes:

- At least ten feet physical distancing will be maintained between persons during all activities during individual practices, group exercise sessions, using exercise equipment, at check in, and in locker rooms. Exceptions may be granted for some team sports in accordance with NCAA recommendations.
- Equipment will be relocated or marked out of service if physical distancing cannot be accomplished.
- The total number of participants in group exercise and fitness classes will not exceed 30% of the max occupancy or more than 50 persons, whichever is the most stringent applies.
- Hot tubs, spas, splash pads, spray pools, and interactive play will remain closed until further notice in accordance with Executive Orders.
- The university’s indoor pools will open for lap swim, instruction, and diving only when deemed appropriate by the facility manager and so long as 10 feet separation can be maintained between swimmers within one lane and no lane exceeds three swimmers.
- Face coverings must be worn in accordance with University Policy 1415 *Public Health and Safety Precautions – Face Coverings* and the *Safe Return to Campus Plan*.
- University recreational and athletic facility staff monitor cleaning and disinfection of shared equipment after each use.
- Equipment that cannot be thoroughly disinfected between uses (e.g., climbing rope, exercise bands, etc.) will be taken out of service.
- Hand sanitizer stations will be provided in exercise facilities.

Screening must be conducted before students, student athletes, faculty, and staff can enter recreational facilities. The process for conducting visitor screening will mirror that of faculty, staff and students described in the [Symptom and Exposure Screening section](#); however, data will be collected and assessed locally by the department required to conduct screening.

The Freedom Aquatic and Fitness Center (FAFC) has developed independent plans that conform to Executive Orders to welcome back members of the public and university beginning June 15, 2020. Specific topics addressed by the FAFC plans include:

1. Screening and acknowledgement of good health before entering the facility

2. Limited capacity throughout the facility
3. Conversion of basketball courts to group training session with sufficient physical distancing (with limited or no offerings as deemed safe by FAFC staff)
4. Closure of locker rooms, splash pads, children pool areas, and hot tubs in accordance with Executive Orders
5. Distribution of supplies to encourage good personal hygiene and disinfection of equipment between use
6. Posting of precaution signage to encourage physical distancing
7. Monitoring for issues, concerns, and compliance throughout the facility

ICA is implementing additional precautions and requirements for student athletes, teams, training facilities, team travel, and competitions as deemed necessary and appropriate in accordance with university guidelines, best practices, and NCAA requirements or recommendations. ICA has developed detailed plans for the return of student athletes beginning August 2020. ICA plans contain specific precautions for the following activities:

1. Staged resumption of departmental activities
2. Facility Operations
  - a. Screening
  - b. Administrative operations
  - c. Traffic flow
  - d. Placement and use of exercise equipment
  - e. Team management and precautions
3. Ramp Down and/or Closure Conditions
4. Student Athlete support
5. Individual and group practices
6. Competitions
7. Engaging with visiting teams and athletes
8. Sports specific precautions for student athletes, coaches, and activities

Mason Recreation has developed independent plans that conform to Executive Orders to welcome back members of the public and university beginning August 10, 2020. Specific topics addressed by the Mason Recreation plans include:

1. Screening and acknowledgement of good health before entering the facility.
2. Limited capacity throughout the facility, traffic flow, detailed procedures and processes.
3. Staged resumption of operational hours, programming, and services.

4. Conversion of multi-purpose gymnasium courts to group training session with sufficient physical distancing (with limited or no offerings as deemed safe by Recreation staff). No free play team or individual sports (basketball, volleyball, badminton, etc.) until appropriate guidance allows such activities.
5. Closure of locker rooms, play areas, sauna and whirlpool in accordance with Executive Orders.
6. Potential “ramp down” strategies would include condensing operations to one building, reducing hours, reducing occupancy, implementing additional cleaning, and closing indoor in-person facility use and programming depending upon the nature and severity of public health concerns.
7. Distribution of supplies to encourage good personal hygiene and disinfection of equipment between use.
8. Posting of precaution signage to encourage physical distancing.
9. Monitoring for issues, concerns, and compliance throughout the facility.

Students and student athletes that participate in recreational competitions, visit recreation centers, participate in university competitions, and exercise on university campuses are instructed to contact SHS if they suspect COVID-19 exposures or illnesses. Athletic trainers who suspect or discover that student athletes may or have been exposed to COVID-19 or are ill will act in accordance to the *Return to Athletics* plan.

Precautions for patrons of athletic facilities will be notified of changes via signage posted at the entrance to each facility. Students will receive an overview of the major changes to athletic facility operations and additional precautions implemented at these facilities in the university’s *Safe Return to Campus Training* for students. Additional training for FAFC, ICA, and Campus Recreation staff and student athletes will be conducted by unit/department leadership as necessary.

## Residence Halls

### Student Health and Safety

#### Occupancy

To minimize chances of an outbreak, maximum capacity of the residence halls has been reduced by 25% with no more than 2 people in a room. Students will be placed in single occupancy spaces, unless the student requests or approves having a roommate for the fall semester. At this time, HRL anticipates up to 4,500 students will reside on the Fairfax campus for the fall semester.

#### Training/Education

- **Professional Staff:** All Mason faculty and staff will complete *Safe Return to Campus Training* in MasonLEAPS prior to returning to campus.

- **Student Staff:** All student staff will attend virtual training in August. Modules will address new safety policies and procedures, in addition to other routine topics necessary for performing job duties.
- **Residential Students:** All residential students will complete training in August. This training will cover daily health screening, what to do if feeling ill, physical distancing, face coverings, and hygiene practices.

### **Face coverings and Masks**

When outside of their assigned space, students will be required to wear a face covering in accordance with University Policy 1415 *Public Health and Safety Precautions – Face Coverings* and the *Safe Return to Campus Plan*.

### **Changes to Policy**

The following health and safety-related changes have been made to HRL residential student policies:

- To retain their on-campus status, residents will be required to regularly complete and submit the SHS COVID-19 health questionnaire and complete the health and exposure screening daily.
- Residents will not be allowed guests within their spaces. Both non-Mason and Mason affiliated guests are prohibited from entering residential spaces.
- Residents will not be able to use cell phones in hallways and common bathroom areas.
- Residents must observe proper physical distancing measures at all times both in their room and in common spaces.

### **Changes to Access and Egress**

Traffic flows within the residence halls will be adjusted to maximize access and egress to and from the building, while adhering to physical distancing measures:

- Residence halls will have doors designated as entrance or exit-only to encourage one-way traffic.
- Elevator use will be limited and overall discouraged; when elevators are used, only two people per car are allowed, unless otherwise posted.
- HRL will continue the practice of only allowing residential students to have access on their ID card. Temporary cards will not be issued to guests and non-students, other than aides that are approved by Office of Disability Services.

### **Health Questionnaire and Health and Exposure Screening**

Through a collaborative endeavor, HRL and Student Health Services, have designed a residential student health questionnaire in an effort to provide individualized student support as well as promote the safety of the larger residential community. Additionally, residents are expected to use the *Mason COVID Health ✓™* daily. The responses to these tools will determine and prioritize the care and outreach provided by Student Health Services.

### **Common Space Access/Use**

Common spaces such as kitchens and lounges may be taken offline until deemed safe for common use by HRL, EHS, and/or the university. In the event kitchens are available for common use, employees should wipe down any door handles, touch pads, sinks, or other objects that are frequently touched. Employees should make sure they are properly spaced in the lounges and not crowd tables. Coffee and ice machines will be removed from all break/lounge spaces. Employees who require a scheduled lunch break will be spread out to encourage social distancing measures.

### **Housing & Residence Life Employee Considerations**

#### Modifications to Desk Operations (COVID-19 Response)

- Due to the limited number of residents living on-campus and the residence halls used for occupancy, HRL will only operate two (2) 24/7 desk for the fall 2020 semester—at Piedmont/Tidewater and Eisenhower.
- To facilitate physical distancing, moveable stanchions that provide a six-foot distance between visitors and staff will be used. In some cases, plexiglass barriers may be erected.
- While working at the HRL Desks, staff will be required to wear face coverings in accordance with University Policy 1415 *Public Health and Safety Precautions – Face Coverings* and the *Safe Return to Campus Plan*.
- The HRL Desks will suspend the practice of renting out board games, athletic equipment, HDMI cords, and other items that may result in the spread of the virus. Essential items such as loaner cards and keys will be frequently wiped down with provided cleaning supplies.

### **Duty Safety**

Residents will be encouraged to utilize methods of communication that do not require a face-to-face response or interaction. During training, student staff members as well as professional staff members will receive guidance on the necessary public health and safety precautions they will need to take. When a physical response is necessary, HRL staff will be trained to take the following steps:

- Always wear a cloth face covering.
- Maintain at least six feet of distance from others and provide residents with appropriate directives regarding social distancing when needed.
- If applicable, the staff member will address any potential violations of the Residential Student Handbook and residential behavior agreement through immediate action (dispersing a social gathering, directing non-resident guests to vacate the building, etc.) and submitting the proper documentation into the PAVE system. In some situations, an immediate call to a supervisor on-duty may also be necessary if interim action is appropriate. Escalated response will be considered when the violation jeopardizes the safety or well-being of the community or disrupts HRL staff from continuing normal operations.

- Residents who do not follow health and safety precautions will be documented.
- If the responding HRL staff member(s) are made aware of any potential health concerns of residential students, they will advise the student to immediately follow the SHS-approved protocol and notify the supervisor on-duty.
- After returning from the in-person response, the HRL staff member will thoroughly wash their hands and safely dispose of any one-time use PPE such as gloves. In the event that any immediate cleanings need exist based on the situation, the Community Director on-duty will immediately contact Housekeeping On-Call.

## **Student Engagement within Residence Halls**

### **Virtual Engagement Plan**

Housing & Residence Life remains committed to providing students with a supportive and safe environment as they transition to and through college. While the experience may look and feel different, these priorities remain the same and through a virtual engagement framework, we plan to build community in new ways and:

- Support our residents by building relationships and connecting to resources
- Educate our residents through collaborations and engagement tools
- Provide a safe living environment to foster student success and sense of belonging
- Utilize virtual check-ins as a time to talk with residents about their health and well-being
- Residential Student Education & Engagement commits to building a virtual engagement framework in coordination with campus partners for fall 2020 that aligns with best practices and capitalizes on successes from virtual engagement efforts in spring 2020.

### **Safety Precautions in Engagement**

All HRL-led engagement efforts in fall 2020 will happen through virtual engagement strategies.

- The Ridge will be closed for fall 2020. Lounge furniture will be removed to maintain proper distancing guidelines are followed. Dependent upon housing location, lounges will be closed off and/or furniture removed to discourage student use.
- Social Distancing & Resident Education will discourage physical gatherings in communal spaces, provide passive information throughout the halls, and encourage virtual “hangouts”.
- Education Module Prior to Move In for student staff will be required and consist of a virtual meeting/module explaining the expectations to advance education on what to expect when students return to the residence halls.

### **Residential Roadmap (Resident Education)**

Virtual engagement can occur with all the Residential Roadmap student learning outcomes. All of the learning outcomes can be fully accomplished through passive and virtual opportunities. This will include (at minimum) engagement through Mason360, WebEx or Zoom, HBOGo, and possibly bulletin boards.

## Living Learning Communities/Virtual Living Communities

Housing & Residence Life will create Virtual (only) Learning Communities (VLC) for the full academic year. Residential Academic Engagement will provide a framework and expectations around the VLC and will work to draft and sign new memorandums of understanding (MOU) with that guidance.

- Create a virtual engagement framework for VLC that continues to balance community building, relationships, academic support, and specific topic engagement. Give recommendation to HRL's VLC partners to continue to offer the required VLC classes in a virtual setting or work to replace that requirement with a robust co-curricular experience.

## Student Health Services

Mason SHS provides high quality healthcare to the university's students. This includes:

- Safely and efficiently manage patients by following guidelines from CDC, VDH and the [American College Health Association](#).
- Continue to work closely with HRL, EHS, ICA and other university partners to support efforts to mitigate COVID-19 on campus and in the community.
- Contain COVID-19 through rapid identification and testing of symptomatic and defined groups of asymptomatic students, followed by immediate isolation, case investigation, contact tracing in coordination with the health department, and quarantine.
- Continue to provide a wide range of healthcare services for students to protect their health and well-being so they can be successful while attending classes at Mason.
- Provide telehealth or triage services to all students whose medical needs can be managed appropriately remotely in order to prevent or reduce the risk of infection for SHS employees and patients.
- Maintain [infection control](#) by implementing practices such as limiting unnecessary access to clinic space, screening all patients and staff for COVID-19 symptoms, performing temperature checks prior to patients and staff entering the clinic, and use of appropriate personal protective equipment and cleaning/disinfecting supplies.
- Prevent or reduce risk of infection for SHS employees and patients by adjusting the schedules of in-clinic staff to maximize physical distancing between staff in the clinic and allowing those at high-risk to continue to work remotely.

The following may affect SHS's ability to meet its mission and objectives:

### 1. Facility issues

- a. The Fairfax campus clinic waiting area can accommodate only 5 students when maintaining physical distancing requirements.

- b. There is no negative pressure room (suggested for potential airborne infections or aerosolizing procedures) within the clinic. Following CDC guidance for healthcare facilities and air exchange ratios for the clinic space, exam rooms will be closed for two (2) hours for disinfection following examination of a suspected COVID-19 patient. Depending on the volume of patients with influenza-like or COVID-19 symptoms, this may limit the number of patients who can be evaluated in-person per day.
  - c. The small size of regional campus clinics largely prohibits physical distancing between patients in the waiting room, and there is no additional space adjacent to the regional campus clinics that can be utilized. In addition, each clinic has only two exam rooms, one of which would be offline for two (2) hours after examination of a suspected COVID-19 patient. There is no dedicated housekeeping staff at the regional campus clinics.
  - d. Telehealth will be encouraged to continue to offer access to care for regional campus students.
  - e. Walk-in appointments will be eliminated to reduce the number of students in the clinic at a given time. Instead, same day appointments, scheduled ahead of time, will be offered.
  - f. Mobile or telephone check in will be used in the place of a shared check in kiosk.
2. **PPE Supply:** A sufficient supply of PPE will be maintained. The number of in-person visits will be reduced to conserve PPE and PPE will be consolidated to one clinic location where the anticipated patient volume is greatest.
  3. **COVID-19 Testing:** An adequate supply of COVID-19 tests will need to be procured and maintained. Test results will need to be communicated to the patient and local public health department in a timely manner. Mason will continue to work with a commercial lab (LabCorp) and FCHD to provide diagnostic (PCR) testing to students with symptoms suggestive of COVID-19 or who have had known contact with someone who tested positive for COVID-19. SHS will remain in frequent communication with LabCorp and the local public health department regarding testing capacity and turnaround time for results.
  4. **Staffing:** SHS will work to reduce the risk of staff being exposed to or becoming infected with COVID-19 to avoid long staff absences required for isolation and quarantine, and to prevent a decrease in available clinical services to students. Specific actions include limiting the number of staff at the clinic each day and encouraging telework when possible. Further, all in person care will be consolidated at the Fairfax campus to allow for more efficient use of staff, and weekly staff meetings will be held to facilitate communication regarding new procedures.
  5. **Patient Care:** Telehealth visits will be standardized and utilized as much as possible for routine (non-COVID-19) procedures. Students will be required to upload immunization records via the electronic medical record (EMR) portal rather than dropping them off in person. Additionally, screening protocols will be standardized to minimize the number of students coming into the clinic with unknown COVID-19

symptoms and students with COVID-19 symptoms will be undergo a telehealth evaluation prior to testing.

6. **Mental Health:** Telehealth visits will be used as much as possible and new procedures with Counseling and Psychological Services will be implemented to provide safe, prompt referrals without unnecessary physical movement of the patient or staff from one clinic to another.

## **Policies and Procedures:**

### **1. SHS Employee Actions**

- a. All personnel who can complete their work requirements remotely will continue to telework and attend meetings and training using university approved online tools.
- b. Essential personnel working on-site will be required to complete a daily health assessment with twice daily temperature monitoring.
- c. Employees who report symptoms on the assessment will self-isolate at home and contact their primary care provider for medical advice.
- d. Employees are required to report symptoms of potential infectious disease to their supervisor.
- e. Employees working in the clinic will wear at a minimum a surgical mask while in the clinic spaces and will maintain social distancing requirements to the extent possible. When evaluating a patient with COVID-19 or other communicable diseases, healthcare personnel will follow appropriate additional PPE precautions.
- f. Employees are to avoid office gatherings, convening in breakrooms and unnecessary visitors in the workplace.
- g. Employees who test positive for COVID-19 will be required to isolate at home and follow CDC/VDH guidelines regarding Return to Work.
- h. Clinical staff will perform enhanced cleaning and disinfection of an exam room or space after every patient.
- i. SHS staff are strongly encouraged to get a flu vaccine in order to reduce the chance they might sick from influenza or that they might be incorrectly diagnosed with COVID-19.

### **2. Student Actions**

- a. Students may access SHS by appointment only.
- b. Students must call SHS for instructions prior to arrival and must call SHS upon arrival for admittance.
- c. Students must wear face coverings in accordance with University Policy 1415 *COVID-19 Public Health and Safety Precautions – Face Coverings* and the *Safe Return to Campus Plan* while at SHS.
- d. Students must answer screening questions completely.

- e. All required forms must be uploaded on the SHS portal prior to arrival.
  - f. Guests and visitors may not accompany students to appointments unless deemed medically or emotionally necessary.
  - g. All SHS fees must be paid online.
  - h. Students will submit immunization records for compliance by uploading their records to the SHS EMR portal
- 3. Management of Students with COVID-19**
- a. Students evaluated at SHS and suspected of having COVID-19 will be instructed to self-isolate.
  - b. SHS will notify FCHD of positive cases.
  - c. If a residential student tests positive for COVID-19, SHS will notify Mason's HRL to provide isolation and support to the student.
4. The university has implemented a daily screening tool, *Mason COVID Health✓™* for students. The screening tool instructs any student with a positive response to contact their primary care provider or SHS for evaluation and possible testing.
5. SHS will be notified of any residential students who have positive responses on this survey. SHS will promptly evaluate these residential students and if warranted, the student will be placed in isolation. FCHD has informed the university that it will perform contact tracing. SHS will assist FCHD in additional information gathering necessary for contact tracing, including identification of close contacts.

SHS has implemented four operational phases for patient management for fall of 2020:

- Phase A – Manage sick in-person and telehealth patients only. (Current Phase)
- Phase B – Phase A and prioritized routine and immunization appointments. (Plan to initiate July 6, 2020).
- Phase C – Phase A, B and physicals and all other routine appointments that cannot be managed via telehealth. (Plan to initiate August 24, 2020)
- Phase D – Phase A, B, C and return to new normal operations, including reopening of regional campus clinics. (Estimated Spring 2021).

If there is a spike in cases of COVID-19 (or another communicable disease), the SHS communicable disease plan calls for a reverse phase order.

**Contingencies:**

1. **Patient and Staff Safety:** Patient and staff safety are the highest priority and will be monitored by reviewing student screening data to determine if there is a correlation between students reporting symptoms after being seen at SHS and by reviewing cases of staff reporting symptoms to identify causation patterns.

2. **Patient Care:** SHS will monitor the quantity of visits to identify and address any barriers to non-COVID-19 related care. The quality of care will be monitored via patient satisfaction surveys and targeted quality improvement studies. If data indicates decreased quality of care, the underlying causes will be identified and addressed, unless addressing such causes would decrease safety. For example, patients may have to accept telehealth visits, even if they would prefer in-person visits, if telehealth can meet their medical needs.
3. **Facility and Infrastructure Issues:** Closure of regional campus clinics for infection control and financial efficiency reasons requires university approval. Staffing to meet increased clinical demand, PPE to safely evaluate patients, and environmental controls such as the installation of plexiglass barriers requires university support.
4. **Public Health Guidance:** SHS will closely monitor CDC, VDH, and FCHD for any new guidelines or resources regarding testing, isolation, quarantine, case investigation and contact tracing. Further, SHS will adapt to any new guidance.
6. **Student Athletes/Athletics:** Athletics has implemented a daily screening tool, *Mason COVID Health✓™*, for student-athletes. SHS will work with Athletics to facilitate expeditious evaluation and testing of symptomatic athletes.
5. **COVID-19 Database:** SHS will collaborate with the university to maintain a confidential database of students with COVID-19. De-identified data will be shared with Administration to assist in monitoring the re-opening process, both overall but also to identify possible “hot-spots,” such as specific classes, residence halls, or athletic teams.

**Communication and Education:** SHS will provide information on the following:

- The purpose and appropriateness of telehealth and telephone triage services.
- Instructions for physical distancing, wearing face coverings, good hand hygiene, etc.
- New procedures for accessing care.
- Immunization requirements and processes.

## Transportation

The university provides transportation to support Mason business and instruction. Modifications to transportation procedures will be implemented to minimize the potential for exposure to COVID-19 during travel in state vehicles, on Mason Shuttles and use of third-party scooters on campus.

As less than half of Mason’s students and less than 1/3 of residential students have vehicles, Mason Shuttles are an essential transportation option, especially providing connections between Mason’s three domestic campuses and multiple locations. E-scooters are an important transportation option for short-distance trips around campus as well as connecting the Fairfax Campus and the City of Fairfax.

The university uses state vehicles and motorized utility vehicles (golf cart) to conduct university official business. All drivers must follow University Policy 1411 to operate a vehicle licensed for road use and University Policy 1131 to operate motorized utility vehicles.

### **Policies and Procedures:**

#### **1. Mason Shuttle Service-contracted to Reston Limousine.**

- a. Mason Shuttle service had been reduced to one route (between Fairfax and Science and Technology campuses) with a greatly reduced schedule as of April 2020. This schedule will persist until fall semester begins when it is expected that four routes with frequent service will resume. Additionally, three new routes to off-site class locations may be started and, based upon utilization over the fall semester, these routes may be adjusted in order to support students and faculty.
- b. Mason encourages the use of transportation modes that limit contact with others (outside of household members). These modes include walking, biking (when distance permits), scooters and ride share with a regular group of individuals. The [Parking and Transportation](#) website provides additional information about these and other options such as limited seating on shuttles, parking and links to information from the CDC on how to [Protect Yourself When Using Transportation](#).
- c. Postings: University signage regarding physical distancing and other COVID-19 related information will be posted at shuttle stop locations and on shuttles.
- d. Individuals must wear face coverings in accordance with University Policy 1415 *COVID-19 Public Health and Safety Precautions – Face Coverings* and the *Safe Return to Campus Plan* and maintain physical distancing of at least six feet at shuttle stops.
- e. Face coverings must be worn on the shuttle in accordance with University Policy 1415 *Public Health and Safety Precautions – Face Coverings* and the *Safe Return to Campus Plan*.
- f. Seating may be reduced by up to 25% of maximum capacity with one rider per row, alternating sides of the shuttle and maintaining six-foot separation between riders.
- g. The shuttle driver will disinfect high touch points several times per shift using an EPA-approved disinfectant.
- h. Individuals should wash their hands with soap and water after exiting the shuttle or use hand sanitizer comprised of 60% alcohol if a hand-washing sink is not available.
- i. If it becomes known that a person who has been on a Mason Shuttle tests positive for COVID-19, [contact tracing](#) will be conducted and the shuttle will be pulled out of service for a deep cleaning before being put back into use.

- j. Many parking options including daily permits have been made available for those as an alternative to using transit without having to commit to long-term parking permits.
2. **Scooters:** E-scooters are currently not in use, but plan to return to the Fairfax Campus in mid-August. Each vendor has a set of cleaning procedures and instructions for safe use, cleaning and disinfection will be posted by vendors.
  3. **Parking Services:** Most permits are sold online, the customer either is mailed the permit directly from the permit manufacturer or can print a permit themselves. Additional mobile payment options will be added to minimize the need to use parking pay stations, but pay stations will be cleaned regularly by the University's operator, SP+.
  4. **State Vehicle and Golf Cart Restrictions**
    - a. For vehicles with one row of seating and a drive that will take less than 10 minutes two passengers (the driver and one additional passenger) may occupy the vehicle. The windows of the vehicle must remain open for the entirety of the drive. Each passenger must wear a face covering in accordance with University Policy 1415 *Public Health and Safety Precautions – Face Coverings* and the *Safe Return to Campus Plan*.
    - b. For vehicles with one row of seating and a drive that will take longer than 10 minutes, only one passenger (the driver) is allowed in the vehicle.
    - c. A vehicle with multiple rows of seating can have one passenger per row on alternate sides of the vehicle. The windows of the vehicle must remain open for the entirety of the drive. Each passenger must wear a face covering, in accordance with University Policy 1415 *Public Health and Safety Precautions – Face Coverings* and the *Safe Return to Campus Plan*.
    - d. Postings: Reminders for physical distancing, face coverings and disinfection requirements will be placed in each vehicle.
    - e. Cleaning and Disinfection: Disinfection of high touch surfaces (steering wheel, gearshift, door frames/handles, windows, radio/temperature dials, and seatbelt buckles) will be performed pre-and post-trip. Keys will be wiped down when they are turned in.
    - f. Drivers of state vehicles and golf carts found in noncompliance will be prohibited from using vehicles.
    - g. In the event that a person sick with COVID-19 had been identified as the operator of a state vehicle or golf cart, it will be taken out of service and disinfected per CDC guidelines.

## 5. Vehicular travel for research is limited to the driver only.

A COVID-19 website for Transportation is under development and will be launched prior to students returning to campus. [Driver Safety Awareness training](#) has been modified to include information regarding reduced ridership, cleaning and disinfecting per university precautions and

CDC guidelines. Notifications will be provided to all university-authorized drivers about reduced ridership for all trips and vehicle disinfecting pre and post trip.

## Travel

The University Travel Advisory Committee (UTAC) assesses risks for all university-sponsored or university-related domestic and international travel for faculty, staff, and students in accordance with University Policy 1134 and Commonwealth of Virginia Executive Orders. At this time, travel between the District of Columbia, Maryland, and Virginia is excluded from UTAC review.

The ability to travel is directly affected by the operating status of common carriers (e.g., air, rail, bus) as well as country-specific quarantine requirements and border closures. Domestic travel to a location experiencing an increased number of COVID-19 cases may increase the transmission risk for travelers.

**Policies and Procedures:** The following policies, procedures and agencies assessments will be used to continue to provide proactive guidance to faculty, staff, and students. University Policy 1134 establishes authority, guidelines and procedures. In addition, exception guidance for business essential travel and student independent study abroad will be reviewed case by case to access safety and health precautions for the specific travel area.

1. U.S. Department of State Travel global advisory not to travel.
2. CDC global warning not to travel and [CDC Coronavirus Case Data by State/County](#)..

### **International Student Travel Policies and Procedures:**

1. The Office of International Programs and Services will continue to support international students, both virtually and in-person. Additionally, housing will be available on-campus for students who have applied by the deadline. Per the CDC recommendations, students who are arriving to Mason for the fall semester from abroad may need to quarantine in accordance with current public health and safety recommendations.
2. Some potential challenges include federal regulations regarding the number of online credits allowed for international students. Additionally, new students who are outside of the US may experience difficulty arriving by August, due to the number of US consular posts that are closed world-wide, the limited number of international flights, and other COVID-19 travel restrictions. The Office of International Programs and Services and the Office of Admissions are monitoring these issues carefully.

The University Travel Advisory Committee (UTAC) will need to continue monitoring changes to Commonwealth of Virginia Executive Orders, CDC Warnings, and U.S. State Department Travel Advisories for updated guidance on travel to address the needs of the university. The committee will also monitor country-specific entry restrictions and quarantine requirements and flight limitations.

Travel policies are communicated through the [Safe Return to Campus website](#), training, and university announcements. Exception to the travel restrictions may be made on a case-by-case basis by applying for review by UTAC.