



# Forward, Together: Ensuring Educational and Operational Continuity

A comprehensive plan to promote the health and safety  
of the Assumption University community.

*Contents of this document are current as of March 2, 2021 and subject to change.*





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## Introduction

*Francesco C. Cesareo, Ph.D., President of Assumption University*

The administration, faculty, and staff of Assumption University take seriously our moral responsibility to promote the health and safety of all members of our community. This, therefore, influenced the decision to resume on-campus learning in fall 2020 and the enhanced safety measures that were necessary to reopen.

Administering a campus in Rome, Italy, University officials began closely monitoring the developing COVID-19 situation in January 2020. Since that time, the University has proactively responded to the pandemic and taken unprecedented steps, with the safety of our community at the forefront of all decisions. These responses include:

- Restricting University-sponsored and independent travel to outbreak areas of Italy for students studying at our Rome Campus
- Suspending operations at the Rome Campus and transporting faculty and staff back to the United States
- Strongly encouraging all students in third-party study abroad programs to return home
- Suspending all University-sponsored travel
- Transitioning to remote learning so that students' degree programs would resume uninterrupted
- Transitioning to remote operations so that the work of the institution could resume following a stay-at-home order issued by the Governor of the Commonwealth
- Developing a comprehensive safety plan to promote the health and safety of all individuals on campus once in-person classes resumed and students returned to campus
- Providing to students the option of attending class remotely or in-person
- Delaying the return of students for the spring 2021 semester

Throughout the pandemic, stay-at-home order and reopening of campus, the University has maintained constant communication with our students, their parents, staff, and faculty, and repeatedly shared that the resumption of University operations is not a return to normal. To promote the health and safety of the community, a number of safety measures were implemented, and social distancing and testing are key to promoting a safe environment in which to live and learn. As such, we expect all members of our community – students, faculty and staff - to adhere to these new guidelines. Continued and frequent communication with our community will remind members of the shared responsibility for enforcing the necessary behavioral changes to reopen the campus and resume face-to-face instruction. The health and safety of us all is not solely the responsibility of the University, rather each member of our community.

Assumption University developed this plan to resume on-campus operations in accordance with several guidelines included in *Safe on Campus: Considerations and Checklists to Guide Massachusetts Colleges and Universities in Planning for a Safe Repopulating of their Campuses*. **The changing nature of the COVID-19 pandemic requires that this plan be a living document that is regularly evaluated and updated as the public health situation or state and federal guidelines change.**

In creating this plan, four priorities guided the University's approach:

1. The safety of students, faculty, and staff
2. Assurance that students may begin or continue their degree programs
3. Compliance with Commonwealth and federal guidelines
4. The continuation of on-campus operations

The development of this plan is the collaborative work of many faculty and staff with an array of expertise from throughout the University community and medical professionals. To ensure that collaboration across divisions would inform a flexible and comprehensive plan, I established ten advisory groups to examine criteria relative to different areas of campus operations:

- Athletics
- Co-Curricular
- Graduate Studies
- Health Protocols
- Internships and Practicums
- Office Operations and Personnel
- Policies
- Residential Life
- Student Support Services
- Teaching and Learning

The following plan is the collective result of the depth of expertise found throughout the Assumption University community.

Sincerely,

Francesco C. Cesareo, Ph.D.  
President, Assumption University

## On-campus University Operations Amid the Next Normal

In March 2020, the institution shifted to remote learning, then shortly thereafter, transitioned to remote operations in compliance with the stay-at-home order issued by the Governor of the Commonwealth of Massachusetts. Faculty and staff quickly adjusted to this new and temporary mode of carrying out their responsibilities and did so with vigor and a commitment to serving our students. As the Commonwealth began a phased-approach to reopening Massachusetts, safely resuming on-campus operations in de-densified offices with a number of safety protocols in place remained a priority for the University. In developing this plan, Assumption University reviewed the Commonwealth's "***A Framework for Reopening Colleges and Universities***" that was made available on May 27. Several guidelines included in this framework were implemented in preparation of students, faculty, and staff returning to campus.

Assumption University began a phased approach to reopening offices on Monday, July 6 and commenced the 2020-21 Academic Year on Monday, August 17. The decision to open offices and welcoming students back to campus considered the following:

- The Commonwealth of Massachusetts must be in a sustained Phase 3 of the Governor's reopening plan.
- The rate of COVID-19 positive tests in Worcester County must be at or below 10 percent.
- Assumption must have an adequate supply of COVID-19 tests, personal protective equipment, and cleaning supplies.
- The University must enlist the full cooperation of the Assumption community to abide by the new safety protocols.

The University President directed all Division Vice Presidents to develop a phased reopening plan for their areas of responsibility that identified those employees who will report to campus and when. Those plans also included reconfiguration of offices to ensure social distancing and office de-densification where necessary. The following plan does not include details on specific plans for each office.

## On-campus Operations

The University operated primary remotely since mid-March 2020 then again from Thanksgiving until January 4, 2021. There were a number of tasks suggested prior to the beginning of a reopening pilot phase, during which the University welcomed back to campus a limited number of staff to begin a phased approach to resume on-campus operations. These pre-opening tasks include:

1. All water systems flushed to remove stagnant water.
2. Setpoints of HVAC units with adjustable fresh air settings increased to allow increased volumes of fresh air to circulate throughout buildings.
3. A container of hand sanitizer gel containing at least 60 percent alcohol placed in each office; supplies of hand sanitizer will be monitored and replenished as needed.
4. Availability of disposable protective masks.
5. Signage approved, or required, by the Commonwealth (see Appendix A) posted in select buildings.
6. Upon request, additional cleaning products distributed to offices, if available.
7. All faculty, staff and students participated in an online training session and took a quiz to become apprised of the new safety guidelines adopted by the University.
8. Buildings, particularly high touch areas and bathrooms, are cleaned and sanitized.

## Employee Training

The Commonwealth requires businesses, including institutions of higher education, to provide training to all employees on up-to-date safety information and precautions as well as the organization's reopening plan. Topics include hygiene and other measures that raise awareness of and educate employees on safety precautions to reduce the transmission of COVID-19, including:

- COVID-19 basics
- Protecting oneself and others from COVID-19
- Co-morbidity considerations
- Caring for the elderly and those at-risk
- Shared responsibility
- Managing stress and resources

Training of all faculty, staff and students, which includes an overview of this plan as well as Centers for Disease Control and Prevention safety and hygiene measures, took place prior to any employee or student returning to campus. Employees and students must complete the training to obtain permission to return to campus. The Office of Human Resources maintains a list of those employees who have successfully completed the training; Health Services for students.

Resident Directors and Assistants were provided training specific to instilling personal and communal responsibility among residents, including but not limited to, maintaining a clean residential environment, proper use of personal protective equipment, and social/physical distancing.

This plan is made available to all students, faculty, and staff through email, on the AU Mobile application and on the University website. When edits are made to this plan, such will be shared with all members of the community by way of electronic mail. As new information or guidelines are provided by federal, Commonwealth, or health agencies, members of the community will receive updates.

## Pilot Program: Resuming On-Campus Operations

Beginning Monday, July 6, a limited number of employees in each Division—identified as essential by Division Vice Presidents for the planning of the fall 2020 semester— began participating in a pilot program to resume on-campus operations. The pilot program commenced pending the aforementioned conditions. Students were not permitted to return to campus during the pilot phase. Many employees continued to work remotely during this phase. The pilot program provided to the institution an opportunity to assess areas in need of enhancement before additional employees and students returned.

As part of this pilot program, employees work in staggered shifts (i.e. 8:30 a.m. to noon, with another shift arriving at 12:30 p.m. and departing at 4:30 p.m.), and work every other day or consecutive days on campus followed by consecutive days working remotely. On Fridays in July during this pilot program, all employees worked remotely as the campus will be closed to provide ample time for the University's Building & Grounds Department to thoroughly clean individual offices and shared/public spaces. University offices will be open on Fridays during August.

The University developed a survey to help employees determine the feasibility of continuing their required job functions remotely. This information will assist the Vice Presidents in determining who should return to campus and who may continue to work remotely. The survey collected information relative to:

- What key job functions are you able to complete working remotely?

- What key job functions are you **not** able to complete when working remotely?
- Is your ability to complete the functions of your position different in the summer months compared to during the academic semesters (when the students are on campus)?
- Are there seasonal projects or demands within your position that can (or can't) be completed remotely? If so, what are the scope and timing of these items?

The survey was disseminated on Tuesday, June 16, 2020 by the Office of Human Resources with a response deadline of Thursday, June 18.

### Informational Signage

Signage approved by the Commonwealth of Massachusetts and Centers for Disease Control and Prevention is displayed on campus in highly visible areas, including restrooms, to comply with the "Safety Standards for Office Spaces to Address COVID-19" guidelines. The University also designed, printed and distributed "lawn signs" throughout campus reminding members of the community to wear a mask and proactive social distancing. Additional signage will be displayed in residence halls during the spring 2021 semester.

### Seasonal Influenza Vaccination

All members of the University community who will be present on campus for any period of time, as well as Sodexo employees, will be required to obtain a seasonal influenza vaccination no later than Thursday, October 15, 2020 (students) and Sunday, November 15, 2020 (employees). The University hosted two clinics for faculty, staff and students, on campus, Tuesday, October 6 and Thursday, October 15 from 9 a.m. to 6 p.m. in the Plourde Recreation Center. Individuals who seek a medical or religious exemption from this requirement were asked to complete and submit through Medicaat [this immunization waiver form](#). Those individuals who obtain a vaccination off-campus, must provide proof of such by uploading documentation by way of the same process. Individuals who do not obtain a flu vaccine are prohibited from campus.

### Identification of Vulnerable Populations

Through a process that respects confidentiality, Health Services staff, through students' entrance physicals, have identified students with pre-existing conditions. Any employee or student considered "high risk" were encouraged to continue working or learning remotely. Should they wish to return to campus, the University will recommend employees and students first consult their primary care physician and may consider requiring a liability waiver for any campus participation outlining the risks to the student and/or employee. This information will also help to determine the number of isolation rooms that may be required to house students who contract the virus, but cannot return home. Per [CDC guidelines](#), "people who are high risk of severe illness" include but not limited to:

- Women who are pregnant
- Age 65 or over
- Chronic lung disease (COPD/moderate to severe asthma)
- Heart conditions: Heart failure, congenital heart disease, coronary artery disease, pulmonary hypertension
- Obesity (BMI >40)
- Diabetes (insulin or not)
- Chronic kidney disease
- Liver disease

- Sickle cells disease
- Thalassemia
- Immunocompromised, including
  - HIV
  - Cancers (specifically if on chemotherapy)
  - Organ transplant: Solid organ and bone marrow
  - Taking medicines called immunosuppressants: oral or intravenous steroids, mycophenolate, sirolimus, cyclosporine, tacrolimus, etanercept, rituximab.
- Genetic disorders:
  - Common variable immune deficiency, selective IgA deficiency, severe combined immunodeficiency, chronic granulomatous disease, and complement deficiencies

### Suspension of University-sponsored Travel

The University has implemented a suspension of all University-sponsored domestic and international travel until May 30, 2021. A review of the travel suspension will take place in May – or prior if the public health situation improves -- and include an assessment of the public health situation at the time as well as Centers for Disease Control and Prevention and U.S. State Department Travel Warnings and Advisories.

### Prohibition of Outside Groups on Campus

All facility rentals by outside groups for the summer and fall of 2020 and 2021 spring that would have welcomed to campus individuals who are not regular members of the campus community have been cancelled. The University has also cancelled lectures by individuals from outside of the campus community for the spring semester. This policy will be reviewed if the public health situation improves.

### Catering

Until further notice, all catered meals are suspended.

### Mail Delivery

To reduce contact with individuals outside of one's immediate office or department, mail delivery will be delivered by post office staff two days per week, on Mondays and Thursdays, by 3:30 p.m.

### Faculty and Staff Use of Restrooms

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

### Tradespeople

All tradespeople – including locksmiths, electricians, plumbers, contractors etc. - will wear personal protective equipment while working in common spaces and private offices. This policy also extends to external tradespeople whose services are required on campus. All will be screened prior to accessing campus and will wear identification.

### Identification of University Students, Faculty and Staff

Controlling access to campus to promote the health and safety of the community is a priority for the University. Given that members of our community must wear a mask when outside of offices and residence hall rooms, the University must have a means to easily determine if individuals are authorized to be present on campus. As such, all students, faculty and staff are provided an Assumption University

branded lanyard that must be worn at all times when outside of offices or residence hall rooms. Lanyards will accommodate University-issued identification and are distributed in the Testing Center.

### Faculty and Staff Meals

As part of campus-wide de-densification efforts, faculty and staff are not permitted to dine in or obtain food from Taylor Dining Hall. Beginning Monday, October 12, faculty and staff could order meals from Charlie's Snack Bar in Hagan Hall. All meals will be "grab-and-go" and must be pre-ordered through the AU Mobile App. The University hopes that the availability of an on-campus dining option provides a convenience to faculty and staff during this unique semester. The limited seating in the Charlie's dining area is students-only as the University continues to comply with the Commonwealth's de-densification guidelines.

Faculty and staff are permitted to eat in their offices and must clean surfaces upon which they will eat before and after the meal. Before they remove their mask to eat a meal, an employee must close their office door while eating since the COVID-19 virus can live in the air for three to six hours. Those who are asymptomatic could unknowingly spread the virus when they are not wearing a mask while eating.

Employees using refrigerators and microwaves should clean touched surfaces with an approved disinfectant after each use.

### Enhanced Communications

The details of this plan are shared with all members of the campus community, but reminders of key components will be required for certain audiences, including prospective students and their families; current students and their families; faculty and staff; and alumni, if necessary. Such reminders will be disseminated through social media; on-campus signage; electronic messages; portal banners; and, on the AU Mobile app. [A section of the University website](#) has been dedicated to sharing news and information about University efforts to promote the health and safety of the community.

### Symptoms of COVID-19

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

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## When to Seek Emergency Medical Attention

If someone is experiencing any of the below symptoms, dial 911 and seek emergency medical care immediately. Notify the operator that you are seeking care for someone who has or may have COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

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

## Testing

Access to reliable testing is critical to on-campus operations including face-to-face learning. The University requires all members of the community who are present on campus to participate in a regular testing regimen which includes two nasal swab tests per week; all student-athletes are tested three times per week. The University has established a partnership with a lab for COVID-19 testing and contact tracing. The University also hired additional staff in Health Services to administer campus-wide testing collection.

## Initial Screening

Prior to regularly accessing campus, faculty and staff will have baseline testing completed on campus through the University's partner, the Broad Institute. Upon return to campus, all students, faculty and staff must first report to the Plourde Recreation Center for testing. Faculty and staff must immediately depart campus after they are tested and may return upon confirmation of two negative results. Students must quarantine for seven days and receive confirmation of two negative test results. Before returning to campus for the spring 2021 semester, all students were asked to obtain a PCR test and upload the results to Mediat; the University offered two testing dates on campus for those students who live locally.

## Surveillance Testing

The University will comply with the Commonwealth's guidance for higher education that surveillance testing be conducted twice a week for all students, faculty and staff. Data collected through contact tracing will help the University more easily inform those who may have been exposed to a COVID-19 positive individual. This form of ongoing testing will be administered by Student Health Services for the University community. Surveillance testing of employees begins on the day they return to campus to work; surveillance testing of students began on August 17, 2020 for the spring and when residential students moved-into their residence halls at the end of January.

## Daily Symptom Tracker Procedures – Students and Employees

All members of the community must complete the daily symptom tracker in the Wellness Portal which is housed in the AU Mobile app. The symptom tracker produces a circle in six different colors indicating an individual's status for the day based upon responses to a series of questions.

- Green indicates that a person is clear for campus
- Red indicates a positive COVID-19 test and isolation is required. The individual should not be traveling onto campus or around campus if isolating on campus.

- Orange indicates a positive symptom tracker (with symptoms, exposure, or travel) and the individual should quarantine and not be on campus or traveling around campus if quarantined on campus.
- Yellow indicates that an individual has traveled outside of Massachusetts since their last visit to campus. Campus Police will need to determine if travel was from a restricted state. Student Health Services will review all yellow circles/travel quarantines and adjust the status accordingly (change to orange if a quarantine is required or change to green if no quarantine is required).
- Blue indicates that a COVID test is due or overdue.
- Gray indicates the tracker has expired and the individual must re-submit their responses to the questions.
- Teal indicated students who have been on campus and have enough negative test results. (Approved Movement) – these are students who have been here for internships, student teaching etc. They are able to go off campus and return. We are awaiting a list of these names and will change their color soon. Currently they are all green.
- Students arriving on campus at the beginning of a semester are coded purple, “Arrival Quarantine” as they check-in at the Plourde. We will remove this status when appropriate as we get test results.
  - Those who are Purple may move around to pick up meals and come to testing but only those who are Teal/Green should be allowed movement off/on campus for their internships/work.

Students who are indicated as anything but green should call the Health Center for a tele-health appointment and stay home (if a commuter student) or in their residence hall room (if a residential student). Students should not resume activity on campus until a negative COVID test result or are symptom free for 24 hours.

Employees who are indicated as anything but green should stay home and call their Primary Care Physician. Employees should notify their supervisor that they are unable to report to in-person work that day. Employees should not report to campus until a negative COVID test result or are symptom free for 24 hours.

### Daily Symptom Tracking Indicators and Instructions

**RED = Isolate (at home if less than 200 miles from campus OR in Wachusett Hall).** Isolation is used to separate people infected with COVID-19, from people who are not infected.

Instructions:

- Students: You had a positive COVID-19 test and must remain in isolation for a minimum of 10 days. Please complete the daily monitoring questionnaire (under the COVID tab on the patient portal) in the morning so Student Health Services can address any health concerns at the beginning of the day. Student Health Services will determine when you are clear to discontinue isolation and return to campus/class.
- Employees: You had a positive COVID-19 test and must remain at home in isolation for a minimum of 10 days. Your primary care physician must provide a medical note for Human Resources to clear you to return to campus. Please contact Robin Pellegrino at (508) 767-7599 or rpellegr@assumption.edu.

**Orange = Quarantine (at home or in own dorm room).** Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others.

Instructions:

- Students: You have indicated possible COVID-19 symptoms, exposure to a COVID-19 case, or recent travel. You must quarantine until cleared by Student Health Services. Please complete the daily monitoring questionnaire (under the COVID tab on the patient portal) in the morning so Student Health Services can address any health concerns at the beginning of the day.
- Employees: You have indicated possible COVID-19 symptoms, exposure to a COVID-19 case, or recent travel. You must quarantine the full 14 days; 7 days for travel from a Travel Advisory state. Prior to exiting quarantine, student must obtain two negative test results.. Please contact your supervisor to inquire about working remotely. Human Resources will be notified of this quarantine.

#### **Yellow = Travel Alert**

Instructions:

- You have indicated recent travel outside of MA. Student Health Services will review your symptom tracker responses and alert you if quarantine is necessary. Campus Police will ask additional screening questions at the front gate to help determine if admittance is permitted.

**Campus Police: Ask where the person traveled. The following lower risk states are permitted into MA:**

Hawaii

Puerto Rico

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[Please see this link for updated information.](#)

**Important:** Please note the following travel exemption:

- Persons Commuting for Work or School: People who regularly commute, at least weekly, outside of Massachusetts to a fixed place to attend school or work or any person who regularly commutes, at least weekly into Massachusetts to a fixed place to attend school or work; provided that in either case, this exception applies only to and from the person's residence and place of work or school. Workers or students who travel to any place that is not their home state for personal or leisure reasons cannot rely on this exemption.

#### **Blue = COVID Test, then Quarantine**

Instructions:

- You need a baseline COVID-19 test, a COVID-19 retest, or are overdue for twice weekly COVID-19 testing. Please go directly to the Plourde Test Center to obtain a new baseline test and return home/dorm to quarantine until a result is available.

#### **Pink = Remote**

Instructions:

- It has been noted that you will stay remote this semester. You will not be permitted on campus and do not need to complete the daily symptom tracker.

#### **Brown = Restricted**

Instructions:

- You have been restricted from campus due to a Community Promise violation. You will not be permitted on campus and do not need to complete the daily symptom tracker.

## Green = Cleared for Campus

Instructions:

- You are at minimum risk for having COVID-19 and cleared to come onto campus.

## University Testing Dashboard

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

## Procedures for students arriving to campus from a MA Travel Advisory State

Per the Commonwealth, students traveling from a Massachusetts Travel Advisory state are instructed to quarantine for 7 days upon arrival to campus and to register with the state. Prior to exiting quarantine, student must obtain two negative test results. The list of states on the Commonwealth's restricted travel list change frequently and can be [reviewed here](#). Students may choose to quarantine with family living in one of these northeastern states but must show proof of quarantine to Residential Life – a letter from the host that includes dates of quarantine, location and assurance that the student has quarantined.

The University asked students to quarantine for two weeks prior to their return to campus at the end of January 2021. Each student may have one guest with them on campus during their move-in. All students and guests must be healthy and free of any COVID symptoms. Masks must be worn by student and guest during move-in. Guests unable to wear a mask should not come to campus. Students and guests must adhere to one way entrances and exits in the residence halls. Students will be asked the following when you arrive at the front gate:

- Are you feeling ill?
- Do you have any COVID-19 symptoms?
- Do you live with anyone with COVID-19 symptoms?
- Have you been exposed to anyone with COVID-19 symptoms?
- Do you have a temperature of over 100.4 degrees?

Students were required to quarantine in their room for seven days, other than using the common area bathroom or picking up meals where applicable. They may not entertain any guests on campus (including family) and not leave campus during their quarantine period; students must always wear a mask when outside of their room. Meals will be grab and go. The Commonwealth of Massachusetts provides the following guidelines for the quarantine:

- Stay at home and use a separate bedroom and bathroom if possible.
- Do your best to stay at least 6 feet away from other people in the house.
- Do **not** leave your house to go to school, work or run errands.
- Do **not** have any visitors to your house during this time.
- Wash your hands frequently with soap and water for at least 20 seconds.

- Do not share eating or drinking utensils with anybody.
- Monitor your health every day.
- If you need to seek routine medical care call ahead to your doctor and tell them you are under COVID-19 quarantine.
- Do not take public transportation, taxis, or ride-shares to get to your appointment.

## Initial Quarantine While Awaiting On-boarding Test Results

Arrival to campus from a state not on the MA travel advisory list

- All students entering on-campus housing as well as commuter and off-campus students entering campus will be required to test, then quarantine immediately upon arrival and then again 5 days later until results are available (usually within 24 – 48 hours). Students must have 2 negative tests to begin circulating on campus.
- Total daily tests performed is 600 - 800 faculty, staff, and students

## Students living off campus or commuting

- Will quarantine in their off-campus residence until results available
- If negative and per medical recommendations - student may come on campus without restrictions
- If positive and asymptomatic students will be required to isolate in their off-campus residence for at least 10 days from their testing date (testing date is day 0). If positive and symptomatic then students will be required to isolate in their off-campus residence for at least 10 days from the onset of symptoms, and until fever free and symptoms are improving or are resolved for at least 24 hours.
- Student Health Services must be contacted to be cleared to return to campus.
- Student is expected to provide own meals

## Students living in campus housing

- Will quarantine for seven days in their assigned single or double room after moving belongings into their room accompanied by no more than one family member. Students must receive notification of two negative tests prior to exiting quarantine.
- Meals will be grab and go for those on the meal plan. Students living in apartment style housing are expected to bring groceries with them.
- Trash should be disposed of regularly in the common area trash rooms
- Students will be expected to wear a mask and maintain social distancing whenever leaving their assigned room to use the bathroom or pick up food.
- Students will be expected to take responsibility for cleaning their surroundings (wiping down hard surfaces especially desks, dressers, door handles, light switches, remotes, laptops, cell phones, etc.).
- Common area bathrooms will be cleaned twice daily.
- Students in University apartment areas are expected to clean their bathrooms and kitchen areas after each use (wipe down sinks, toilets, stove, refrigerator handles, tables, chairs, etc.).
- While in quarantine upon return to campus, students will only leave their assigned room in order to use the floor bathroom, pick up food, a mandatory evacuation of the Residence, or if directed to do so by University administration or a medical professional.
- Students are expected to stay on campus (not leave the campus grounds) except for emergencies.

## Procedures for a Student Testing Positive for COVID-19

### Responding to a Positive Result

If a residential student tests positive for COVID-19, one of two protocols will be implemented, even if they are asymptomatic:

1. Student will be sent home if they live within 200 miles of campus.
2. Student will be isolated if confirmed with COVID-19 and quarantined if exposed to COVID-19 or awaiting test results.

Per an agreement students will be asked to sign, if the student lives within 200 miles of campus, they will be sent home and prohibited from campus until they are symptom free for a minimum of 14 days and after two negative COVID-19 tests. If the student lives more than 200 miles from campus, they will be isolated in a designated facility on campus.

### Methods of Detection:

- The Broad Institute will notify Health Services or designee of all students, faculty and staff who test positive for COVID-19
- Students are required to report possible or confirmed COVID-19 diagnosis or instructed to quarantine or isolate by an off-campus healthcare provider to Health Services.
- After hours, students are required to report possible or confirmed COVID-19 diagnosis or instructions to quarantine or isolate to a Residential Life or Campus Police Officer.
- Residential Life and/or Campus Police will notify the Vice President for Student Affairs to activate the isolation protocol if reported through those channels.
- A member of Health Services will call COVID-19 positive persons if tested through our campus testing center.
- Health Services will notify the VPSA who will activate the isolation procedures assisted by Residential Life and/or Campus Police.

### Upon Notification of a Positive Test Result

- Upon notification, Health Center Staff will contact the student and schedule a telehealth appointment.
- Health Center Staff will begin an immediate investigation to determine the nature of the illness and simultaneously contact the appropriate medical personnel for assistance, if needed.
- Coordinate with Campus Police for an EMS transport of the COVID-19 positive students to an emergency room for further care/treatment if needed.
- The Health Services staff will contact the VPSA or designee to begin the isolation procedures and family notification.
- Student will be instructed to pack up belongings and bring COVID-19 bag to an isolated location.
- COVID-19 positive students will be instructed to self-isolate off-campus if they live within 200 miles of campus.
- VPSA will coordinate with Residential Life if a student requires quarantine or isolation on campus.
- Health Services will promptly contact the Vice President for Student Affairs/Dean of Students to alert her that contact tracing and notification has begun and identify any quarantine needed for on campus students.

- If a student cannot quarantine or isolate off-campus, the student will isolate in a private room with a private bathroom in Wachusett Hall while waiting for family to pick them up.
- It is the responsibility of Health Center to notify the Worcester Department of Public Health and/or the Massachusetts Department of Public Health (MA DPH).
- If possible, off-campus isolation will take place at a student's family home or with other family.
- For all students in isolation, the VPSA will notify the Director of Residential Life, Director of Campus Police, the AVP for Academic Affairs and their back-up staff by email of the following:
  1. Student name and cell number
  2. Isolation address
  3. Start and projected end date of isolation
  4. Date to shut off campus ID card (Campus Police will shut off the card at this point).
- Before students return to campus from isolation at home, they must provide Health Services with a note from their Primary Care Physician.
- Students will be removed from the testing protocol for 90 days since the time of being notified of the positive result.

### Roommate/Floormates/Apartment mates

- Roommate, floormates or apartment mates will be instructed to not return to the room until it is cleaned by Buildings and Grounds. Roommate will be given a location to quarantine to wait (empty room on their floor or equivalent in the apartments).
- Roommate will be instructed to quarantine in their room for 14 days and go to the Health Center for testing at a newly scheduled time. The student will always need to continue to wear a mask outside of their room. The floormates will also quarantine for 14 days on the floor and be tested at the Health Center at a newly scheduled time.
- For students who need to quarantine, the VPSA will notify the Director of Residential Life, Director of Campus Police, the AVP for Academic Affairs and their back-up staff by email of the following:
  1. Student name and cell number
  2. Quarantine location
  3. Start and end date of quarantine
  4. Date to shut off and turn on campus ID card (Campus Police will shut off the card at this point).

### On-campus Student Isolation Procedure

The following are general student COVID-19 isolation procedures and assume that testing results are positive, or testing has been ordered and performed by the Broad Institute and results are pending. Additional isolation procedures and protocols may be developed based on the status of the disease outbreak on or near the Assumption University campus and additional guidance provided by the CDC and the MA DPH.

- Health Center staff will make the recommendation to quarantine/isolate the student based on test results (or awaiting test results) or clinical determination.
- Students are required to notify Student Affairs or the Health Center if they receive an isolation recommendation or are awaiting results from an outside provider.
- The Office of Residential Life has set aside Wachusett Hall for use in an emergency (apartment style housing – typically 5 students with 1 bathroom)

- The Wachusett office is furnished with linens, pillows and COVID-19 health bags (disposable thermometer, surgical mask, Tylenol, cough lozenges, Gatorade, contact information card with procedures during isolation). Hand sanitizer and gloves are also packaged for use for symptomatic students. The University Administrator or Resident Director escorting the isolating student will have access to the office to obtain supplies for the students. They will gather what is needed and leave it outside of the isolating student's apartment.
- The Health Center reports the suspected or confirmed case to the Worcester DPH and/or MADPH.
- Additionally, concomitantly, Student Health Center will contact WDPH or further guidance. The Health Center will begin the isolation process by contacting the VP for Student Affairs/Dean of Students and will begin contact tracing.
- The VPSA will notify Residential Life to make arrangements for use of a designated single isolation room. If no room is available on-campus, the Health Center will contact the Worcester Department of Health (DPH) for possible alternate isolation solutions and may consider alternate isolation options such as housing all positives in separate rooms with communal bathroom.
- The VPSA will contact the Director of Residential Life, Director of Campus Police and the AVP for Academic Affairs and their back-up staff by email of the following:
  - Student name and mobile number
  - Isolation residence hall and room # or address
  - Start and projected end date of isolation
- Res Life Management Team member will notify appropriate staff of the above information and will ensure that the room is ready for use:
  - Key/card obtained from Residential Life. Campus Police will provide the appropriate card access.
  - Consider whether handicap accessible room is needed
  - Room is clean and furnished
  - Residential Life will contact the VPSA to confirm that the isolation room is ready for move-in.
- Campus Police will minimize card access control to the isolation building
  - Administrator on call or the RD on duty (after hours) will provide the student with a surgical mask and the student will be instructed to continue to wear the mask until they have been placed in their isolation location.
- Student will be escorted directly from their location following notification of the positive result to their isolation room by University Administrators or RDs on call.
- Student will collect personal items needed for isolation, then Residential Life or a University Administrator will accompany the student to the on-campus isolation room.
- Roommate goes to another room on the floor while the room is being disinfected
- Residential Life will also inform/debrief with roommates and others on the hall re:
  - contact tracing, etc.
  - Others on the hall and roommates will need to be quarantined for 14 days either on their floor or at home.
- Staff are required to wear N95 mask while escorting the student to an isolation/quarantine room and may wear gloves, if they choose to do so.
- All staff should practice social distancing - keeping 6 feet from the student – and should not come in physical contact with the student at any time.
- The VPSA/DOS will contact the student's parents or designated emergency contact and provide follow up information for the parent to connect with Health Services.
- Health Center provides the student with information on medical care and isolation

procedures by email (see procedure below).

- The student will occupy the room for the duration of time specified by Health Center and according to guidance provided by the MA DPH and the signed agreement form.
- Student Affairs staff will conduct daily wellness checks remotely by Zoom or Hangouts with the student.
- Students will be monitored by Health Services who will determine a student in isolation release from Wachusett Hall.
- Students will be removed from the testing protocol for 90 days since the time of being notified of the positive result.

Health Services will provide the student with the number for Campus Police and encourage the student to call 24/7 for supplies, questions, if not feeling well, etc. If called, Campus Police may elevate the call/response to include EMS, VPSA, RD or Administrator on Call, if necessary.

#### If Student in Campus Isolation is Symptomatic / Has Tested Positive or Is Presumed Positive (ISOLATION):

- a. Day of Moving to Isolation Space (or as soon as possible):
  - a. Health Services will send a secure message
  - b. Student Affairs will send isolation email containing meal delivery information, what to do if ill, Campus Police contact info, etc.
- b. Day 1 of Isolation:
  - a. Health Services will review the daily monitoring questionnaire and contact the patient for a telehealth visit if any changes are noted in the student's health status.
  - b. Student will be requested to reply daily
  - c. If unable to reach the student or receive a reply within a reasonable amount of time, Campus Police will be asked to conduct a wellness check
- c. Day 2 through Isolation period ends:
  - a. Residence Life person on duty will check-in with the RA on the quarantine floor or at least one student in an apartment by mobile phone or video daily
  - b. If unable to reach the student or receive a reply within a reasonable amount of time, Campus Police will be asked to conduct a wellness check

Health Services will provide the student with Campus Police's number and will encourage the student to call 24/7 for supplies, questions, if not feeling well, etc. If called, Campus Police may elevate the call/response to include EMS, VPSA, RD or Administrator on Call, if necessary.

#### If Student Is a Close Contact of a Positive or Presumed Positive (QUARANTINE):

- a. Day of Quarantine Notification (or as soon as possible):
  - a. Health Center will send students a secure message
  - b. Student Affairs will send quarantine email containing Meal Delivery information, what to do if ill, Campus Police contact info, etc.
- b. Day 1 of Quarantine:
  - a. Student Health will review the daily monitoring questionnaire and contact the patient for a telehealth visit if any changes are noted in the patient's health status.
  - b. Student will be requested to reply daily
  - c. If unable to reach the student or receive a reply within a reasonable amount of time, Campus Police will be asked to conduct a wellness check
- c. Day 2 through Quarantine period ends:

- a. Residence Life person on duty will check-in with student by email daily
- b. If unable to reach the student or receive a reply within a reasonable amount of time, Campus Police will be asked to conduct a wellness check

Health Services will provide the student with Campus Police's number and will encourage the student to call 24/7 for supplies, questions, if not feeling well, etc. If called, Campus Police may elevate the call/response to include EMS, VPSA, RD or Administrator on Call, if necessary.

#### Exit Email

- Health Services will send students in quarantine or isolation an exit message the day before the student's isolation or quarantine period ends.
- Health Services will notify Campus Police and Residential Life when a student is released from quarantine or isolation.
- Student Health Services will schedule a telehealth visit on day 10 (or the next business) day to evaluate whether isolation can be discontinued.
- Campus Police will minimize card access control to buildings other than the one in which the isolation/quarantine room is located and then will reactivate control of other buildings once isolation/quarantine is over.

#### Vacating Quarantine or Isolation Room

When a student is cleared to vacate their quarantine/isolation room, the following steps should take place:

1. The Health Center will give the student clearance to return to their room based on current symptoms at the end date of their quarantine/isolation (see exit email above). (For students in isolation due to positive or presumptive case, MA DPH or WDPH may be consulted regarding clearance)
2. Director for Residential Life, or designee will update the Housing Spreadsheet
3. The Director for Residential Life will email the student instructions for returning the isolation/quarantine room key to Public Safety within 24 hours of receiving clearance to return to their room
4. Director for Residential Life, or designee will report to Housekeeping/Building Services that the isolation/quarantine room is vacant and should be cleaned 48 to 72 hours following isolated students vacating the space. Items left in the room will be discarded.
5. Housekeeping/Building Services will notify Residential Life when the room is cleaned so it can be noted properly on the Housing Spreadsheet.

#### Academic Accommodations for Isolation/ Quarantine Students

- Student Affairs will coordinate with Academic Affairs to ensure students' academic needs are met.
- Faculty will assist students in maintaining progress in each section or course.

#### On-campus Student Isolation/ Quarantine Meal/ Food Procedure

- To request a TO GO meal, in disposable packaging, students will email Sodexo Dining Services.
- Student Affairs will request that Dining Services email the student to coordinate the food delivery for each day. Dining Services will provide links to food on the day's menu as well as any "pantry" items the student would need.
- All meals will be "To Go" - disposable utensils and packaging.

- Dining Services will deliver meals at the predetermined time and deliver them to the student's isolation apartment.
- The delivering staff will **leave the meal outside the student's isolation room** and notify the student by cell phone/email that the meal has been delivered.
- Staff will not enter the student's room or apartment nor have physical contact with the student at any time. Staff will maintain social distancing recommendations.
- Dining Services will assist the student to purchase additional snacks and drinks. Family may coordinate additional food delivery through Residential Life.

### Cleaning and Disinfection Procedure for Isolation/ Quarantines Students

Cleaning and disinfecting procedures, use of personal protective equipment, and waste disposal procedures are dependent on the scope and nature of the infectious disease or outbreak. Proper procedures and guidance will be advised by Facilities/Health & Safety and Health Services in collaboration with MA DPH and CDC based on the infectious disease and outbreak on or near Assumption's campus. A student in quarantine/isolation is responsible for cleaning and maintaining their surroundings and their person:

#### Surroundings:

- Clean countertops, sinks, and toilets after each use with approved disinfectant (supplied by the University)
- Clean frequently touched surfaces and items (mobile phone, electronic devices, etc.)
- Properly dispose of used masks, tissues, wipes, and/or paper towels. These items may be disposed of with other routine trash in the usual way; no biohazard bags needed.
- All trash will be bagged by the student and placed outside the isolation/quarantine room for pick up by Building Service workers using gloves.
- Open windows to increase ventilation, if possible

#### Self:

- Keep hands away from eyes, nose and mouth
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing
- Wash hands often with soap and water for at least 20 seconds and wash hands with soap and water immediately after coughing, sneezing, or blowing one's nose. If soap and water are not readily available, use an alcohol-based hand sanitizer (Purell) that contains = or > 60 percent alcohol
- Remain in isolation/quarantine until the specified release date
- In case of a fire alarm or other evacuation from the isolation building, students should always wear a mask if required to leave the isolation/quarantine room and maintain six feet of distance from others

After a student exits a quarantine space, Residential Life will coordinate with Facilities/Health & Safety to have the space cleaned and disinfected based on guidance from MA DPH and Materials Safety Data Sheet in order to prevent future cross contamination.

### Notification of a COVID-19 Positive Employee

- Health Services will contact the employee of their positive result and instruct them to vacate campus immediately and to consult their Primary Care Physician.

- Upon notification, Health Center Staff will begin an immediate investigation to determine the nature of the illness and simultaneously contact the appropriate medical personnel for assistance, if needed.
- Coordinate with Campus Police for an EMS transport of the COVID–19 positive employees to an emergency room for further care/treatment if needed.
- Student Health Services will contact Director of Human Resources who will coordinate with the person’s supervisor when an employee is required to isolate or quarantine.
- Employee will be instructed to pack up belongings and begin isolation at home.
- If the employee was on campus, Health Services will promptly contact the Worcester Department of Public Health to alert the need for contact tracing and notification has begun.
- It is the responsibility of Health Center to notify the Massachusetts Department of Public Health (MA DPH) and the Worcester Department of Public Health.
- The Director of Human Resources will notify the employee’s Supervisor, Director of Campus Police and back-up staff by email of the following:
  1. Employee name and cell number
  2. Isolation address
  3. Start and end date of isolation
  4. Date to shut off and turn on campus ID card (Campus Police will shut off the card at this point).
- The Director of Human Resources will notify the Director of Business Services of any campus locations that need to be closed and cleaned.
- If positive and asymptomatic employees will be required to isolate in their residence for at least 10 days from their testing date (testing date is day 0). If positive and symptomatic then employees will be required to isolate in their residence for at least 10 days from the onset of symptoms, no longer have symptoms and be fever free for at least 24 hours.
- Before employees return to campus from isolation, they must provide Human Resources a note from their Primary Care Physician.
- Infected employee no longer continues their testing protocol for 90 days since the positive test comes in.

Colleagues of infected employee:

- Close contact colleagues will be instructed to quarantine at home for 14 days. Following the 14-day quarantine, the colleague will return to campus for their baseline test, quarantine until test results are back and if negative can return to in person work. Employees who cannot work remotely during quarantine will be paid sick time.

## Symptomatic Students and Employees

Any student or employee that shows any of the following must isolate for 10 days:

- 1 symptom: cough, shortness of breath, difficulty breathing, change/loss of smell, or change/loss of taste OR
- 2 symptoms: fever, chills, rigor (shakes), myalgia (muscle/body aches), headache, sore throat, nausea, vomiting, diarrhea, fatigue, congestion, runny nose

After the 10 days, the student or employee then repeats a baseline COVID test on campus and then quarantines until test results come back. The student or employee who wishes to be released from isolation because of improving or disappearing symptoms may do so only with a medical provider recommendation and note. If a medical provider releases a student or employee from isolation, the

student or employee can return to campus to get tested for a new baseline then return home to quarantine until a negative test result comes back. Residential students (commuter students and employees will be blocked from testing due to their symptom tracker) who remain in the testing protocol during isolation may be able to return to circulation following a negative COVID test and improving symptoms as approved by the Student Health Center.

## Essential Travel Policy (Students)

The city of Worcester continues to report increased COVID-19 infection rates and remains a Red Zone as identified by the Commonwealth of Massachusetts. The health situation remains serious and the campus community must remain diligent in following the health protocols outlined in the University Community Promise. Given the increased infection rates, the University has updated its Essential Travel Policy with the expectation that all residential students follow these new policies:

- Residential students are only permitted to travel off campus for essential reasons. These essential reasons are limited to work, internships, medical appointments, and shopping at grocery stores and/or the pharmacy. Eating at restaurants is not permitted and students should plan to use as many delivery services (Instacart, Grub hub, etc.) as possible. Please make sure to indicate the drop off location (Drop Off Location A – in front of Taylor, B – Plourde Bus Stop or C – Worcester Side Parking Lot).
- Students must register their essential travel in the Assumption University App (Select “Wellness,” then “Travel Form”).
- Family members are not permitted to visit campus for any reason once a student has moved on to campus. Family members may pick up a student for a medical appointment at the front gate only.
- Any residential student that goes home or spends the night off campus will be subject to a seven day quarantine until two negative test results are reported.
- Residential students are not permitted to visit students living off campus or in other residence halls and as a reminder, attendance at an off-campus party will result in immediate suspension from housing and loss of campus privileges.
- No travel off campus after 10 p.m. is allowed by residential students. There is no reason for students to be returning to campus after 10 p.m. as most grocery stores, doctor’s offices and places of employment close by that time on any given night. Students who attempt to enter campus after 10 p.m. may be subject to further questioning and quarantine.

## Employee Travel Outside of the Commonwealth

Employees who travel outside of Massachusetts for any reason other than daily commuting to work, must indicate such travel in the daily symptom tracker. Travel to a high-risk state requires a seven-day quarantine, two negative COVID-19 tests and the employee will not be permitted to be on campus for any reason, including Covid testing. ([A list of states the Commonwealth has identified as high-risk may be found here.](#)) Note that this policy exceeds Commonwealth guidelines to promote the health and safety of the campus community.

If the employee’s duties and responsibilities can be carried out remotely during the quarantine period, he/she may do so only with the approval of their supervisor. If the employee is not approved to work from home during this time he/she may use vacation time or [file a claim for unemployment benefits here.](#) Detailed information on how to file a claim can be obtained from the Office of Human Resources.

Please note that the Massachusetts Department of Unemployment Assistance requires employees in quarantine to remain in reasonable contact with the University and be prepared to go back to work when the quarantine period has expired. Employees emerging from a quarantine must first have a baseline test and be notified of a negative result before returning to campus to work.

## Housekeeping Protocols

Assumption University administration is collaborating with Buildings & Grounds – contracted with Sodexo – to carry out best practices as they pertain to housekeeping services. The housekeeping staff will adhere to [CDC/EPA guidance for businesses, public spaces, workplaces, schools and home](#) and guidance from the Commonwealth as they relate to cleaning and disinfecting. Housekeeping will clean residence halls and dining facilities seven days per week and all other buildings when in use or occupied. All housekeeping staff will wear proper personal protective equipment while cleaning common spaces and private offices. Vacuuming will be performed when the office or classroom is scheduled to be unoccupied for up to 48 hours; residence halls will be vacuumed at least once per day.

## Office Cleaning

All common area high-touch surfaces and restrooms are cleaned and sanitized several times per day using approved cleaning methods provided by the Centers for Disease Control and Prevention. Employees are asked to place their wastebaskets outside their door each evening if they would like their trash emptied. To facilitate an efficient cleaning of private offices, employees must remove from their desks any personal items such as photos, coffee cups, writing implements, mobile phone chargers, etc. Cleaning of private offices will include:

- Wiping down all accessible surfaces with a disinfectant
  - Desktops, files, keyboard and mouse (if computer is off), desk, chair arms, light switch, and doorknobs.

Given the nature of this “deep clean,” neither Sodexo nor the University will be responsible for personal items that may be damaged during this process.

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

## Cleaning Residence Halls

All residence halls will be cleaned twice per day beginning at 5 a.m. Cleaning will include use of a disinfectant in bathrooms, on frequently touched surfaces (doorknobs and railings), and light switches. Housekeeping will not clean students’ rooms; maintaining a clean room is the responsibility of students.

## Cleaning Classrooms

Students are required to wipe down desks and chairs with disinfectant upon arriving to and at the conclusion of class; faculty are required to wipe down with a disinfectant, lecterns, microphones, desks, tables, etc., prior to and at the end of class. Classrooms will be cleaned at the end of the day.

Classrooms and other facilities such as laboratories will be locked when not in use to limit access to these areas. Some classrooms will be designated for study groups upon request by students; study groups may not exceed the classroom’s revised maximum occupancy and students must wear a mask.

## Cleaning Conference Rooms

All conference rooms are off-line and inaccessible. Meetings take place virtually. When the Commonwealth allows for small meetings, conference rooms will be disinfected after each meeting. Faculty, staff, and students may not exceed the revised maximum occupancy of conference rooms.

## Retail Operations

Barnes & Noble operates the University Bookstore on campus, located in Hagan Hall. Barnes & Noble has been directed to implement and adhere to the [Safety Standards and Checklist for Retail Businesses as issued by Commonwealth of Massachusetts](#).

In addition to adhering to the Commonwealth's guidelines, the maximum occupancy of the bookstore shall not exceed 20 individuals and all employees and customers must wear a mask. Signage will be installed to direct traffic flow and to promote social distancing. Plexiglas been installed at each register to protect employees and staff and hand sanitizer is available. The textbook area will be closed to students; employees will retrieve books for students.

## Dining Services

### Directed Traffic

One-way traffic through food stations will be created by affixing directional indicators on the floor of Taylor Dining Hall, Charlie's Snack Bar, and Dunkin' Donuts to assist students in observing social distancing.

### A Different Type of Dining Experience

Students living in small groups may eat together. To promote de-densification of the dining hall, students will reserve a period of time during which to enjoy a meal through AU Mobile, the University app. Students will notice that Taylor Dining Hall has been reconfigured to facilitate social distancing. For example, the maximum occupancy of Taylor Dining Hall is 500 students, which has been reduced to 130 students. Only Sodexo staff may serve food and buffets will be suspended.

### Additional Dining Protocols:

- Clear barriers were erected in serving areas to protect Sodexo staff and students
- Utensils are handed out by Sodexo staff
- Condiments are be self-serve, but provided in small cups
- Tables are sanitized by Sodexo staff when students have finished eating and departed
- Bathrooms are cleaned each hour
- Students must wear a mask while in line for food; masks may be removed for eating only.
- Hand sanitizer dispensers are located throughout the dining facilities

### Charlie's

Charlie's offers to students remote ordering and pick up. Adding another dining option will support efforts to de-densify Taylor Dining Hall. The dining areas of Charlie's will be restricted and not used for eating.

## University De-densification: Residence Halls

According to the Commonwealth's [Safety Standards and Checklist: Office Spaces](#), during Phase II of reopening, maximum occupancy of buildings, classrooms, and office, must not exceed 50 percent of the maximum occupancy as of March 1, 2020 in the next phase. Please see Appendix B for details entry and exits points for residence halls.

### De-densification and Safety Protocols

Amid the COVID-19 pandemic, Assumption administrators have engaged in extensive planning anticipating the return of students to campus in fall 2020. Administrators focused on three goals:

- Develop principles of decision-making when discerning less than full housing occupancy
- Consider priority student populations in housing when less than full occupancy
- Develop policies, protocols, and procedures at different levels of housing occupancy in light of social distancing guidelines

### Family-style communities

There are benefits to housing students according to smaller “family” units of six to 15 students. The Commonwealth’s guidelines reference the benefits of cluster housing where students are housed together in ways that they would naturally travel together (i.e. classes, athletic teams, etc.). The working group assigned to examine this area recognized the ease of this approach with specific family units such as first-year students. The working group thought first-year students could be housed together according to their COMPASS courses. In this scenario, the working group believes that students can be housed in double occupancy rooms

The approach to housing allows for easier contact tracing and testing when or if needed. When in their individual rooms, students are not required to wear masks. Restroom facilities may be shared, but students should be assigned to a specific bathroom for their small group. Efforts will be made to reduce the number of students per restroom to no more than 15 in compliance with Commonwealth guidelines that recognize “the ratio of students to shared bathrooms and protocols for detecting and protecting against transmission are important factors to consider in setting out a residential strategy.”

### Residence Hall Common Areas

Gathering in residence hall common areas is strongly discouraged thereby permitting housekeeping staff to focus on other high-touch or risk areas of residential facilities. Students are permitted to socialize within their small group units, but may not do so in hallways. The University has made some common areas available for group study purposes.

### Socializing Within Residence Halls

Per Commonwealth guidelines, traditional residence halls with double-sided corridors can have “small groups” contained within them, including several per floor or wing or building. Travel between floors or wings will need to be limited, with mask wearing and social distancing required.

### Use of Masks in Residence Halls

Students are required to wear a mask in residence halls when outside of their rooms. The use of a mask is required when students depart their residence hall to travel to class, a dining facility, etc. Students living in apartment areas are required to wear masks outside of their apartments.

## Residence Hall Restroom Protocols

Students will be reminded, and must understand, that residential life in a University setting amid COVID-19 is much different than residential life in the past. The University will impart upon students the importance of shared responsibility among students and the institution in keeping campus cleaning at the forefront. Students will be reminded of the following, per Commonwealth guidelines:

- Students must minimize the time they spend in shared restrooms.
- Prohibition of mobile phone usage in shared restrooms.
- Personal items may not be stored in shared bathrooms.
  - Personal items left in restrooms will be discarded by housekeeping staff.

Building & Grounds staff regularly monitor ventilation systems in bathrooms to ensure proper air flow. When possible, and only if such respects students' privacy, restroom windows should be left open for air flow.

Note, those students residing in apartments or other housing that provides a private restroom will be responsible for the daily cleaning and disinfecting of their restroom.

## Welcoming Students Back to Campus

The return of students to campus welcomes more than 1,000 people to be on campus during the move-in process. As such, the Office of Residential Life developed a move-in schedule. The schedule minimizes the number of students per building and floor who are moving-in at a designated time. In addition, a maximum of one guest per student (two for first-year students) was permitted on campus to assist the student with the move-in process. All individuals must wear masks.

## Packing for College Amid a Pandemic

As families and students prepare to begin their University journey or resume such, they must arrive on campus equipped with a number of non-traditional items. Students are instructed to bring to campus the following:

- Several double-layer face masks or washable face coverings (5-7 cloth masks is preferred)
- Thermometer
- Hand sanitizer (60 percent alcohol or greater)
- Tylenol (Acetaminophen)
- Cough suppressant: Mucinex DM or Delsym (or generic equivalent)
- Cough/throat lozenges
- Refillable water bottle
- Gatorade or Pedialyte
- First aid: Band-aids, topical antibiotic cream/ointment, heat pad (microwave preferred), ice packs
- Non-bleach wipes and other cleaning supplies

Other considerations for students to bring:

- Paper products, including tissues and paper towels
- Paper plates, disposable cups, silverware
- Extra laundry detergent, soap, and other hygiene products

## Preparing to Quickly Depopulate Campus

If the Commonwealth initiates another stay-at-home order, or if the campus must be evacuated due to COVID-19 reasons, the University will fully comply. If the campus must be evacuated, students will be allowed one guest with a car to assist the student with the move-out process. Similar to the spring move-out, in the event of an evacuation, students will follow a schedule that will limit the number of individuals per floor and building moving out at the same time. All students and guests will be required to wear a mask during the move-out process.

Exceptions to remain on campus will be considered and possibly granted on a case-by-case basis, but limited to international students and those who live a considerable distance from Assumption. (Only international students will be permitted to store their belongings on campus.) International and distant (over 400 miles) students may be moved to suites or apartments in the event they are unable to secure travel home.

Planning for a potential campus-wide evacuation begins prior to students' return to campus. The following guidelines were shared with students as they pack to resume on-campus residence:

- Bring a minimal amount of personal items to campus
- Prohibition of large pieces of personal furniture (i.e. couches, large cooking supplies, etc.) that would make it challenging to move out
- Discouraging extensive decorating, including limiting wall postings, so they can be removed quickly in case of an emergency
- Providing a recommended "packing list" for students
  - Recommended cleaning supplies, personal protective equipment
  - Limited kitchen supplies; students will be encouraged to purchase a meal plan
  - Recommended use of plastic storage bins over cardboard boxes that can be reused to facilitate an expedient departure
- Outreach for packing for the fall 2020 semester
  - Messaging to students through multiple emails, social media campaigns, class Facebook pages, etc., before move-in day
  - FAQ on the University website
  - Assumption University App (if applicable)

## Campus Visitors

Unfortunately, due to the evolving guidelines for campus re-opening plans, Assumption University is no longer able to allow visitors to campus. It is critical to promote the health and safety of the campus for our students, faculty and staff. As such, the health protocols require us to make this difficult decision not to allow any visitors onto the campus. We know this is difficult and we are grateful for everyone's understanding on this matter.

## Office of Residential Life Operational Protocols

Assumption students benefit from frequent engagement with Office of Residential Life staff, which include Resident Directors (RD) and Resident Assistants (RA). The University has developed new procedures as they relate to duty rounds, location recommendations, and Resident Assistant duty switches.

Duty rounds and locations recommendations:

- RAs on duty out of their rooms or apartments, only leaving those spaces to go on rounds or respond to incidents where they are needed (make RA room numbers available via postings to students instead of staff offices).
- If RAs perform duties from staff office, all offices to be thoroughly cleaned by staff and will be provided cleaning supplies to do so.
- Professional staff on duty rounds limited to outdoor check-ins on weekends, not including responding to incidents where they are needed.

#### RA Duty Switches

- Duty switches to be conducted online through a Google form submission (do not enter Salisbury office or Dispatch center with paper forms).
- Submissions sent to professional staff supervisor, who will then review and communicate with RA if this switch cannot be completed.
- Professional staff on duty will email dispatch before 8 p.m. each night to inform them of any changes for that evening of duty.
- Consideration will be given to leniency with RAs and professional staff feeling ill and securing coverage for a night of duty.

In the event that Office of Residential Life staff must respond to a potential COVID-19 incident, all staff shall wear masks and gloves provided by the University and contact Campus Police and Health Services. When responding, staff must be cognizant of their surroundings and limit the presence of students and others to the fewest number possible.

#### Student Conduct

The University is committed to promoting the health and safety of the campus community. Given the importance of the health and safety protocols, students who violate University safety measures will be subject to loss of residency privileges. Violations include but are not limited to: hosting large gatherings, refusing to wear a mask in public spaces, repeated violations of social distancing, etc. As of August 7, 2020, outdoor gatherings are limited to only 50 individuals per the Commonwealth.

If staff must obtain from students their identification during a potential incident in which disciplinary measures will be levied, staff may not physically touch Assumption University-issued identification cards to prevent the spread of germs. Instead, staff will ask a student to simply display their identification.

#### Campus Police Operational Protocols

The goal of Campus Police is to maintain a high level of service and safety for the entire Assumption community. Amid a pandemic, certain protocols are required to maintain the health and safety of Campus Police officers. These include limiting the number of responders to an incident (depending upon the severity of the incident) and using judgment relative to alcohol transports given the increased demands on health care facilities.

Under normal circumstances, Campus Police offers “courtesy transports” to students throughout campus upon their request. This includes escorts for safety reasons or due to a student disability. Due to COVID-19, these courtesy transports are suspended to protect officers and adhere to social distancing mandates. For those students who require a courtesy transport for safety reasons, Campus Police will offer to follow them in a University-issued vehicle or bicycle from their point of origin to destination.

Campus Police is also transitioning many of its forms online to reduce traffic in the Dispatch Center, where many individuals visit for parking permits, appeals, etc.

## Academics

### Enduring Foundational Principles of an Assumption Education

An Assumption education must adhere to two foundational principles: one that is informed by its mission, and one that pursues and lives up to high academic standards for faculty and students.

During this period of continued uncertainty, the University will provide an education that is "rooted in the Catholic intellectual tradition," which "strives to form graduates known for critical intelligence, thoughtful citizenship and compassionate service." Assumption will continue to "pursue these ambitious goals through a curriculum grounded in the liberal arts and extending to the domain of professional studies." With this commitment, the University will explore ways to provide an education "enlivened by the Catholic affirmation of the harmony of faith and reason," which aims "by the pursuit of the truth, to transform the minds and hearts of students." As such, Assumption will provide an education that attends to the diversity among our students and that "ecumenically welcomes all who share its goals."

The University recognizes the importance of recruiting and retaining students during these uncertain times while maintaining its high academic standards. Faculty have adjusted their pedagogical techniques to create effective learning environments. The University's faculty, renowned for the commitment to the success of each student, are eager to embrace this opportunity.

### Guiding Principles for an Assumption Education

To achieve the goals articulated by the two foundational principles of an Assumption education, it must adhere to three guiding principles:

1. An Assumption education is guided by professors who employ effective pedagogy.
2. An Assumption education is enlivened by deep, personal relationships between professors and students and characterized by compassion.
3. An Assumption education is enriched by a flourishing community amongst students.

### Principles and Proposals for Promoting Meaningful Student-Teacher Relationships during Remote Learning

The presence of the instructors has heightened importance for any form of remote learning. That presence is realized through a number of means such as:

- Frequent interactions between instructors and students
- Clear scheduling procedure for office hours/Zoom meetings using the same scheduling tool
- All students will continue to be treated with equity, compassion, and charity during a remote learning environment.
- Should students request deadline extensions, requests shall balance charity with academic rigor, understanding that students and instructors may have encountered difficulties at home or lost loved ones due to the pandemic.

## Principles and Proposals for Cultivating Student Community during Remote Learning

Students engaged in meaningful communities are more likely to be motivated to engage themselves in their academic classes. As such, it is critical that remote learning takes place as scheduled so that students may participate in clubs or organizations or fulfill employment requirements.

## Faculty Training to Enhance Remote Learning

During the summer, the University engaged faculty in a series of trainings that provided innovative ways to enhance the remote learning experience. The guiding principles of the training were to humanize the remote-learning experience; prioritize the varying needs of students; and develop guidelines that provide pedagogy that complements the unique Assumption educational experience.

All faculty received enhanced training on the Brightspace Learning Management System that included a consistent course presentation. The training also included strategies to quickly transition to remote learning should the health situation warrant such.

## Face-to-face Classes

Faculty and students are required to wear masks in all classroom spaces. All sections are accessible to both remote and face-to-face learners. Courses are planned in such a way that they can easily and quickly be converted to remote delivery should the health situation warrant. Classrooms were reconfigured to allow for social distancing. The University is also making use of non-traditional classrooms (i.e. Jeanne Y. Curtis Performance Hall, Ballrooms, etc.)

## Directed Traffic Patterns in Academic Buildings

Given the volume of students and faculty traveling throughout academic facilities during a traditional day of classes, the University is exploring the possibility of directed traffic patterns, inclusive of dedicated entry and egress points, for all academic buildings.

## Classroom Contacts

The Massachusetts Department of Public Health has confirmed that should a person test positive who attended a class, no one in that class needs to quarantine as long as everyone stays six feet apart with a mask on. Faculty are asked to keep copies of their seating charts in case further contact tracing is needed.

## Classroom Closures

- When a student who tests positive is identified, the Office of Student Affairs will review their course schedules to determine what classrooms the person may have visited in the previous one to three days. The classrooms that need to be closed will be emailed by Student Affairs to Chief Carl, Sgt. Hough, Sgt. Gagne, Todd Derderian, Dan McCarthy, Heather Pecoraro, Mary Malone and Greg Weiner.
- Campus Police will go to the classroom, secure the room, then affix a sign to the door indicating closure.
- Campus Police will then email the group to let them know that the room is closed.
- The Registrar's Office will then email all the faculty scheduled to be in that room for the remainder of the day indicating that their classes will need to be remote. The faculty will notify their students. The room is expected to be cleared for use by the next morning.

- Housekeeping staff will sanitize and clean the classroom that evening, after hours. They will also remove the signage and unlock the door when completed. Todd or Dan will notify the group that the classroom is open. The housekeeping staff will return the signs to Campus Police.

### Classroom Safety Protocols

- To assist with contact tracing and quarantine procedures, seats should be assigned and seating charts with attendance maintained for each in-person class period.
- No food or drink is permitted to be consumed in classrooms.
- Masks (2 layer) should always be worn by students and faculty in the classroom.
- Students should wipe down their desks and chairs before and after each use.
- Faculty should wipe down their workstation, computer workstation and any instruments used in the classroom.
- Should a known COVID-19 positive case be identified in a classroom, the classroom will be closed off for the rest of the day for cleaning.
- The VPSA or Director of HR will notify the Director of Business Services to alert the need for cleaning, for the room to be locked and for a sign to be put up that says: Closed for cleaning and all subsequent classes scheduled for the room will be remote. Check your e-mail and Brightspace for a message from your professor.
- The VPSA or Director of HR will notify the Registrar that the room is offline and for what period of time.
- The Registrar will notify the faculty scheduled in that classroom that classes that day will be held remotely. Faculty will email students in their classes of the remote plan for the day.
- Contact tracers will be in contact with faculty and/or students who need to quarantine as a result of a close contact with a COVID-19 positive person in the class. Generally, students sitting on each side, front and behind a COVID-19 positive student will need to quarantine for 14 days if all protocols have been followed (wearing masks, stayed in their seats six feet apart, etc.).

### Lab Protocols

Protocols with regard to lab and research safety have been developed for use by students and faculty. A separate document highlights the guidelines and can be obtained from the Dean of the College of Liberal Arts and Sciences.

### Cross-Registration at Consortium-member Institutions

The Higher Education Consortium of Central Massachusetts (HECCMA) member institutions have mutually agreed to suspend cross-registration for face-to-face courses during the fall 2020 semester. Students at HECCMA-member institutions may enroll in the courses if they are offered remotely, but students may not travel to another institution for academic purposes.

### Ensuring Accessibility

In developing remote learning options, accessibility is an important consideration of University leadership. University leadership is working closely with Student Accessibility to ensure that students may begin or continue their degree program.

## Internships and Practicums

Internships and practicums are an essential element of an Assumption University education. The various departments at Assumption involved in offering these important experiences recognize such. The internship/practicum experience will retain its status as a value-added educational component. Some students may have to delay internships or practicums until the health situation improves, depending upon their year of study.

No one, contingent policy will fit the multitude of internship and practicum opportunities for majors such as business, education, and nursing. These experiences, however, do fall into four categories:

1. Required for certification by an external licensing authority
2. Required by the major or minor with no existing alternative
3. Required by the major or minor but with an existing alternative
4. Elective experience

## Rome Campus & Study Abroad

The suspension of academic activity at the Rome Campus remains in effect through the summer 2021 semester. The University has also suspended all study abroad for the spring 2021 semester. While study abroad programs have been suspended, the University understands the significant value for student participation in study abroad and is hopeful to resume global programs in the fall 2021 semester. A number of criteria will be considered when making a decision to resume the Rome and other study abroad programs. They include:

- The global health situation
- The health situation in Italy and other countries where students endeavor to study abroad
- Status of the CDC Travel Health Advisory for Italy and other countries where students endeavor to study abroad
- U.S. Department of State Travel Warnings and Advisories
- Advice from the U.S. Embassy in Rome, if available

## Rome Campus Compliance with Italian Guidelines

The University will adhere to all guidelines as promulgated by the Italian government with regard to academic institutions and residential facilities to resume operations. The University is in contact with individuals in Italy so that it may develop a specific plan for the Rome Campus, if such is required. The University is hopeful that the Rome Campus may open for the fall 2021 semester.

## Third-party Study Abroad Providers

Prior to approving a study abroad request from a student through a third-party provider, the provider must provide to the University detailed safety plans for their program as well as relevant situational information from the U.S. State Department for a particular country.

## Academic Affairs Operations

Academic buildings and offices on the University campus comprise those areas that are highly densified with several individuals in clusters of offices. Given the total potential population of these buildings, and the need to provide faculty access to their offices for the purpose of scholarship and planning for the spring 2021 semester, a process has been developed to provide faculty such access.

## Faculty Offices

The administrative assistants for each Dean will administer online signup sheets by building. Dean Paula Fitzpatrick, Ph.D., will oversee Founders Hall; Dean Kimberly Schandel, Ph.D., will oversee Kennedy Memorial Hall; Dean Joseph Foley will oversee the Tsotsis Family Academic Center; and Dean Caitlin Stover, Ph.D., RN, will oversee Switzer.. Faculty will request access to their offices from the Dean. If too many faculty request access to too small a space (such as several next door to each other on one hallway), the appropriate Dean will resolve the issue.

Common areas such as kitchenettes and copier spaces will be limited to one person at a time. Faculty will work in their offices with their doors closed and observe social distancing of at least six feet any time they leave them.

Similar to staff, faculty must hold meetings, be they with colleagues or students, virtual, rather than in-person.

## Co-Curricular Activities & Student Services

Campus life is centered upon academics, but co-curricular activities complement classroom instruction for the development of the whole person. To provide students these co-curricular options, the University has:

- Developed strategies of student engagement and connection throughout the pandemic
- Developed guidelines for co-curricular, extra-curricular and recreational activities with the health and safety of all in mind
- Developed leadership development programs in hybrid formats
- Considered safe home issues when considering programming (i.e. mental health issues)

## On-Campus Events

Any on-campus gatherings will be held in compliance with guidelines as issued by the Commonwealth. The University will also implement the following with regard to events taking place on campus amid COVID-19 without a vaccine if the Commonwealth permits such gatherings:

- Ticketing of all events – attendance according to last name/class year
- Internal community members only at events for the fall (no outside guests are permitted at any time)
- Simulcast whenever possible
- Run multiple timeslots with at least 30 minutes in between shows (i.e. 6 p.m. and 8 p.m., 75 to 90-minute programs)
- Reduce capacity in all rooms to 50 percent of maximum occupancy
- Require use of masks by all participants and staff
- Provide hand sanitizer
- Take temperature of students prior to entry
- Serve only packaged food and drinks
- Spread seating six feet apart
- Provide six feet between rows
- Provide six feet from the stage
- Affix tape to floors identifying six feet apart in entry and exit lines
- Open doors for a longer period of time to encourage staggered entry
- Continuous cleaning of high-touch surfaces before, during and after events.

## Availability of Counseling Services

The Counseling Center has continued to provide services to students. Since Counseling Services was housed within the same facility of Health Services, the University relocated Counseling Services across campus to the Fuller Building. The relocation provides more space to meet with students, including face-to-face, using face shields for the protection of student and counselor. Appointments are made online, thereby eliminating potential congestion in a waiting area.

To enhance the availability of counseling services for students, the University has transitioned a part-time counselor to full-time to respond to an anticipated increase in student demand for services.

## Plourde Recreation Center

Campus Recreation recognizes that those living on campus will require use of recreational facilities. Such is not only important for physical health, but also students' mental health.

Access to the Plourde is limited to students permitted to be on campus who must present University-issued identification. Plourde access may be extended to faculty and staff approved to be on campus - but not those working remotely - at a later date. The Director of Campus Recreation and student work-study staff monitors facility usage and the number of individuals in the facility at a given time to ensure compliance with de-densification endeavors. Several hand sanitizer dispensers are strategically located throughout the facility.

Upon departure from the facility, students must indicate which machines they have used by number so that the machine can be disinfected; equipment used in the weight room is placed in a designated area so that it may be cleaned. Campus Recreation staff limits the number of machines that can be used each day to streamline cleaning and are responsible for regular cleaning of equipment.

High-touch surfaces (doorknobs, railings, etc.) are cleaned throughout the day.

All students must use the IM Leagues system to make a reservation to use fitness equipment. The IM Leagues system may be accessed in the AU Reserve module of the AU Mobile app. Spaces that may be reserved include cardio machines, multi-purpose room, aerobics room, pool, track, basketball courts, racquetball courts, ping-pong, shuffleboard and the billiards table.

While in the Plourde, students must wear masks at all times; the University recommends that students bring with them two masks so that one can be changed after a workout. Students should also bring a water bottle with them. Locker rooms are closed, therefore students should arrive at the Plourde dressed and ready for their workout. Students must follow all social distancing guidelines.

The University will post the following message throughout the facility:

*By choosing to utilize this opportunity to use the Plourde, patrons are agreeing that they understand that the Campus Recreation Pro-Staff and Assumption University do not make any guarantee that the Plourde is free of COVID-19. The staff has put into place the very best cleaning and safety practices based on recommendations from healthcare professionals, the CDC, NIRSA and other similar institutions. Patrons using this facility are accepting the possible risks as well as accepting their role in supporting these policies and guidelines in order to maintain the safety of the Plourde and those who will be using it.*

## Hours of Operation

The Plourde will be open on the following days and times:

- Monday-Thursday      8am-11pm
- Friday                      8am-9pm
- Saturday                  9am-6pm
- Sunday                      12pm-10pm

## Intramurals, Club Sports and Athletic Practices

Clubs Sports are not be permitted to gather, practice or compete on campus this fall due to space limitations, gathering size limitations, travel restrictions and restrictions on guests to campus. It is the hope of Campus Recreation that Intramural opportunities will be able to exist. When these are scheduled, census counts for the Plourde will need to be adjusted

## Campus Ministry

Faith, prayer, and worship are central to the life of a student studying at a Catholic higher education institution, in particular during times in which one's faith is tested. While social-distancing guidelines have impacted the way in which this ministry is carried out, the University is adapting existing programs so that it may continue to nourish students' souls.

The University has developed the following protocols to ensure that the community may participate in Mass in accordance with guidelines from the Commonwealth for places of worship and the Roman Catholic Diocese of Worcester.

All Masses, as well as other liturgies and forms of communal prayer (Morning Prayer, Evening Prayer, Exposition of the Blessed Sacrament) on any day of the week, are open only to students permitted to be on campus, the Assumptionist Community, faculty and staff.

## Reserving a Seat at Mass

To comply with the maximum capacity of 55 individuals in the Chapel during Mass, those who wish to attend Sunday Mass are required to sign-up in advance using the AU Mobile app. Students are provided first priority for attending Sunday Masses; if students reserve all available seats, non-student participants are limited to the presider, the deacon and the director of liturgical music.

## Physical Distancing and Social Distancing in the Chapel of the Holy Spirit

Based on the number and length of pews, the maximum total capacity in the Chapel is 55 individuals (including clergy and liturgical/music ministers). The diagrams in Appendix C, which exhibit how the congregants will be seated in the Chapel, are designed with such in mind.

All congregants are required to sit six-feet apart from one another unless they are from the same household. Every other pew is cordoned off and markers are placed on the floor of the center aisle to indicate six-foot intervals for those who present themselves for Holy Communion. Each Sunday Mass will include a presider and a deacon who will be seated in the sanctuary observing the six-foot social distancing requirements. An instrumentalist and cantor will be positioned in the transept for each Sunday Mass also observing six-foot social distancing.

### Directed Traffic in the Chapel

While other areas of the University campus present logistical challenges relative to directed traffic and designated entrances and exits, the Chapel of the Holy Spirit, with many points of ingress and egress provides the ability to direct traffic flow. All entrances and exits are marked with University-branded signage. Congregants enter the Chapel through the door at the rear of the nave and exit through the door adjacent to the Blessed Sacrament which is locked from the outside. Understanding that congregants will require direction relative to the new the ingress and egress process, a greeter is positioned by the entry door at the rear of the nave to welcome congregants.

### Promoting a Healthy Worship Space

All congregants, including the greeter, must wear a mask at all times while in the Chapel except for the reception of Holy Communion, which will be served under only one species. (Communion vessels are purified and then washed with soap and hot water after Mass.) The mask requirement also includes the presider, concelebrating priests, deacon, server, lector and cantor except when speaking or singing.

The greeter positioned by the entrance will ask congregants to use hand sanitizer, which is distributed by an automatic dispenser located inside the Chapel. The usher will also direct congregants to seating. A poster is displayed at the rear of the nave, near the entrance, with information about the seating plan, the use of hand sanitizer, masks, and other guidelines.

### Cleaning the Chapel

Housekeeping shall clean and disinfect the Chapel after Mass on Sunday or prior to the 8 a.m. Morning Prayer/Mass on Monday. Building & Grounds cleans and sanitizes the Chapel Monday through Saturday after 8 a.m. Morning Prayer/Mass and before the 5 p.m./5:35 p.m. Evening Prayer.

### Liturgical Adaptations amid COVID-10

The Office of Campus Ministry has implemented a number of changes to the Mass to comply with safety guidelines issued by the Diocese of Worcester. These changes shall be in effect until advised by the Diocese that such is no longer necessary.

- Hymnals have been removed from the pews, and Liturgy guides will not be distributed.
- Music, announcements, and any other printed materials needed by the assembly are projected on a screen in the sanctuary.
- The greeter, clergy, and other ministers avoid handshakes or other forms of physical contact when greeting members of the assembly before or after Mass.
- A basket for financial offerings is placed next to the poster with information about safety guidelines at the rear of the nave.
- Singing by the assembly is limited to the acclamations (Gospel Acclamation, Sanctus, Memorial Acclamation, Great Amen, Agnus Dei). Any other sung music is done by the cantor alone.
- The entrance and recessional processions are between the north transept door and the sanctuary, as at weekday Masses. There are no processions down the center aisle.
- The bread and wine are brought from the credence table to the altar by a server or the deacon. There is no procession with the bread, wine or basket of financial offerings down the center aisle.
- The sign of peace is exchanged without any physical contact, except for members of the same household. Congregants are encouraged to exchange the sign of peace with a bow or a wave to the people nearby.

- Before and after distributing Communion, the priest and any others who distribute Communion shall wash their hands with hand sanitizer.
- Communion from the cup is suspended, except for the clergy. If concelebrants and/or a deacon are present, they shall use a second Communion cup. The presider consumes all of the Precious Blood in the main chalice. Concelebrants receive the Precious Blood by intinction from the second Communion cup. The deacon consumes all the remaining Precious Blood in the second Communion cup.
- The greeter shall dispense hand sanitizer into the hands of each person in the procession to receive Holy Communion.
- Social gatherings after Mass are suspended.

### Sunday Mass Times

The Sunday 7 p.m. Mass is the primary Sunday Mass for Assumption students. As such, it is the primary focus of the University's liturgical ministry during the academic year. The University understands that all students may not attend Mass due to reduced occupancy or if they are unable to travel to campus. The University will also continue to offer a 10 a.m. Mass on Sunday morning.

### Athletics

The Northeast-10 Council of Presidents unanimously voted to cancel fall and winter sports. A decision is pending on spring sports. Despite this suspension that is necessary to promote the health and safety of the community, the Department of Athletics is developing a comprehensive training regimen for our student-athletes and is exploring the possibility of scheduling non-Conference competition with other Worcester colleges and universities. The Department of Athletics has issued a separate set of safety protocols that may be [reviewed here](#). See Appendix D for information on training scenarios.

## Appendix A

In support of a campus-wide education and awareness campaign, posters will be displayed in key areas throughout campus to educate faculty, staff, and students on how to discourage the spread of COVID-19. Some of these are mandated by the Commonwealth prior to businesses reopening. Once the University has complied, the forms will be completed and displayed, as required.

# MASSACHUSETTS COVID COMPLIANCE POSTERS FOWLER PRINTING & GRAPHICS

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

**Know about COVID-19**

- COVID-19 is a new coronavirus that can cause illness in people.
- The illness is caused by a new coronavirus that has not been seen before.
- COVID-19 symptoms can range from mild to severe and can last for several weeks.

**How COVID-19 is spread**

- COVID-19 is spread by people who are sick with COVID-19.
- People who are sick with COVID-19 can spread the virus to others by coughing or sneezing.
- People who are sick with COVID-19 can also spread the virus to others by touching surfaces that they have touched.

**Prevent yourself and others from getting COVID-19**

- Wash your hands often with soap and water for at least 20 seconds.
- Avoid close contact with people who are sick.
- Wear a face mask when you are around people who are sick.
- Stay home if you are sick.
- Do not touch your face.
- Clean and disinfect frequently touched surfaces.
- Use hand sanitizer if you cannot wash your hands.
- Stay home if you are sick.
- Do not touch your face.
- Clean and disinfect frequently touched surfaces.
- Use hand sanitizer if you cannot wash your hands.

For more information, visit [www.mass.gov/covid19](https://www.mass.gov/covid19) or call 2-1-1.

### Help Prevent COVID-19 with Social Distancing

**Call/Facetime/online chat with friends and family.**

**Stop home as much as you can.**

**If you must go out:**

- Don't gather in groups.
- Stay 6 feet away from others.
- Don't shake hands or hug.

**And please continue to wash your hands frequently.**

For more information, visit [www.mass.gov/covid19](https://www.mass.gov/covid19) or call 2-1-1.

### Stop the Spread of Germs

**Help prevent the spread of respiratory diseases like the flu and COVID-19:**

- Wash your hands often with soap and water for 20 seconds.
- Avoid touching your eyes, nose and mouth.
- Clean things that are frequently touched (doorknobs and countertops) with household cleaning spray or bleach.
- Cover your mouth when you cough or sneeze, use a tissue or your elbow, not your hands.
- Stay home if you are sick and avoid close contact with others.
- Think about how to take care of yourself and your loved ones.

For more information, visit [www.mass.gov/covid19](https://www.mass.gov/covid19).

### Prevent the spread of COVID-19 if you are sick

Stay home if you are sick. Do not go to work, school, or public places.

Wash your hands often with soap and water for 20 seconds.

Cover your mouth when you cough or sneeze, use a tissue or your elbow, not your hands.

Wear a face mask when you are around other people.

Do not touch your face.

Clean and disinfect frequently touched surfaces.

Use hand sanitizer if you cannot wash your hands.

For more information, visit [www.mass.gov/covid19](https://www.mass.gov/covid19) or call 2-1-1.

### Prevent the spread of COVID-19 if you are sick

Stay home if you are sick. Do not go to work, school, or public places.

Wash your hands often with soap and water for 20 seconds.

Cover your mouth when you cough or sneeze, use a tissue or your elbow, not your hands.

Wear a face mask when you are around other people.

Do not touch your face.

Clean and disinfect frequently touched surfaces.

Use hand sanitizer if you cannot wash your hands.

For more information, visit [www.mass.gov/covid19](https://www.mass.gov/covid19) or call 2-1-1.

### Stop the Spread of Germs

#### Using a Face Covering Effectively

Use anything that covers your nose and mouth.

Some types of masks and gowns are for health workers.

Masks should fit snugly to be secured with ties or ear straps, and not have face strings.

Face coverings should be multiple layers.

Face masks or face coverings should be able to be machine washed and dried.

Only touch the ties or ear straps, not the front, and wash your hands after handling.

For more information, visit [www.mass.gov/covid19](https://www.mass.gov/covid19) or call 2-1-1.

### Coronavirus Disease 2019 (COVID-19)

#### 10 Tips for At-Home Quarantine or Self-Monitoring

If you have been diagnosed to quarantine or self-monitor, all tasks become 100% COVID-19 contact.

- Do not have friends, family, or visitors. Do not leave your home.
- Do not go to public places or work. Do not go to school or work.
- Do not go to public places or work. Do not go to school or work.
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For more information, visit [www.mass.gov/covid19](https://www.mass.gov/covid19) or call 2-1-1.

### Coping with Stress and Fear from COVID-19

Take care of your body.

- Eat healthy, well-balanced meals.
- Exercise regularly.
- Get plenty of sleep.
- Take deep breaths, stretch, or meditate.

Verbally connect with others.

Talk with people you trust about your concerns and how you are feeling.

Take breaks from watching, reading, or listening to news stories, including social media.

Make time to unwind. Try to do some other activities you enjoy.

High 90s hotline: Visit [www.mass.gov/covid19](https://www.mass.gov/covid19) or call 2-1-1.

### COVID-19: What You Need to Know

What is COVID-19? It is a new coronavirus that can cause illness in people.

How is COVID-19 spread? It is spread by people who are sick with COVID-19.

How can I prevent COVID-19? Wash your hands often with soap and water for 20 seconds.

What should I do if I am sick? Stay home if you are sick. Do not go to work, school, or public places.

What should I do if I am around someone who is sick? Wear a face mask when you are around other people.

What should I do if I am in a public place? Wear a face mask when you are around other people.

What should I do if I am in a public place? Wear a face mask when you are around other people.

For more information, visit [www.mass.gov/covid19](https://www.mass.gov/covid19) or call 2-1-1.

# TEMPLATE (I/II) COVID-19 Control plan



All businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This template may be filled out to meet that requirement. Control plans do not need to be submitted for approval but must be kept on premise and made available in the case of an inspection or outbreak.

All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

## BUSINESS INFORMATION | please provide the following information

Business name:   Check if part of a larger corporation

Address:

Contact information (Owner/Manager):

Contact information (HR representative), if applicable:

Number of workers on-site:

## SOCIAL DISTANCING | check the boxes to certify that you have:

- Ensured that all persons, including employees, customers, and vendors remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- Established protocols to ensure that employees can practice adequate social distancing
- Posted signage for safe social distancing
- Required face coverings or masks for all employees
- Implemented additional procedures. Please describe them here:

## HYGIENE PROTOCOLS | check the boxes to certify that you have:

- Provided hand washing capabilities throughout the workplace
- Ensured frequent hand washing by employees and provided adequate supplies to do so
- Provided regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site
- Implemented additional procedures. Please describe them here:

# TEMPLATE (II/II) COVID-19 Control plan



All businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This template may be filled out to meet that requirement. Control plans do not need to be submitted for approval but must be kept on premise and made available in the case of an inspection or outbreak.

All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

## STAFFING & OPERATIONS check the boxes to certify that you have:

- Provided training for employees regarding the social distancing and hygiene protocols
- Ensured employees who are displaying COVID-19-like symptoms do not report to work
- Established a plan for employees getting ill from COVID-19 at work, and a return-to-work plan
- Implemented additional procedures. Please describe them here:

## CLEANING & DISINFECTING check the boxes to certify that you have:

- Established and maintained cleaning protocols specific to the business
- Ensured that when an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed
- Prepared to disinfect all common surfaces at intervals appropriate to said workplace
- Implemented additional procedures. Please describe them here:

# Important



In order to reopen your business, please complete and sign the following checklist once you have completed your COVID-19 Control Plan template

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The following poster should be displayed in an area within the business premises that is visible to employees and visitors. Thank you for your efforts to get back to business while keeping Massachusetts safe

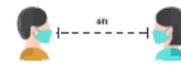
# Welcome



Please know that we take our responsibility to keep Massachusetts safe very seriously. Be assured we have taken the following steps to comply with state mandatory safety standards for workplaces:



Workers are wearing face coverings and we've put social distancing measures in place



We provide hand washing capabilities and we are regularly sanitizing high-touch areas



Our staff has received training regarding social distancing and hygiene protocols



We have established thorough cleaning and disinfecting protocols



We ask you to do your part as well by wearing your face mask and maintaining social distance. Thanks—and we hope to see you again soon.

\_\_\_\_\_  
Signature

## TEMPLATE (I/IV)

# COVID-19 Higher Education Control Plan



As Massachusetts Higher Education Institutions continue to bring staff, faculty, students, and other members of the public back to their campuses, completion of this plan will demonstrate alignment with the considerations of the Massachusetts Higher Education COVID-19 Working Group. The plan will also demonstrate a self-certification that institutions have adopted the COVID-19 workplace safety rules and requirements instituted under the Governor's Reopening Orders for Phase II and Phase III.

Control plans do not need to be submitted for approval, but it is recommended that they be posted on the institution's website and must be immediately available for review in the case of an inspection or outbreak. If a plan is identical across all or multiple campuses, only one plan need be completed. If campuses require different approaches due to the nature of activities, building types, or other reasons, a separate plan should be completed for that campus or campuses. Plans should be disseminated to all applicable campuses.

### HIGHER ED INSTITUTION INFORMATION | please provide the following information

Institution name: \_\_\_\_\_ Plan applies to:  
Campus name(s)/description(s): \_\_\_\_\_  Single Campus  
\_\_\_\_\_  Multiple Campuses  
Campus address(es): \_\_\_\_\_  
Primary point(s) of contact for campus(es) (President or designee): \_\_\_\_\_  
\_\_\_\_\_

### SOCIAL DISTANCING | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Adopted measures to provide that all persons, including faculty, staff and students, remain six feet apart to the greatest extent possible, both inside and outside campus buildings
- Established protocols to ensure that faculty, staff and students can practice adequate social distancing
- Posted signage for safe social distancing in all places where faculty, staff and students are likely to gather
- Required face coverings or masks for all faculty, staff and students (except where unsafe due to medical condition or disability) while inside and if social distancing of at least 6 feet cannot be reliably maintained while outdoors
- Implemented additional procedures. Please describe them here: \_\_\_\_\_  
\_\_\_\_\_

### HYGIENE PROTOCOLS | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Provided hand washing capabilities throughout the campus
- Taken measures to encourage frequent hand washing or sanitizing by faculty, staff and students and provided adequate supplies to do so
- Provided for regular sanitization of high touch areas, such as desks, equipment, screens, doorknobs, and restrooms throughout the campus
- Implemented additional procedures. Please describe them here: \_\_\_\_\_  
\_\_\_\_\_

## TEMPLATE (II/IV)

# COVID-19 Higher Education Control Plan



As Massachusetts Higher Education Institutions continue to bring staff, faculty, students, and other members of the public back to their campuses, completion of this plan will demonstrate alignment with the considerations of the Massachusetts Higher Education COVID-19 Working Group. The plan will also demonstrate a self-certification that institutions have adopted the COVID-19 workplace safety rules and requirements instituted under the Governor's Reopening Orders for Phase II and Phase III.

Control plans do not need to be submitted for approval, but it is recommended that they be posted on the institution's website and must be immediately available for review in the case of an inspection or outbreak. If a plan is identical across all or multiple campuses, only one plan need be completed. If campuses require different approaches due to the nature of activities, building types, or other reasons, a separate plan should be completed for that campus or campuses. Plans should be disseminated to all applicable campuses.

**GENERAL OPERATIONS** | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Provided training for faculty, staff and students regarding the importance of social distancing, face covering, hand-washing, symptom monitoring, testing, isolation, quarantine, and all other detection and response protocols, and regularly share information through multiple channels to reinforce the message
- Encouraged faculty, staff and students who are feeling ill or displaying COVID19-like symptoms to stay home or in their residence hall
- Established a plan to accommodate the needs of students, staff and faculty who are at higher risk if they are exposed to COVID-19, or who care for household members who are at higher risk
- Ensured that no gatherings will occur on campus that exceed the limits in the latest Commonwealth advisory, except for the purposes of instruction, provided that six feet distancing can always be maintained
- Ensured that campus amenities and services will adhere to all sector-specific safety protocols, available on the Commonwealth's Reopening Plan website, applicable to the amenity or service. Examples include:
  - Office spaces: Must follow latest office space guidance
  - Dining Services: Must follow the latest restaurant guidance
  - Athletic Centers, gyms and fitness centers: Must follow the latest fitness center and health club guidance
  - Campus shops and bookstores: Must follow the latest retail guidance
  - Performance venues: Must follow the latest performance venue guidance
  - Events: Must follow the latest indoor and outdoor events guidance
- Implemented additional procedures. Please describe them here: \_\_\_\_\_  
\_\_\_\_\_

**CLEANING & DISINFECTING** | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Established and maintained cleaning protocols specific to the campus
- Taken measures to ensure that when an individual on campus is diagnosed with COVID-19, cleaning and disinfecting is performed

## TEMPLATE (III/IV)

# COVID-19 Higher Education Control Plan



As Massachusetts Higher Education Institutions continue to bring staff, faculty, students, and other members of the public back to their campuses, completion of this plan will demonstrate alignment with the considerations of the Massachusetts Higher Education COVID-19 Working Group. The plan will also demonstrate a self-certification that institutions have adopted the COVID-19 workplace safety rules and requirements instituted under the Governor's Reopening Orders for Phase II and Phase III.

Control plans do not need to be submitted for approval, but it is recommended that they be posted on the institution's website and must be immediately available for review in the case of an inspection or outbreak. If a plan is identical across all or multiple campuses, only one plan need be completed. If campuses require different approaches due to the nature of activities, building types, or other reasons, a separate plan should be completed for that campus or campuses. Plans should be disseminated to all applicable campuses.

**CLEANING & DISINFECTING** | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Prepared to disinfect all common and high touch surfaces at appropriate intervals
- Implemented additional procedures. Please describe them here: \_\_\_\_\_  
\_\_\_\_\_

**COMMUNICATION & SUPPORT** | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Established consistent communication to all students, staff, faculty, and the surrounding community regarding Phase III plans
- Installed signage and other visual indicators throughout all campus buildings and outdoor areas to improve awareness of and compliance with Phase III requirements
- Established a plan for when and how to adjust operations in response to an outbreak on campus or other public health concerns, including communicating the need to pause or discontinue in-person programming and activities to all students, staff and faculty
- Established clear communication and escalation points with the Local Board of Health, Massachusetts Department of Public Health, and other state and local agencies as needed
- Developed protocols for delivery of emotional and mental health services, including both individual and group counseling
- Implemented additional procedures. Please describe them here: \_\_\_\_\_  
\_\_\_\_\_

**DETECTION & RESPONSE** | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Established a comprehensive plan, in coordination with public health officials, for facilitating testing of symptomatic individuals and monitoring students, staff, and faculty for the presence of COVID-19, including robust testing protocols for: (1) incoming or returning students, especially those who will be living on campus; and (2) on-going periodic testing strategies for students, staff and faculty throughout the school year, especially for individuals in frequent contact with residential students and other individuals who have pre-existing medical risk factors. Such plans should be regularly updated to ensure compliance with current CDC and DPH requirements and guidelines and to reflect evolving testing technologies and methods

## TEMPLATE (IV/IV)

# COVID-19 Higher Education Control Plan



As Massachusetts Higher Education Institutions continue to bring staff, faculty, students, and other members of the public back to their campuses, completion of this plan will demonstrate alignment with the considerations of the Massachusetts Higher Education COVID-19 Working Group. The plan will also demonstrate a self-certification that institutions have adopted the COVID-19 workplace safety rules and requirements instituted under the Governor's Reopening Orders for Phase II and Phase III.

Control plans do not need to be submitted for approval, but it is recommended that they be posted on the institution's website and must be immediately available for review in the case of an inspection or outbreak. If a plan is identical across all or multiple campuses, only one plan need be completed. If campuses require different approaches due to the nature of activities, building types, or other reasons, a separate plan should be completed for that campus or campuses. Plans should be disseminated to all applicable campuses.

**DETECTION & RESPONSE** | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Established a plan for ensuring that students, staff and faculty who arrive on campus from another country or a state not designated as a lower-risk state by the Department of Public Health provide documentation of a negative COVID test result on a sample taken no more than 72 hours prior to their arrival, and are informed of campus policies and the latest Commonwealth travel order regarding travel restrictions, testing, and self-quarantine requirements
- Designated residential facilities space for residential students to immediately quarantine if they arrive on campus from another country or a state not designated as a lower-risk state by DPH and do not have documentation of a negative COVID test result on a sample taken no more than 72 hours prior to their arrival
- Developed a plan to ensure that results and full demographic data (name, date of birth, full address, gender, race, ethnicity, primary language, occupation and disability status) on students, staff and faculty tested by the institution for COVID-19 are reported electronically to the MA Department of Public Health as required. (If testing is conducted by a healthcare facility or laboratory, results will be reported electronically to DPH by the facility or laboratory.)
- Developed a plan for coordinating with students, staff and faculty who are diagnosed with COVID-19, or have been in close contact with someone who has, to ensure that they have adequate space and support to isolate or quarantine
- Developed a plan to work with DPH-designated contact tracers following the identification of any case or close contact. (DPH-designated contact tracers conduct contact tracing in Massachusetts, and include local Boards of Health, both in the municipality where the campus is based and the municipality where the case or close contacts reside, if different than where the campus is may be involved, as well as the Community Tracing Collaborative. Local Board of Health officials will decide whether to conduct contact tracing or assign to the Community Tracing Collaborative.)
- Designated residential facilities space to immediately isolate students who reside on campus and test positive for COVID-19, and to separately quarantine students who have had close contact with them
- Established protocols to ensure that students in isolation or quarantine have appropriate support and services
- Implemented additional procedures. Please describe them here: \_\_\_\_\_  
\_\_\_\_\_

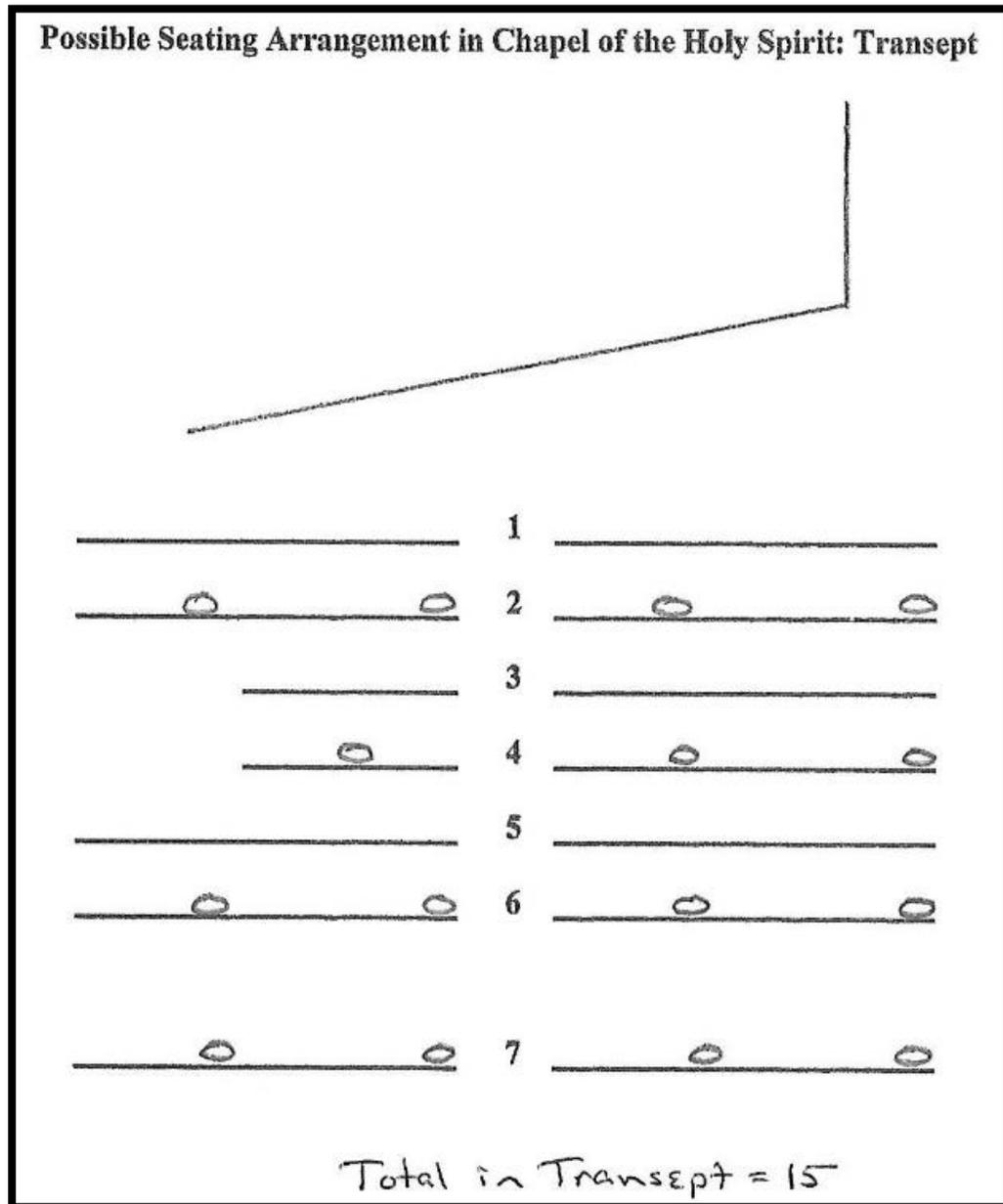
## Appendix B

Below are entry and exit points for University residence halls.

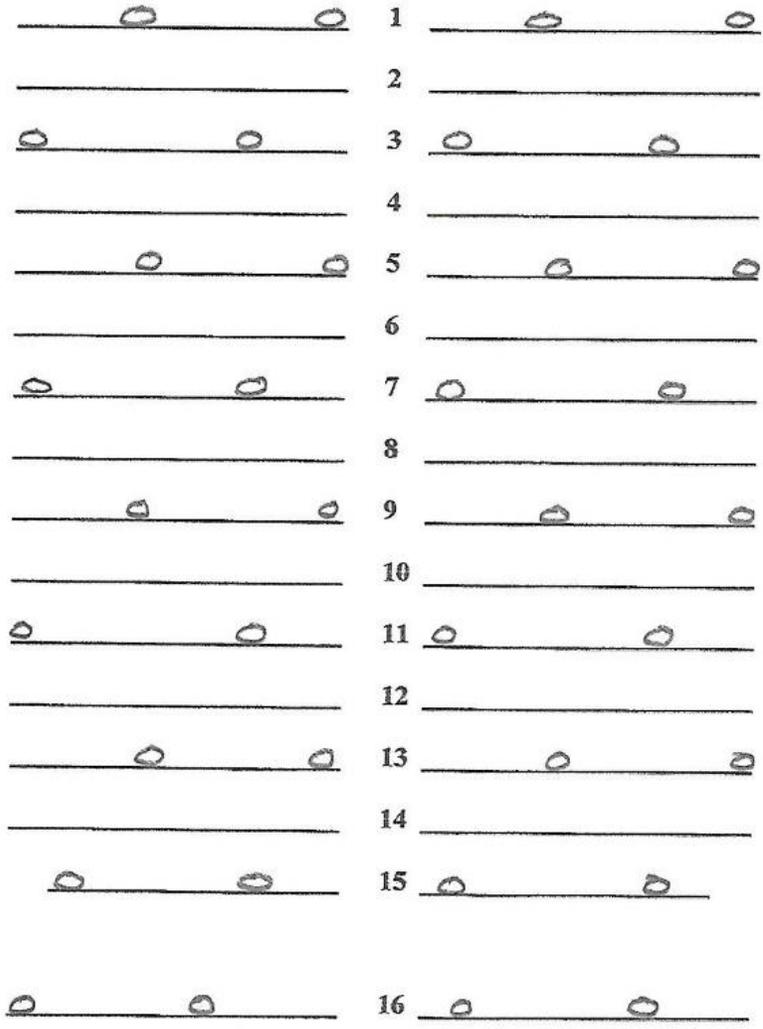
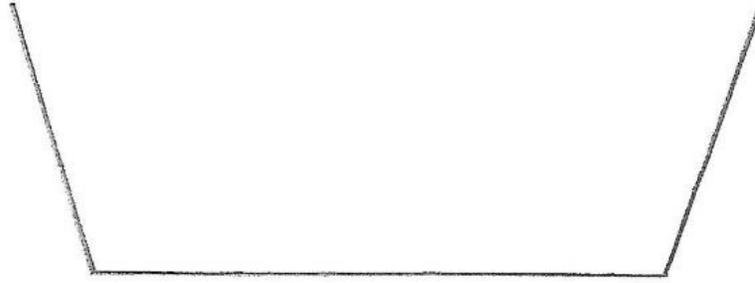
Hall	Entrance	Exit	Traffic Flow Notes
Alumni	Doorway near Finance Office	Near CDIC/ Taylor exit	Staircase near Finance goes up, other staircase down
Desautel	Breezeway	Near Student Accounts or Founders side	Staircase close to breezeway goes up, other staircases down
LLC	Main door entrance	Door by dumpster or small side lot	Elevator to go up only, main staircase up, side staircases down
Wachusett	Main door entrance	Door facing LLC deck	Enter building and take right, up right stairwell and down left stairwell
Salisbury	Door by RA staff office	Doors closest to Pro Staff apartment	Middle staircase up, side stairwells to go down
Worcester	Door by RA staff office	Doors closest to Pro Staff apartment	Middle staircase up, side stairwells to go down
Dion	Each apartment	Each apartment	N/A
Moquin	Each apartment	Each apartment	Up right stairwell, down left stairwell
Authier/Dufault	Each apartment	Each apartment	Up front tower facing courtyard, down back tower facing woods
Bissonnette	Each apartment	Each apartment	N/A
Aubuchon	Main door entrance	Back door of apartments	May change during winter weather months
Nault	Main door entrance	Side door closest to Hanrahan	Use main stairwell to go up, left stairwell down
Hanrahan	Main door entrance	Main door entrance	One way traffic to the right, down the left stairwell
Young	Main door entrance	Main door entrance	One way traffic to the right, down the left stairwell
Plough	Main door entrance	Both back doors towards parking lot	Elevator to go up only, unless accessibility needs
South	Main door entrance	Door near generator	Elevator to go up only, left staircase up, right staircase down
West	Main door entrance	Main door entrance	Elevator to go up only, left staircase up, right staircase down

## Appendix C

Below are schematics for the Chapel and information to be posted in the Chapel.



Possible Seating Arrangement in Chapel of the Holy Spirit: Nave



Total in Nave = 36

(text of poster to be displayed at rear of nave by Chapel entrance...also to be printed on sheets and distributed to worshippers as they enter the Chapel)

## **WELCOME TO THE CHAPEL OF THE HOLY SPIRIT!**

Please help to minimize the spread of Covid-19 by observing the following:

### **Enter the Chapel at the rear of the nave.**

Entrance to the Chapel is limited to the door at the rear of the nave (the larger seating area). The side door by the Blessed Sacrament Chapel is available for exiting the Chapel.

### **Wear a face mask while in the Chapel.**

If you do not have one, face masks are available in a basket by the entrance. Please wear the mask throughout Mass, except when you place the Body of Christ in your mouth at Communion.

### **Use hand sanitizer upon entering the Chapel.**

A dispenser of hand sanitizer is located by the entrance.

### **Avoid physical contact and maintain physical distancing when greeting others.**

By all means, greet your friends and those you may not know before and after Mass. Just avoid physical contact and maintain a distance of six feet from the other person.

### **The holy water fonts have been drained and cleaned.**

We look forward to restoring this important symbol of our Baptism after the pandemic.

### **Place your financial offerings in the basket before Mass.**

The basket next to this poster is for your financial offerings. Please place your financial offerings in the basket as you enter the Chapel. We will not pass the basket during Mass.

### **Maintain a six foot distance in the pews.**

If you are here with members of your household, you are welcome to sit in the same pew.

Otherwise, please sit six feet away from the next person.

**Two people per pew.**

If you are here with several members of your household, you are welcome to sit in the same pew.

Otherwise, please limit each pew to two people.

**Every other pew will not be used.**

To help maintain physical distancing, every other pew is blocked off with tape.

**We won't be singing as much.**

Our communal singing will be limited to the Mass acclamations. Hymns will be sung by the cantor alone. Hymnals have been removed from the pews.

**No physical contact during the Sign of Peace.**

Other than members of the same household, we will bow or wave to those around us in place of a handshake or embrace.

**Maintain a six-foot distance in the Communion procession.**

Note the tape on the floor in the center aisles to maintain a six foot distance from the person in front of you as you process to receive Communion.

**Communion in the hand is encouraged.**

We respect the right of each person to receive the Body of Christ in the hand or on the tongue, but during this time, Communion in the hand is encouraged to avoid contact with the tongue.

**Communion from the cup is temporarily suspended.**

We look forward to restoring this important way of participating in the Eucharist after the pandemic.

**No social gatherings after Mass.**

We look forward to resuming social gatherings after Mass after the pandemic.

## Appendix D

### Training Scenarios for Fall 2020

#### Training Scenarios for Fall 2020

The following information is meant as a guide to help provide clarity around the situations that would allow, or not allow, a student-athlete to train this fall. **If a student-athlete declares that they are a remote learner, they will not be permitted to train with the team.**

Scenario	Can they train?
Class of 2021 & 2024 living on-campus, attending classes on campus	YES
Class of 2021 & 2024 living on-campus, taking remote courses	There are no remote courses for students living on-campus. If a student is living on campus, they will be in the classroom several days a week. If they are living on campus they can train.
Class of 2021 & 2024 commuting, attending classes on campus	YES
Class of 2021 & 2024 commuting, taking remote courses	NO. Remote refers to a student who opts to take courses remotely. Such a student is not considered a commuter and is not permitted to be on campus.
Class of 2022 & 2023 living on-campus, attending classes on campus	YES
Class of 2022 & 2023 living on-campus, taking remote courses	There are no remote courses for students living on-campus. If a student is living on campus, they will be in the classroom several days a week. If they are living on campus they can train.
Class of 2022 & 2023 commuting, attending classes on campus	NO. Sophomore and Juniors not living on campus are not permitted on campus during Term 1.
Class of 2022 & 2023 commuting, taking remote courses	NO. Students who opted to take classes remotely are not permitted on campus during the term(s) they declared to learn remotely.
Graduate students - living on-campus, attending classes on campus	YES
Graduate students - living on-campus, taking remote courses	YES. If the student is living on campus, they can train.
Graduate students - commuting, attending classes on campus	Since most graduate courses are being taught online, if a commuter has only online courses they are not permitted to come to campus and therefore unable to train. If, on the other hand the course is being taught on campus, then the student can come to campus and can train.
Graduate students - commuting, taking remote courses	NO