

Assumption University

# Pathway to Fall: Resuming On-campus Operations

A comprehensive plan to promote the safety of the Assumption University community amid a return to on-campus operations and to prepare to welcome students back to the institution when deemed safe to do so.

7-14-2020



## Contents

Introduction .....	4
Resuming On-campus University Operations amid the Next Normal .....	6
Resuming On-campus Operations .....	6
Traveling to the Commonwealth from Out of State .....	7
Employee Training .....	7
Pilot Program: Resuming On-Campus Operations.....	7
Daily Screening.....	8
Informational Signage.....	8
Signage approved by the Commonwealth of Massachusetts and Centers for Disease Control and Prevention .....	8
Identification of COVID-19 .....	8
Seasonal Influenza Vaccination.....	8
Identification of Vulnerable Populations .....	9
Suspension of University-sponsored Travel.....	9
Prohibition of Outside Groups on Campus .....	9
Catering/ Vending Machines .....	10
Mail Delivery .....	10
Faculty and Staff Use of Restrooms.....	10
Tradespeople .....	10
Faculty and Staff Meals.....	10
Enhanced Communications .....	10
Testing.....	10
Initial Screening.....	10
Surveillance Testing .....	11
Responding to a Positive Result.....	11
Communication of Positive Test of Coronavirus.....	11
Designation of Student Isolation/ Quarantine Residence Hall .....	11

Symptom Tracking .....	12
Contact Tracing .....	12
Housekeeping Protocols .....	13
Cleaning Areas Visited by Individual who Tests Positive for COVID-19 .....	13
Office Cleaning .....	13
Cleaning Residence Halls .....	13
Cleaning Classrooms .....	14
Cleaning Conference Rooms .....	14
Dining Services .....	14
Directed Traffic .....	14
A Different Type of Dining Experience .....	14
Potential Protective Measures Under Consideration: .....	14
Charlie's.....	15
University De-densification.....	15
De-densification and Safety Protocols.....	15
Family-style communities .....	15
Residence Hall Common Areas .....	15
Socializing Within Residence Halls.....	16
Use of Masks in Residence Halls .....	16
Residence Hall Restroom Protocols.....	16
Welcoming Students Back to Campus .....	16
Packing for College amid a Pandemic .....	16
Preparing to Quickly Depopulate Campus.....	17
Office of Residential Life Operational Protocols.....	18
Student Conduct .....	18
Campus Police Operational Protocols.....	18
Academics .....	18
Enduring Foundational Principles of an Assumption Education.....	18
Guiding Principles for an Assumption Education.....	19
Principles and Proposals for Promoting Meaningful Student-Teacher Relationships during Remote Learning .....	19
Principles and Proposals for Cultivating Student Community during Remote Learning .....	19
Faculty Training to Enhance Remote Learning .....	19

Face-to-face Classes.....	20
Directed Traffic Patterns in Academic Buildings.....	20
2020 Fall Semester: Two Terms.....	20
Lab Protocols.....	20
Faculty Illness Contingency Planning.....	20
Cross-Registration at Consortium-member Institutions.....	20
Ensuring Accessibility.....	21
Internships and Practicums.....	21
Rome Campus & Study Abroad.....	21
Rome Campus Compliance with Italian Guidelines.....	21
Third-party Study Abroad Providers.....	21
Academic Affairs Operations.....	22
Faculty Offices.....	22
Cleaning of Faculty Offices.....	22
Co-Curricular Activities & Student Services.....	22
On-Campus Events.....	22
Availability of Counseling Services.....	23
Plourde Recreation Center.....	23
Campus Ministry.....	24
Physical Distancing and Social Distancing in the Chapel of the Holy Spirit.....	24
Directed Traffic in the Chapel.....	25
Promoting a Healthy Worship Space.....	25
Cleaning the Chapel.....	25
Liturgical Adaptations amid COVID-10.....	25
Virtual Attendance of Mass.....	26
Sunday 7 P.M. Mass.....	26
Who May Attend Mass.....	26
Classes in Session.....	27
Masses and Other Chapel Liturgies/Prayer Monday through Saturday.....	27
Classes Not In Session.....	27
Athletics.....	27
Appendix A.....	28
Appendix B.....	34

## 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, influences the decision to potentially resume on-campus learning and the enhanced safety measures that are 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

Throughout the pandemic and stay-at-home order, the University has maintained constant communication with our students, their parents, staff, and faculty, and repeatedly shared that the resumption of University operations, when and if such occurs, will not be a return to normal. In order to promote the health and safety of the community, a number of safety measures have been and will continue to be implemented, and social distancing and testing will be key to promoting a safe environment in which to live and learn. As such, we expect all members of our community to adhere to these new guidelines. Continued and frequent communication with our community will remind members that each of us is responsible 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*, if conditions permit. **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

## Resuming On-campus University Operations amid the Next Normal

In March, 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 commences a phased-approach to reopening Massachusetts, safely resuming on-campus operations in de-densified offices with a number of safety protocols in place is 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, 2020. Several guidelines included in this framework will be implemented prior to students, faculty, and staff returning to campus.

Assumption University began a phased-approach to reopening on Monday, July 6 and will commence the 2020-21 Academic Year on Monday, August 17. The decision to open offices and welcoming students back to campus considers 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 identifies 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 focuses upon institution-wide reopening rather than the specific plans for each office.

## Resuming On-campus Operations

The University has operated primary remotely since mid-March 2020. There are 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 will be flushed to remove stagnant water.
2. Setpoints of HVAC units with adjustable fresh air settings will be 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 will be placed in each office; supplies of hand sanitizer will be monitored and replenished as needed.
4. We will make available three-layer disposable protective masks.
5. Signage approved, or required, by the Commonwealth (see Appendix A) will be posted in select buildings and available on the Human Resources section of the University website.
6. Upon request, additional cleaning products will be distributed to individuals, if available.
7. All faculty and staff must participate in an online training session to become apprised of the new safety guidelines adopted by the University.
8. Buildings, particularly high touch areas and bathrooms, will be cleaned and sanitized.

## Traveling to the Commonwealth from Out of State

Per Commonwealth guidelines, those traveling from states in the northeast are not required to participate in additional testing and/ or quarantine procedures.

## 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 basic
- 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 and staff, which will include an overview of this plan as well as Centers for Disease Control and Prevention safety and hygiene measures, will take place prior to any employee returning to campus. Employees must complete the training to obtain permission to return to campus. The Office of Human Resources will maintain a list of those employees who have successfully completed the training.

Resident Directors and Assistants will be 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 will be made available to all students, faculty, and staff prior to their return to campus and published on the University website. If 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 participation in a pilot program to resume on-campus operations. The pilot program commenced pending the aforementioned conditions. Students are not permitted to return to campus during the pilot phase. Remaining employees will continue to work remotely. The pilot program provides to the institution an opportunity to assess areas in need of enhancement before additional employees and students return.

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 (with the exception of July 10) during this pilot program, all employees will work 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.

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.

### Daily Screening

At present, all individuals who wish to access campus are screened upon arrival to campus each day. This practice will continue until the Commonwealth advises that such screening is no longer required. If applicable, members of the University community will self-report symptoms through a mobile application that the University is developing. (See pages 10 to 12 for Testing, Contact Tracing, and Symptom Tracking details.) The screening includes a series of questions; if an individual replies yes to any question, then he or she will be denied access to campus. The questions include, but are not limited to:

- Are you feeling ill?
- Have you had a fever in the last 24 hours?
- Are you exhibiting symptoms of coronavirus (i.e. sore throat, cough, recent loss of taste/smell, etc.)?
- Do you live with someone who is ill or exhibiting symptoms?
- Have you traveled outside of the state or country?
- What is your present temperature? (Those with a fever of [100.4](#) or greater will not be permitted on campus.)

### Informational Signage

Signage approved by the Commonwealth of Massachusetts and Centers for Disease Control and Prevention will be displayed on campus in highly visible areas, including restrooms, to comply with the "Safety Standards for Office Spaces to Address COVID-19" guidelines. Prior to the July 6 pilot program, such signage will be shared with all employees by email.

### Identification of COVID-19

Faculty, staff, and students will be asked to self-identify if they have been diagnosed with or were treated for COVID-19 from March 2020 to present. Faculty and employee self-identification may be made to the Office of Human Resources and students, to Health Services. This information is confidential.

### Seasonal Influenza Vaccination

All members of the University community – faculty, staff and students, as well as Sodexo employees - shall obtain a seasonal influenza vaccination no later than Friday, October 9, if such is widely available by that date. The University is exploring the possibility of offering flu vaccination clinics on campus this year.

## Identification of Vulnerable Populations

Through a process that respects confidentiality, Health Services staff, through students' entrance physicals, have identified students with pre-existing conditions. Human Resources will survey faculty and staff to identify those individuals with pre-existing conditions who are at a higher risk of contracting COVID-19. Any employee or student considered "high risk" will be encouraged to continue working and 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 Centers for Disease Control and Prevention and the U.S. Department of State issued a [Level 4: Do Not Travel Global Health Advisory](#) on March 31, 2020 that remains in effect. As such, the University has implemented a suspension of all University-sponsored domestic and international travel until December 31, 2020. A review of the travel suspension will take place in December 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

The University has cancelled all facility rentals by outside groups for the summer and fall that would have welcomed to campus individuals who are not regular members of the campus community. The University has also cancelled lectures by individuals from outside of the campus community.

## Catering/ Vending Machines

Until further notice, all catered meals are suspended and vending machines will not be stocked with product.

## 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.

## Faculty and Staff Meals

As part of campus-wide de-densification, faculty and staff will not be permitted to dine in or obtain food from the dining facilities. Faculty and staff are strongly encouraged to eat in their offices and clean surfaces upon which they will eat before and after the meal. Faculty and staff may opt to eat outdoors, but must observe six-foot social distancing if they plan to dine with another individual. Employees using refrigerators and microwaves should clean those surfaces with an approved disinfectant after each use.

## Enhanced Communications

The details of this plan will be 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, if the University launches a mobile application, through that medium. A section of the University website and Portal will be dedicated to sharing news and information about University efforts to promote the health and safety of the community and will serve as the communications hub.

## Testing

Access to reliable testing is critical to the resumption of on-campus operations including face-to-face learning. The University will make participation in an initial screening and ongoing surveillance screening mandatory for those working on campus and those who wish to reside on campus and/or take face-to-face classes. The University has established a partnership with a lab for COVID-19 testing and contact tracing. The University is also hiring additional staff in Health Services to administer campus-wide testing collection.

## Initial Screening

Faculty and staff will have baseline testing completed on campus through the University's partner, the Broad Institute. Students are responsible for their own testing, but the University may provide such services to students upon arrival to campus.

## Surveillance Testing

The University will comply with the Commonwealth's guidance for higher education that surveillance testing be conducted twice a week for students and any staff or faculty who have direct contact with students, and once a week for those who do not have direct contact with students. 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 students will begin August 17, 2020. It is estimated that the University must prepare to screen 1,100 residential students, 300 commuting and graduate students, as well as 350 to 500 faculty and staff.

## 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. (See bottom of page for information on the University's designated isolation facility.) Students may return to their residence hall and face-to-face learning after a period of 14 days in isolation, have tested negative for COVID-19, and are symptom free. Under both scenarios, the student will continue his or her academic program remotely.

Commuter students, faculty, and staff who test positive may not return to campus for 14 days from the date of the test and must be retested and achieve a negative result twice before they are permitted to return. If their health allows, remote learning, teaching, or working may continue from home.

## Communication of Positive Test of Coronavirus

Upon notification that a student or employee has tested positive for COVID-19, the Office of Health Services and/ or Office of Human Resources will notify individuals with whom the infected individual may have come into contact. Parents will be informed of their son or daughter's positive test per the student agreement. As part of any on-campus notification process, the infected individual's name will not be disclosed.

## Designation of Student Isolation/ Quarantine Residence Hall

If safe to do so, with a plan to resume face-to-face learning in fall 2020 amid a pandemic that continues to infect individuals, the University is exploring the designation of various sections of a residence hall to serve as a quarantine or isolation area. Staff access to this quarantine-designated residence hall will be strictly limited to a minimum number of individuals who will wear full personal protective equipment at all times. (Students are prohibited from visiting infected friends.)

Where possible, students in isolation will be housed in single rooms for a minimum of 14 days. Only one student may use a multi-stall restroom at a time. Cleaning products will be made available in these restrooms so that residents may clean the area after use in addition to twice a day housekeeping services.

Each day, students will take their temperature and report any symptoms to Health Services who will track and maintain records of students' reports.

Common areas will be closed off and gatherings of no more than two students will be permitted in such areas. When outside of their rooms, students must wear a mask while in isolation or quarantine.

Students in quarantine will be provided three boxed meals and a snack each day.

### Symptom Tracking

The Commonwealth requires daily temperature checks of all individuals for institutions of higher learning to resume operations. Daily symptom tracking through a self-assessment demonstrates the collaborative approach the University community must take to promote its health and safety.

In addition to temperature and symptom checks at the gatehouse as students, faculty, and staff arrive each morning, the previously mentioned mobile application could also be used to facilitate self-monitoring; students, faculty, and staff must report each morning on their condition by answering a series of questions. Members of the University community not residing on campus would not be able to access campus until they have answered the questions in the app.

Those symptoms to be checked daily include: cough, shortness of breath, temperature, chills, muscle pain, new loss of taste or smell, vomiting, diarrhea, sore throat, etc.

Community members who report any one of these symptoms could be directed to remain at home or in their residence hall, quarantine themselves, and/or check with their health provider/ Health Services. Those questions with a response that could indicate potential infection or illness would be reported to Health Services. Health Services will then contact the individual, informing them they should not attend class or report for work. With regard to students, they may be directed to isolate or quarantine in the University's isolation facility.

The University will ensure absolute confidentiality and that data is used in accordance with the University's high ethical standards.

### Contact Tracing

As required for the reopening of institutions of higher learning in the Commonwealth, contact tracing needs to be planned accordingly. Contact tracing for the campus is most helpful in determining the extent to which the exposure also leaves campus and into the community.

The University continues to explore ways in which to administer comprehensive and effective contact tracing.

To assist with contact tracing and to reduce the likelihood of exposure to COVID-19, the University will strongly encourage students to remain on campus once they have arrived and throughout the semester. The University will also strongly discourage traveling to other institutions of higher learning to see friends; home, by car or air; etc.

## Housekeeping Protocols

Assumption University administration is collaborating with Buildings & Grounds – contracted with Sodexo – to develop 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.

### Cleaning Areas Visited by Individual who Tests Positive for COVID-19

Housekeeping will disinfect all known common areas visited by an infected individual within 48 hours of a reported COVID-19 case, using a misting agent approved by the Centers for Disease Control and Prevention. Displayed on the entry and exit doors of the individual's room or office (if there are separate entry and exit points) suite will be posted a DO NOT ENTER sign for a period of three days after notification. Staff assigned to the closed suite will be provided alternative working areas or work remotely, which will be at the discretion of the Division Vice President; students residing in an infected room will be provided alternative living arrangements.

### Office Cleaning

During the pilot phase of reopening, University offices will be open Monday through Thursday; all staff will work remotely on Fridays during July and the first two weeks of August except on July 10. All common area high-touch surfaces and restrooms will be cleaned and sanitized several times per day using approved cleaning methods provided by the Centers for Disease Control and Prevention. On Fridays, housekeeping staff will conduct a “deep clean” of office areas including private offices. 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

During the initial reopen phase, all conference rooms will be off-line and inaccessible. Meetings will 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.

## Dining Services

The University, in collaboration with Sodexo, is exploring a number of options to provide dining services to students while de-densifying the dining areas.

1. Grab-and-Go
  - a. Students would have access to three boxed meals per day that they would pick up at a centralized location and consume in their residence hall.
2. Hybrid
  - a. The grab-and-go program would be supplemented by more traditional dining with reduced capacity and reservation time periods in areas designated as dining halls.

This area of the plan is currently in the exploration phase. During the pilot phase of reopening - beginning on Monday, July 6 - dining facilities will not be open.

## 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 the University app, if such is acquired. 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.

## Potential Protective Measures Under Consideration:

- Clear barriers will be erected in serving areas to protect Sodexo staff and students
- Use of digital identification to access dining facilities
- Utensils will be handed out by Sodexo staff
- Condiments will not be self-serve, but provided in small cups
- Tables will be sanitized by Sodexo staff when students have finished eating and departed
- Bathrooms will be cleaned each hour

- Students must wear a mask while in line for food; masks may be removed for eating only.
- Hand sanitizer dispensers will be located throughout the dining facilities

### Charlie's

Charlie's will offer 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

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.

### De-densification and Safety Protocols

Amid the COVID-19 pandemic, Assumption administrators have engaged in extensive planning anticipating the possible 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

If students return to campus in the fall, 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 two specific family units: first-year students and student-athletes. The working group thought first-year students could be housed together according to their COMPASS courses while student-athletes could be housed together by team. In this scenario, the working group believes that students can be housed in double occupancy rooms

The approach to housing may allow for easier contact tracing and testing when or if needed. In these family-style communities, 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

Use of 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 is exploring making available some common areas 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 engaging with students outside of their small group unit or socializing, with distancing, on another floor. The use of a mask will also be required when students are departing the 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

Upon their return to campus, students will be reminded, and must understand, that residential life in a University setting amid COVID-19 will be 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 will 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 will require more than 2,000 people to be on campus during the move-in process. As such, the Office of Residential Life will develop a move-in schedule that will be strictly enforced. The schedule will minimize the number of students per building and floor who are moving-in at a designated time. In addition, a maximum of two guests per student will be permitted on campus to assist the student with the move-in process.

The University is extending to students and their families an invitation to drop-off their personal belongings by appointment beginning on August 3 through August 13. Such a process will promote de-densification of residence halls during the move-in process.

Upon arrival to their assigned room, students are asked to ensure their window is in operable condition and open it for ventilation purposes.

### 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 items that do not traditionally appear on the University shopping list.

Students will be 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 will begin prior to students' return to campus. The following guidelines will be shared with students as they pack to resume on-campus living if such is possible during the fall 2020 semester:

- 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)

## 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.

### Student Conduct

The University is committed to promoting the health and safety of the campus community. 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.

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 sound judgment.

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. Depending upon how instruction is delivered to students in the fall, faculty will adjust 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 will engage faculty in a series of trainings that will provide innovative ways to enhance the remote learning experience. The guiding principles of the training are 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 will receive enhanced training on the Brightspace Learning Management System that will include a consistent course presentation. The training will include strategies to quickly transition to remote learning should the health situation warrant such.

## Face-to-face Classes

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

Students are required to wipe down desks and chairs with disinfectant upon arriving to class 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.

## 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.

## 2020 Fall Semester: Two Terms

The fall semester for undergraduates and those in the graduate program is scheduled to begin on August 17. (The CCE calendar will remain unchanged and the graduate programs will remain on a 15-week semester.) Classes will be held on Labor Day, September 7 and there will not be a fall break. All residential students will leave campus for the Thanksgiving break and not return to campus until the start of the spring semester. The fall semester will be completed remotely for all students after Thanksgiving.

The undergraduate program will be divided into two terms. Dividing the semester in this way permits the University to respond most flexibly to changing public health circumstances. These courses will accelerate a semester of content into a 7½-week format, much like a summer class. In other words, classes will be more intense, but students will take fewer of them at one time. Students will take two courses in the first term and three in the second, or vice versa both in a face-to-face and an online format.

## 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.

## Faculty Illness Contingency Planning

The University is exploring how a course may continue uninterrupted should a faculty member become ill.

## 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 will work 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 are actively planning for fall 2020. Regardless of how classes are offered, 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 and fall semesters. The University has also suspended all study abroad for the fall semester. While study abroad programs have been suspended for fall, the University understands the significant value for student participation in study abroad and plans to resume global programs in the spring 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. Once the U.S. Embassy in Rome is fully operational, the University will contact officials there to inquire about guidelines to resume operations of U.S. campuses in Rome.

## 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 fall 2020 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; Dean Caitlin Stover, Ph.D., RN, will oversee Switzer; and Dean Michael Whitehead, DHSc, PA-C, DFAAPA, will oversee the Fuller Building. Faculty will request access to their offices by each Friday for the following week. The sheets will specify days of the week and anticipated arrival and departure times. The administrative assistants and Deans will review these requests and approve such with an emphasis on avoiding the overcrowding of faculty office spaces. 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.

### Cleaning of Faculty Offices

In terms of cleaning, interior of faculty offices will not be cleaned each day, only public areas. Faculty are required to wipe down their desks and other high-touch areas with an approved disinfectant.

## 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

Since the University transitioned to remote learning, the Counseling Center has continued to provide such services to students. During that time, the Center provided services to address students' anxiety and depression. The Center and Campus Ministry will continue to service students' mental health needs that include bereavement counseling and anxiety as a result of COVID-19.

Since Counseling Services is currently housed within the same facility as Health Services, the University will relocate Counseling Services across campus to the Fuller Building. The relocation will provide more space to meet with students, including face-to-face, using face shields for the protection of student and counselor. Appointments will be made online, or potentially through the mobile app, thereby eliminating potential congestion in a waiting area.

To enhance the availability of counseling services for students, the University will transition 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.

Students who wish to use Plourde facilities will be required to sign up online in advance to use the exercise room, weight room, pool, squash courts, etc. using the University app if such is acquired. When signing up for a slot, students will be asked if they have traveled outside of the country (if yes, have they completed a 14-day period of self-isolation); if they are exhibiting any symptoms of COVID-19; and if they have been exposed to anyone in the last 48 hours exhibiting symptoms of COVID-19.

Access to the Plourde will be 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 will monitor facility usage and the number of individuals in the facility at a given time to ensure compliance with de-densification endeavors. All students entering the Plourde must wear a mask. Several hand sanitizer dispensers will be 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 will be placed in a designated area so that it may be cleaned. Campus Recreation staff will limit the number of machines that can be used each day to streamline cleaning and will be responsible for regular cleaning of equipment.

High-touch surfaces (door knobs, railings, etc.) will be cleaned throughout the day.

The following spaces will be not be available for use:

- Varsity Weight Room
- All Locker Rooms and Saunas
- Bathrooms on the first floor
- Foosball table and shuffleboard table
- Ping-pong table

While in the Plourde, students must wear masks at all times; the University recommend that students bring with them two masks so that one can be changed after a workout. Locker rooms will be 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 to place the very best cleaning and safety practices based on recommendations form 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 polices and guidelines in order to maintain the safety of the Plourde and those who will be using it.*

## 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.

Beginning the first day of face-to-face classes for the fall 2020 semester, if students are permitted back on campus, 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, will be open to Assumption students, faculty, and, staff, and to people from off campus, with the exception of the Sunday 7 p.m. Mass, which is limited to students, the Assumption Community, the Campus Ministry staff, and the University staff.

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

Based on the number and length of pews and assuming that physical distancing and capacity guidelines will still be in place in fall 2020, maximum total capacity in the Chapel is 55 individuals (including clergy

and liturgical/music ministers). The diagrams in Appendix B, which exhibit how the congregants will be distributed 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 provide the ability to direct traffic flow. All entrances and exits will be marked with University-branded signage. Congregants will enter the Chapel through the door at the rear of the nave and exit through the door adjacent to the Blessed Sacrament which will be locked from the outside. Understanding that congregants will require direction relative to the new the ingress and egress process, a greeter will be 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 as they approach the Chapel and 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 will be provided 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.

### Virtual Attendance of Mass

Since March, Campus Ministry has live streamed on its Facebook page and/or the University's Facebook page daily Mass from the Chapel of the Holy Spirit. This practice shall continue to provide members of the University community an opportunity to celebrate Mass while practicing social distancing if any students are not able to access campus.

### Sunday 7 P.M. Mass

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. Therefore, to provide students the opportunity to grow in their faith during this time of uncertainty and anxiety, additional Sunday evening Masses will be added as necessary to accommodate all students who wish to attend Mass. If some students are learning remotely and not living on campus, the Sunday 7 p.m. Mass will be streamed on the Assumption University Campus Ministry Facebook page.

### Who May Attend Mass

The University endeavors to welcome all who wish to join us in public worship through the Mass. Due to the COVID-19 pandemic and increased measures to promote the health and safety of our campus community, the University must impose restrictions on those who may attend.

## Classes in Session

If face-to-face classes resume amid a residential environment, 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 to Assumption students, faculty, and staff, and to people from off campus, with the exception of the Sunday 7 p.m. Mass, which is limited to students, the Assumption Community, the Campus Ministry staff and the University staff. 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 an online sign-up system (e.g. signupgenius.com). Students are provided first priority for attending Sunday Masses; if students reserve all available seats, non-student participants are limited to the president, the deacon and the director of liturgical music.

## Masses and Other Chapel Liturgies/Prayer Monday through Saturday

From July 13 through the start of the fall 2020 semester, Masses celebrated Monday through Saturday, 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 limited to the Assumptionist community; the Religious of the Assumption community; the Campus Ministry staff (including the FOCUS missionaries); students living on campus; and University staff who are working on campus.

## Classes Not In Session

The Sunday 10 a.m. Mass resumes on July 12, 2020. The Mass is open to the few Assumption students on campus, faculty, and staff, and individuals from off campus. To remain under the maximum decreased occupancy of the Chapel, those who wish to attend Mass at the Chapel must sign-up in advance online. Campus Ministry will provide to Campus Police a list of those individuals permitted on campus for Mass.

Individuals from the external community who wish to attend Mass will go through the same screening process as employees and other guests to campus. They will be asked the below questions; if an individual replies yes to any question, they will be turned away:

- Are you feeling ill?
- Are you exhibiting symptoms of coronavirus?
- Do you live with someone who is ill or exhibiting symptoms?

The temperature of each individual will be taken with an instant infrared thermometer; those with a temperature of 100.4 or greater will not be permitted on campus.

The University will comply with all guidelines as issued by the Diocese of Worcester with regard to public worship.

## Athletics

The University is awaiting a decision by the Northeast-10 with regard athletics during the fall semester. If there is a fall season, the University will finalize a separate set of safety protocols for athletics operations.

## 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.

# 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

# 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 disease caused by a virus that can spread from person to person.
- The disease can be spread by coughing or sneezing.
- Close contact with someone who has COVID-19 can spread the disease.

**How does COVID-19 spread?**

- Close contact with someone who has COVID-19 can spread the disease.
- Close contact includes being within 6 feet of someone who has COVID-19 for a long period of time.
- Close contact also includes being in the same room as someone who has COVID-19 for a long period of time.
- Close contact also includes being in the same household as someone who has COVID-19 for a long period of time.

**How can you prevent the spread of COVID-19?**

- Wash your hands often with soap and water for at least 20 seconds.
- Use hand sanitizer if you don't have access to soap and water.
- Avoid close contact with people who have COVID-19.
- Wear a face mask when you are around people who have COVID-19.
- Stay home if you are sick.
- Don't go to work or school if you are sick.
- Don't go to public places if you are sick.
- Don't go to large gatherings if you are sick.
- Don't go to crowded places if you are sick.
- Don't go to indoor spaces if you are sick.
- Don't go to outdoor spaces if you are sick.
- Don't go to any place if you are sick.

**How can you protect yourself and others?**

- Wash your hands often with soap and water for at least 20 seconds.
- Use hand sanitizer if you don't have access to soap and water.
- Avoid close contact with people who have COVID-19.
- Wear a face mask when you are around people who have COVID-19.
- Stay home if you are sick.
- Don't go to work or school if you are sick.
- Don't go to public places if you are sick.
- Don't go to large gatherings if you are sick.
- Don't go to crowded places if you are sick.
- Don't go to indoor spaces if you are sick.
- Don't go to outdoor spaces if you are sick.
- Don't go to any place if you are sick.

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.**

**Stay 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, or use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth.
- Clean things that are frequently touched (like doorknobs and countertops) with household cleaning spray or wipes.
- 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. Visit [www.mass.gov/fluandRHPages](https://www.mass.gov/fluandRHPages) for more information.

For more, visit [www.mass.gov/2019](https://www.mass.gov/2019).

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

**Stay home if you are sick.**

**Don't go to work or school if you are sick.**

**Don't go to public places if you are sick.**

**Don't go to large gatherings if you are sick.**

**Don't go to crowded places if you are sick.**

**Don't go to indoor spaces if you are sick.**

**Don't go to outdoor spaces if you are sick.**

**Don't go to any place if you are sick.**

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.**

**Don't go to work or school if you are sick.**

**Don't go to public places if you are sick.**

**Don't go to large gatherings if you are sick.**

**Don't go to crowded places if you are sick.**

**Don't go to indoor spaces if you are sick.**

**Don't go to outdoor spaces if you are sick.**

**Don't go to any place if you are sick.**

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.**

**Wash or disinfect things, be careful with hot or cold objects, and not reuse anything.**

**Your mask or face covering should be able to be machine washed and dried.**

**Wash hands for 20 seconds after wearing.**

For more, visit [www.mass.gov/COVID19](https://www.mass.gov/COVID19).

### COVID-19: 10 Tips for At-Home Quarantine or Self-Monitoring

**10 tips that have been shown to prevent or slow the spread of COVID-19:**

1. Stay home and avoid leaving your home.
2. Avoid public places and large gatherings.
3. Avoid close contact with people who are sick.
4. Wash your hands often with soap and water for at least 20 seconds.
5. Use hand sanitizer if you don't have access to soap and water.
6. Avoid touching your eyes, nose and mouth.
7. Clean things that are frequently touched (like doorknobs and countertops) with household cleaning spray or wipes.
8. Cover your mouth when you cough or sneeze. Use a tissue or your elbow, not your hands.
9. Stay home if you are sick and avoid close contact with others.
10. Think about how to take care of yourself and your loved ones. Visit [www.mass.gov/fluandRHPages](https://www.mass.gov/fluandRHPages) for more information.

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.**

**Help is available:** Visit [www.mass.gov/COVID19](https://www.mass.gov/COVID19) or call 2-1-1.

### COVID-19: 10 Tips for At-Home Quarantine or Self-Monitoring

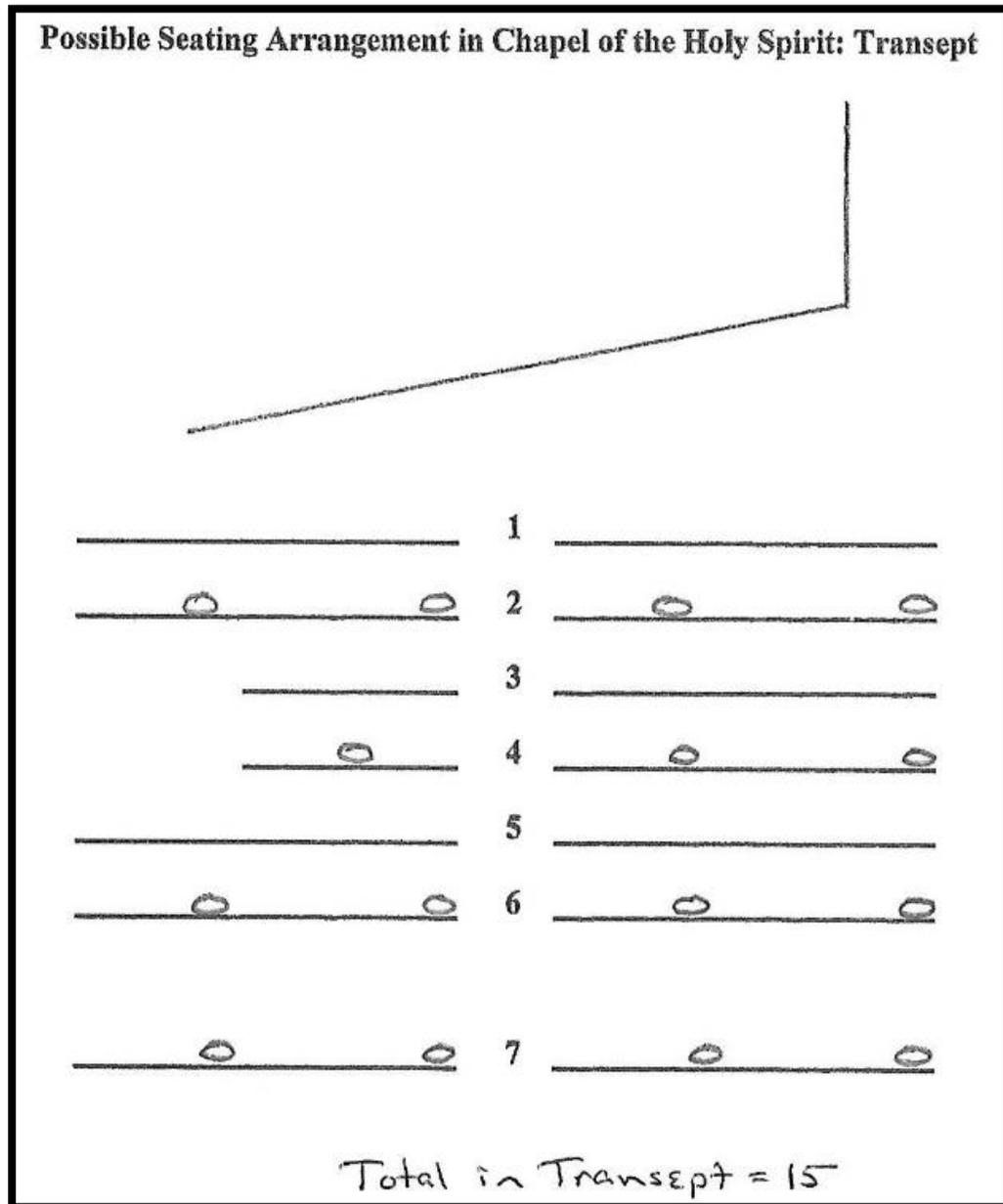
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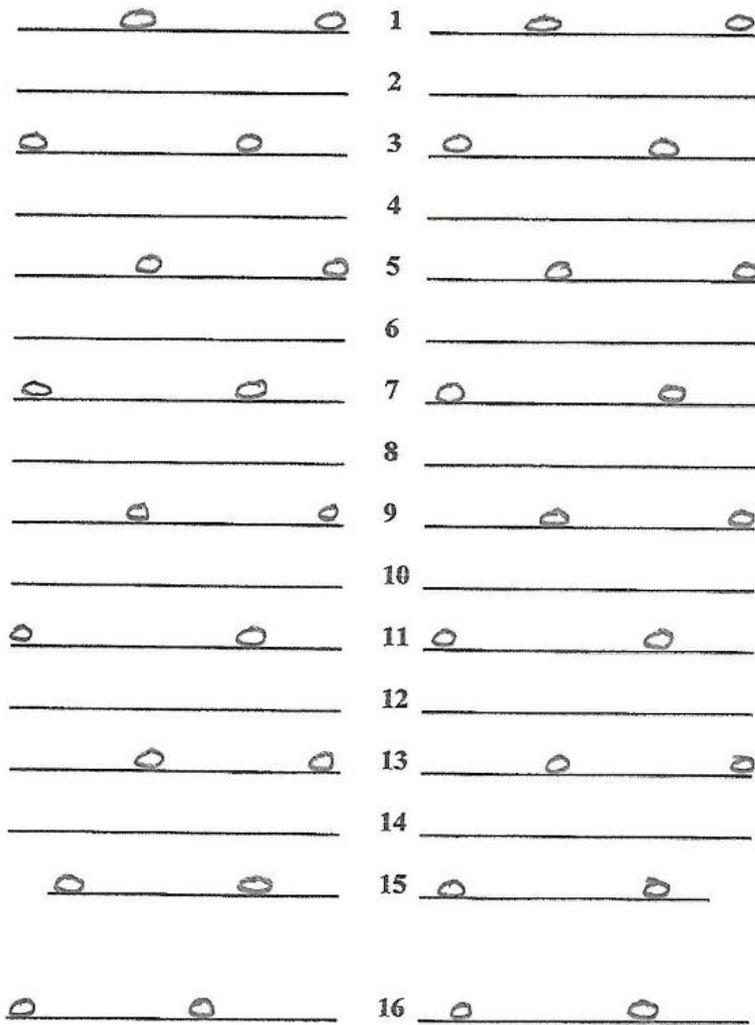
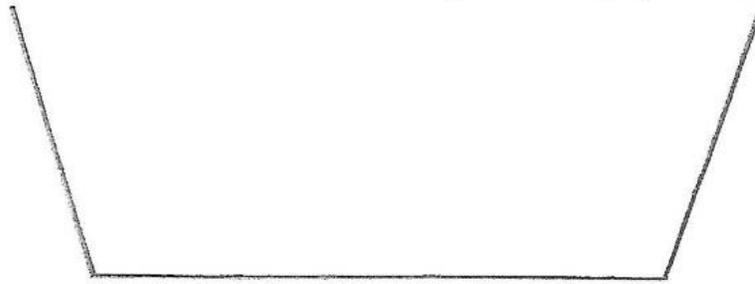
For more information, visit [www.mass.gov/COVID19](https://www.mass.gov/COVID19) or call 2-1-1.

## Appendix B

Following 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.