

University of Providence Emergency Operations Plan (EOP) Title Page

Spring 2021 Update

Chair: Jim Gretch

Committee Members:

Janet Houston, Diane Lund, Frankie Lyons, Brittany Budeski, Dave Gantt, Gaby Hawat, Brad Beffert, Trudi Cole, Nicholas Estrada, Ross Murphy, Jamie Schultz, Kila Shepherd, Twila Croft, Matt Redinger, Doug Hashley, Chet Pietrykowski, and Lynette Savage

Focus: Considerations for reopening UP during the COVID-19 era (2020). This work will evolve as things change within societal, local, state, or national venues.

Common Factors: The University of Providence supports compliance with Centers for Disease Control and Prevention (CDC) regarding cleaning and distancing, the local Cascade City-County Public Health Department (CCHD), and the directives from the Governor's Office in planning precautionary measures to keep students, visitors, employees, and faculty safe during the pandemic season.

Budgetary Considerations: While additional investment will be required all planning should be mindful of our budgetary constraints and be designed to minimize costs. Additional costs are submitted in this proposal as part of the consideration in planning. Funds from FEMA Emergency Disaster Relief or CARES Act funding may be available.

Travel: In all operational areas, policies for all university-sponsored or affiliated travel (essential, non-essential, international, out-of-state, in-state, student, employee, student group, athletic, etc.) will be developed in coordination with Providence St. Joseph Health policies, the Office of the Commissioner of Higher Education and driven by state and federal (CDC, US Department of State) guidelines. In coordination with OCHE and following the guidance of state and federal travel guidelines, all campuses will make recommendations about the personal travel of students and employees.

Table of Contents

Contents

University of Providence Emergency Operations Plan (EOP) Title Page.....	1
Table of Contents	2
Executive Summary	4
Projected Costs Associated with COVID-19 Re-opening UP Campus	5
Overview University of Providence Emergency Operations Planning (EOP) June 2020	7
Campus Safety and Security.....	28
Conducting Business Operations.....	29
IS Recommendations.....	29
Argo Central.....	31
Academic Success Center	32
Renew Wellness Center.....	33
Library.....	34
TRiO	36
STEM Center	38
Writing and Critical Thinking Center	39
Faculty Offices	40
Providence Hall.....	40
Mail Room Operations	42
Conference / Meeting Rooms.....	43
Communication Plan.....	44
Containment and Surveillance Capabilities	45
Coordination with Local Public Health	48
Employee Considerations	49
Events Welcoming Students and Visitors to Campus	52
Instruction and Learning Environments	55
International Travel	59
Key Campus Areas.....	60
Food Services.....	60
Housing	60
Athletics	61
Fitness Center	62
H3 Athletic Training Room (ATR).....	63
Chapel Operations and Worship	64

Maintaining Buildings and Facilities	68
Mental Health	70
Student Health Services (Patient Care).....	71
Student Support Services	72
Supervisor Considerations.....	73
Appendix 1: Examples of CDC Educational Posters	75
Appendix 2: This is what we expect of you as an individual	79

Executive Summary

In preparing this document, the EOP Committee members considered 15 separate key areas to ensure that aspects of safety for our students, employees, faculty, and visitors were addressed for the 2020-2021 academic year. This work will evolve as things change within societal, local, state, or national venues.

Major areas of concern were identified:

1. Safety aspects related to preventing the spread of COVID-19 on the UP Campus
2. Instructional and Learning Environments
3. Costs associated with proposed changes
4. Travel including those of returning students and athletes

Safety aspects included the fundamental considerations for cleaning and disinfecting buildings, classrooms, office, and student residencies. Members consulted with Centers for Disease Control and Prevention (CDC) guidelines, local Cascade City-County Public Health Department (CCHD), and the directives from the Montana Governor's Office in preparing recommendations.

Instructional and Learning Environments had to be addressed to reach a decision about options for course instruction for Fall 2020-Spring 2021 courses. The Provost convened a group of Division Chairs (faculty members), Dean of Arts and Sciences to document recommendations that would best meet the needs of our student population and faculty.

Costs associated with anticipated changes have been documented. This is our best estimation at this time.

Travel plans are on hold until further notice from Providence St. Joseph Health, the Office of the Commissioner of Higher Education and driven by state and federal (CDC, US Department of State) guidelines.

Projected Costs Associated with COVID-19 Re-opening UP Campus

Projected Costs Associated with COVID-19 Re-Opening UP Campus			
Area	Detail		Non- Budgeted Projected Costs
Campus Wide	800	Washable masks	\$8000
	120	Hand sanitizer machines in all classrooms at \$7 each	\$840
	30	Sanitizer soap for inside machines \$262 (plus refills); we are unclear how much we will use at this time.	\$7,884
	50	Boxes vinyl gloves - \$176; we are unclear how much we will use at this time.	\$176
		Sanitizing wipes - \$157/case, 2-month supply; we are unclear how much we will use at this time.	\$1,570
		Reusable Face Shields for Science Labs (need to be in the Lab not in Emily or need sprinklers)	\$1,200
		Athletes – Projected PPE Costs (from Athletics)	\$8,000
Building cleaning and sanitizing utilizing a 360-sanitizing machine (We are investigating options between contracting outside services and purchasing the necessary equipment and operating it with additional manhours.)			
Building cleaning		Sikora Hall common areas (student housing). \$400/month X 4 months (daily)	\$1,600
		Sister Rita in common areas (student housing) \$400/month X 4 months (daily)	\$1,600
		Emilie Hall - (3 bathrooms plus common area, student housing) \$3,600/month X 4 months (daily)	\$14,400
		University Center \$4,200/month X 4 months (excluding any events that would be held) (daily)	\$16,800
		Sullivan Hall \$1706/month X 4 months (daily)	\$6,824
		Wrestling building \$1,120/month X 4 months (daily)	\$4,480
		Argo Hall \$1,525/month common areas & laundry rooms (daily)	\$6,100
		McLaughlin \$9,555/month X 4 months (this has 4 huge bathrooms, weight room, bleachers, and locker rooms) (daily)	\$38,220
		Science building \$ 900/month X 4 months (Labs not included still need more detail) (daily)	\$3,600
		Library \$50/day X 4 months	\$6,400
		Theater and Art (when used, priced is twice a week)	\$4,000

		\$125	
		Providence and Chapel (if providence is used as quarantine then has to be daily) \$100 twice a week	\$3,200
Total			\$134,894

Missing from this estimation are costs associated with anticipated outside events, Camps on campus, athletic events, and cleaning of Food Service areas.

Overview University of Providence Emergency Operations Planning (EOP) June 2020

Chair: Jim Gretch. Committee Members: Janet Houston, Diane Lund, Frankie Lyons, Brittany Budeski, Dave Gantt, Gaby Hawat, Trudi Cole, Nicholas Estrada, Ross Murphy, Jamie Schultz, Brad Beffert, Kila Shepherd, Twila Croft, Matt Redinger, Doug Hashley, Chet Pietrykowski, and Lynette Savage.

Focus: Considerations for reopening UP during the COVID-19 era (May 2020). This work will evolve as things change within societal, local, state, or national venues.

Common Factors: The University of Providence supports compliance with Centers for Disease Control and Prevention (CDC) regarding cleaning and distancing, the local Cascade City-County Public Health Department (CCHD), and the directives from the Governor's Office in planning precautionary measures to keep students, visitors, employees, and faculty safe during the pandemic season.

Budgetary Considerations: While additional investment will be required all planning should be mindful of our budgetary constraints and be designed to minimize costs. Additional costs are submitted in this proposal as part of the consideration in planning. Funds from FEMA Emergency Disaster Relief or CARES Act funding may be available.

Travel: In all operational areas, policies for all university-sponsored or affiliated travel (essential, non-essential, international, out-of-state, in-state, student, employee, student group, athletic, etc.) will be developed in coordination with Providence St. Joseph Health policies, the Office of the Commissioner of Higher Education and driven by state and federal (CDC, US Department of State) guidelines. In coordination with OCHE and following the guidance of state and federal travel guidelines, all campuses will make recommendations about the personal travel of students and employees.

Area of Focus	Description	Process Steps	Responsible Individuals
1. Campus Safety & Security	<p><u>Essential Items:</u></p> <ul style="list-style-type: none">Develop campus safety and security plan that balances public health concerns and precautions with protecting student and campus community safety in accordance with federal guidelines (e.g. Clergy, new Title IX guidelines, etc.).Develop plans and protocols to maintain and protect student and employee privacy in remote, online, and blended operational environments in accordance with federal privacy guidelines (e.g. FERPA, HIPAA, etc.).	<p>Behavioral Intervention Teams (Care Team - Jake Clarke and Twila Croft) will respond to:</p> <ul style="list-style-type: none">Potential increases in campus student and employee concerns in in-person, hybrid, and remote environments.Consider developing a specific communications plan to share all policy and procedure changes with students, employees, and community members.Consider how best to educate and support of off-campus living groups to promote relevant health and safety measures.	Gaby Hawat Ross Murphy

Area of Focus	Description	Process Steps	Responsible Individuals
	<ul style="list-style-type: none"> Establish clear, student-centered guidelines for campus safety staff who engage in enforcement of health and safety protocols. 		
2. Conducting Business Operations	<p><u>Essential Items:</u> Design staffing and facility use plans to mitigate health risks for students and employees during in-person business operations. This may include:</p> <ul style="list-style-type: none"> Redesigned physical spaces and use physical barriers such as plexiglass where feasible. Adjusted staffing schedules and operational hours that allow for more social distancing for staff and students. <p>For student-facing business operations (e.g. financial aid, business services) supplement in-person service with remote delivery options whenever possible, with an emphasis on phone/tablet accessibility.</p>	<ul style="list-style-type: none"> Students: Bring your own device instead of utilizing UP laptops Contactless Solutions for cleaning publicly utilized IT equipment ID cards for Printer use We might be able to disable the option of keying in employee or student identification number (A#). Wipes need to be present because you still have to release the print job by touching the screen. ID cards in cafeteria Move away from desktop phones and to softphones using Skype and Teams to make calls and take calls from computers (we are doing this now from home.) Consider updating office/department websites to make it easier for current and prospective students to understand necessary documentation and processes. 	Brittany Budeski Jamie Schultz Gaby Hawat VP(s) Area Director(s) Physical Plant
3. Containment and Surveillance Capabilities (CDC)	<p><u>Essential Issues:</u> Reducing or minimizing person-to-person spread of disease by separating individuals with disease or at an increased risk for developing disease from individuals at lower risk.</p> <p>Surveillance systems should detect the emergence and spread of infection within the general community and within specific campus populations (working with CCHD).</p>	<p>To include, surveillance, rapid identification of infection with immediate isolation, contact tracing, and quarantine.</p> <ul style="list-style-type: none"> Need two different quarantine areas: one for possible positives with shared bathrooms, one for confirmed positives with private bathrooms (isolation). Need to understand CCHD methods for testing and criteria to get tested. 	Diane Lund Janet Houston Aaron Stucker

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		<ul style="list-style-type: none"> Surveillance contact tracing and testing done in partnership with CCHD. <p>Everyday surveillance for UP:</p> <ul style="list-style-type: none"> Ask relevant symptom and/or exposure questions before they can enter and/or participate. Can be done online or in person. Creates record. Have masks available but can use their own. Lecture component of class be online as much as possible. When this is unavoidable use social distancing guidelines. Entrance and exits clearly marked. Have a list of at-risk students, staff, and faculty easily accessible but not public (housed with Health Services, Student Services?) Education. Training videos on how to identify symptoms, for example. Consider greater tracking of classroom attendance and/or seating arrangements to assist public health authorities in contact tracing in the event of exposure. <p>Meetings & Events</p> <ul style="list-style-type: none"> Should be held with distant solutions such as Teams and Skype and in accordance to personal space restrictions. Ex. Up to 50 people in a meeting space as long as a safe distance of 6-feet apart can be maintained, all others must attend by distance means. <p>Community Computers</p> <ul style="list-style-type: none"> Library computers and workspaces will need to be 6- 	

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		<p>feet apart and cleaned before and after each use.</p> <ul style="list-style-type: none"> • 24/7 should be move to personal laptops only and social distancing should be ensured. • Courtyard Room – half of the computers should be removed to ensure social distancing and if the room is used the computers and workspaces should be wiped down before and after use. • Computer Science Lab – all the same as above. Computers should be removed to ensure social distancing, and everything needs to be wiped down before and after use. 	
4. Communication Plan (Elements of Effective Messaging and Communication)	<p><u>Essential Items:</u> Campuses will develop communications plans that effectively and quickly share new policies, schedules, health and safety standards, and other information with students, employees, and communities.</p>	<p>Most or all universities have experience in crisis communications, and the basics of the approach will serve them well as they communicate about partial or full reopening in the face of the COVID-19 crisis. Effective crisis messaging:</p> <ul style="list-style-type: none"> • Has unified content. • Is consistent and reflects brand identity. • Addresses the intended audiences' needs and (if appropriate) is delivered in multiple languages. • Is appropriate in tone to the urgency of the communication. Calmness, confidence, and compassion should be evident in the message. • Is timely, transparent, and clear. • Is updated frequently and dated to reflect this timing. 	<p>Brittany Budeski Kylie Carranza</p>

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		<ul style="list-style-type: none"> • Resides on a single, easily accessible landing page on the institution's website. • Is delivered through multiple platforms (website, social media, email, etc.). • References additional resources (e.g., website, hot lines, FAQs for additional information) is assessed and adjusted, as necessary. • While there are many issues to consider for communication pieces, it can be helpful to address the basics of "Who, What, When, Where, Why, and How." 	
5. Coordination with Local Public Health Officials	<u>Essential Items:</u> <ul style="list-style-type: none"> • UP will work to support the monitoring, testing, and tracing efforts as well as quarantine and isolation protocols advised by their local and state public health authorities. UP will collaborate, share information, and review their plans for repopulating campus with local health officials to develop and coordinate mitigation strategies for campuses students and employees and communities. 	<ul style="list-style-type: none"> • Develop a general overview of COVID-19 including infection prevention and control measures (hand hygiene, respiratory etiquette, physical distancing, cleaning, and disinfection), signs and symptoms, testing, transmission, and credible resources. • Campus-specific policies and practices regarding infection prevention and control, campus health and safety resources, use of PPE including masks/face coverings, and actions if sick. • In accordance with the Covid-19 webpage on the Cascade City-County Health Department website: (http://www.cchdmt.org/covid19/ anyone experiencing symptoms or is worried about having contracted Covid-19 is directed to reach out to one of our community medical partners. Call first. <ul style="list-style-type: none"> • Alluvion – 406-454-6973 	Frankie Lyons Ross Murphy

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		<ul style="list-style-type: none"> • Benefis – 406-455-2500 • Great Falls Clinic 406-454-7275 • CCHD – 406-454-6950 <p>Alluvion Health offers a drive-thru COVID-19 testing clinic. Please call 406-791-7929 to be screened for drive-thru testing.</p> <p>What to Do If You Are Sick:</p> <ul style="list-style-type: none"> • Stay home except to get medical care. • Separate yourself from other people. • Monitor your symptoms. • Call ahead before visiting your doctor. • If you are sick wear a cloth covering over your nose and mouth. • Cover you coughs and sneezes. • Clean your hands often. • Avoid sharing personal household items. • Clean all “high-touch” surfaces every day. 	
6. Employee Considerations	<p><u>Essential Items:</u></p> <ul style="list-style-type: none"> • Avoid office gatherings, break rooms, and unnecessary visitors in the workplace. • Monitor for presence of COVID-19 symptoms (seehttps://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html). • Stay home (or leave the workplace) and notify the supervisor if symptoms develop. • Wear masks or face coverings in all public spaces and spaces used by multiple people. 	<ul style="list-style-type: none"> • The current ban on travel is extended until further notice. • Meetings must be conducted electronically, even when working on campus. • If meetings cannot be conducted virtually, keep participation to fewer than 50 participants or room capacity ensuring appropriate physical distancing and wearing of masks or face coverings. • PPE dispersal and disposal sites must be established at all building entrance sites. • Procure sufficient disinfectant products and cleaning supplies so employees can 	Trudi Cole Kila Shepherd

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	<ul style="list-style-type: none"> Know where to find local information on COVID-19 and local trends of COVID-19 cases. 	<p>frequently clean their own workspaces.</p> <p>Training for all employees should offer the following minimum content:</p> <ul style="list-style-type: none"> A general overview of COVID-19 including infection prevention and control measures (hand hygiene, respiratory etiquette, physical distancing, cleaning, and disinfection), signs and symptoms, testing, transmission, and credible resources. Campus-specific policies and practices regarding infection prevention and control, campus health and safety resources, use of PPE including masks/face coverings, and actions if sick. Symptom testing must occur before each shift at all locations/work sites/offices. (Symptom testing: Check for symptoms: including but not limited to asking the employee if they have been running a fever, coughing, or sneezing). This will require purchasing of supplies, training for testers, identification of testing sites with appropriate social distancing markers, and reporting processes to HR. Adjusting of shifts times should occur to limit the number of employees starting at the same time. Develop processes to identify positions for phased return of employees to no more than 33% of the workforce at a time, staggering every 2 to 4 weeks for full return. 	

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		<ul style="list-style-type: none"> • Numbers of employees in each phase is dependent upon availability of PPE, support for increased environmental cleaning, and availability of employee health care. • Working remotely must continue for employees who are considered “Vulnerable Individuals” per the Governor’s orders. Continued remote work for all other individual should be encouraged to the extent possible. • Positions should be identified which can remain as either full-time, part-time, or seasonally remote work. • These positions should then be further identified as “optional” (with the consent of the employee), or “required”. • Flexible office space, which allows for the reservation of the room/office (like conference rooms) should be developed for employees who work remotely and are likely to continue. • Alternate or alternating shift should be established wherever possible to limit the number of employees in an area at the same time. • Posters for appropriate prevention strategies and social distancing markers should be placed in all common areas. • Common areas and restrooms should be marked indicating the maximum number of occupants at one time. 	

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7. Events & Welcoming Students and Visitors to Campus	<u>Essential Items:</u> <ul style="list-style-type: none"> For all events, develop occupancy limits and seating charts that follow local and state guidelines on event size and allow for social distancing at all events. For all venues eligible for event hosting, establish rules for traffic flow and congregational spaces (e.g. bathrooms, concession areas) that minimize risk of disease transmission while still meeting accessibility requirements. For all venues and for each event, establish a pre-event, intra-event, and post-event cleaning plan based on local public health and CDC guidelines. Ensure that event scheduling allows for appropriate cleaning to take place between the conclusion of one event and the beginning of another. For all major, high-occupancy events (e.g. Commencement, Homecoming) develop a plan that considers: <ul style="list-style-type: none"> Moving events to Summer/Fall 2021 or later. Breaking up singular event instances into multiple, smaller instances of that event. Avoiding overlapping events that place stress on campus staffing, cleaning resources, and ability to maintain social distancing. 	For “welcome to campus” events (e.g. orientation, move-in day), develop a plan that considers: <ul style="list-style-type: none"> Staggering arrival / move-in days and times to allow for smaller groups and lighter traffic flow. Breaking up larger orientation events into multiple smaller events. Allowing students to complete some items on their “welcome to campus” checklist virtually in order to reduce crowding on campus. Account for any relevant quarantine and health check requirements when welcoming students and/or visitors to campus from outside Montana. Establish decision criteria for hosting (or not hosting) non-college /university events. Require all off-campus organizations scheduling non-college/university events on campus to agree to updated terms and conditions requiring campus sanitation protocols. Encourage off-campus organizations to reschedule events to Summer/Fall 2021 or later. Design in-person campus tours to include smaller groups that meet social distancing guidelines and restrictions on gathering size. Whenever possible organizers will be asked to consider moving larger events outside. 	Dave Gantt Nicolas Estrada Carol Hammer Jake Clark Kelsey Anderson Doug Hashley
8. Instruction and Learning Environments	<u>Essential Items:</u> Proactive communication needs to be a top priority, so faculty and	<ul style="list-style-type: none"> Students, faculty, and staff who are at increased risk due to health conditions, as well 	Jim Gretch Matt Redinger

Area of Focus	Description	Process Steps	Responsible Individuals
	<p>staff are not caught flat-footed, with special attention paid to “pinch points” from spring 2020, particularly courses with academic outcomes that are difficult to measure or achieved virtually, particularly laboratory, clinical experiences, and student teaching.</p> <p>Planning should also take into consideration: health risks at destination/learning site, compatible approaches by external partners, size of learning group, equipment needs, health risks associated with required transportation, and extent to which the experience is essential (for accreditation, or other reasons) to the students’ program of study.</p> <ul style="list-style-type: none"> • While the default is for F2F education with appropriate health-related protocols, faculty and staff should plan to implement a hybrid mode of instruction for the foreseeable future. (Without the benefit of extensive analysis,) HyFlex options, hybrid/4-day weeks, and 8-week course schedules should all be considered. All would provide maximum flexibility for the “toggle” in case of a rebound in local infection rates, necessitating expanded physical distancing, planning for students in quarantine or isolation, and students and staff who cannot physically return to campus. • Specific considerations should include numbers of people in classrooms, class length, traffic flow, face 	<p>as the nature of certain courses including include health professional students and students engaged in out-of-classroom or community-based instruction.</p> <ul style="list-style-type: none"> • Wherever possible, faculty should consider simulation experiences to create clinical scenarios for all students, particularly those in health professions, to practice technical, diagnostic, and exam skills. • University must take into consideration identifying resources for students with learning disabilities or technical or physiological difficulties with remote learning platforms. • Staff and faculty must consider impacts on federal and state compliance requirements (accessibility, financial aid, Veteran’s services, etc.) resulting from alterations to instruction models and/or physical learning spaces and identify how compliance requirements in each area will be met. • Consider incentives that promote faculty engagement in training / professional development activities (note: consult with campus HR regarding faculty work during “off contract” periods). • Consider an “instructional equity” plan that accounts for equity gaps that may be exacerbated by increased reliance on instructional technology. • Consider targeted mental health and wellness plans for faculty, instructional staff, and students who may seek 	

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	<p>coverings, physical distancing, cough/sneeze etiquette, hand hygiene</p> <ul style="list-style-type: none"> • For F2F courses, planning should include strict limits on numbers of attendees to facilitate physical distancing. • Across the board, UP must encourage faculty-student communication regarding health status and any changes in their ability to complete coursework and academic responsibilities. • For long-term viability of F2F options, UP must plan for student and faculty symptom checks, and close monitoring and tracking of in-person attendance and seating arrangements to facilitate contact tracing in the event of an exposure, provision of hand sanitizer and enhanced cleaning and adequate PPE. • Faculty must adopt attendance and excuse policies that acknowledge and support students who become ill without creating barriers and without requiring unnecessary visits to health facilities for documentation of illness. • Establish classroom occupancy, traffic flow, and course scheduling plan that minimizes health risks associated with in-person instruction. • Where possible, work with faculty to develop flexible instructional plans that leverage instructional technology, encourage blended delivery, and encourage smaller groups for in-person class meetings. 	<p>support in adjusting to new campus rhythms under COVID-19.</p> <ul style="list-style-type: none"> • Consider any community health risks and community engagement benefits of delivering in-person Lifelong Learning and community outreach programming. <p>Things to consider:</p> <ul style="list-style-type: none"> • Establish classroom occupancy, traffic flow, and course scheduling plan that minimizes health risks associated with in-person instruction. • Where possible, work with faculty to develop flexible instructional plans that leverage instructional technology, encourage blended delivery, and encourage smaller groups for in-person class meetings. • Work with faculty to develop a plan for quickly transitioning to remote delivery during the semester should conditions warrant. • Provide training and resources to help faculty • maximize usage of learning technologies and • blended course delivery. • Establish tools and practices to assess student learning in remote, blended, or other formats. • Whenever possible faculty will be asked to consider moving larger events outside. <p>To the greatest extent possible:</p> <ul style="list-style-type: none"> • Account for impacts on federal and state compliance requirements (accessibility, financial aid, Veteran's services, etc.) resulting from 	

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	<ul style="list-style-type: none"> • Work with faculty to develop a plan for quickly transitioning to remote delivery during the semester should conditions warrant. • Provide training and resources to help faculty maximize usage of learning technologies and blended course delivery. • Establish tools and practices to assess student learning in remote, blended, or other formats. 	<p>alterations to instruction models and/or physical learning spaces and identify how compliance requirements in each area will be met.</p> <p>Make decisions about experiential learning (e.g. internships, clinical work, student teaching in K-12 settings, education abroad, etc.) based on an assessment of:</p> <ul style="list-style-type: none"> • health risks at destination/learning site, compatible approaches by external partners, • size of learning group, equipment needs, • health risks associated with required transportation, • extent to which the experience is essential (for accreditation, or other reasons) to the students' program of study. 	
9. International Travel	<p><u>Essential Items:</u> Currently, guidelines regarding international travel are very simple: Avoid all nonessential travel globally. This is detailed in the U.S. State Department's Level 4 Global Do Not Travel Advisory (https://travel.state.gov/content/travel.html) and the CDC Level 3 Global Travel Health Notice to avoid all nonessential travel (https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html).</p> <ul style="list-style-type: none"> • In all operational areas, policies for all university-sponsored or affiliated travel (essential, non-essential, international, out-of-state, in-state, student, employee, student group, athletic, etc.) will be developed in coordination with the Office of the Commissioner of Higher 	<ul style="list-style-type: none"> • Currently there is a ban on travel until further notice from PSJH. • Projected Spring Mission trip(s) will be staying within Montana. 	Katrina Stark Brittany Budeski Nicolas Estrada

Area of Focus	Description	Process Steps	Responsible Individuals
	<p>Education and driven by state and federal (CDC, US Department of State) guidelines. In coordination with OCHE and following the guidance of state and federal travel guidelines, all campuses will make recommendations about the personal travel of students and employees.</p>		
<p>10. Key Campus Areas (Athletics, Housing, Food Services, Chapel and Worship, Recreational Programs, Facilities, and Club Intramural Sports)</p>	<p><u>Essential Items:</u> Food Services: Establish hours of operation that allow for facility occupancy that meets social distancing guidelines and allows proper cleaning and sanitation. Specific approaches should draw from established CDC (https://www.cdc.gov/coronavirus/2019-ncov/community) and ACHA (https://www.acha.org/COVID-19) guidelines.</p> <p>Travel:</p> <ul style="list-style-type: none"> • PSJH has placed a ban on travel until further notice. <p>Housing: Students congregate, study, and socialize in these on-campus residential settings. Students often reside with two or more individuals per living space, with roommates from different parts of the country and world. In such settings, there will frequently be a mixture of individuals from low COVID-19 transmission areas and high-transmission areas living in a single space.</p>	<p><u>Food Services:</u></p> <ul style="list-style-type: none"> • Require all dining facility staff to wear face masks and gloves while working and interacting with the public. • Plan to limit the number of individuals dining in a single facility at one time. The number should be chosen with the goal to achieve appropriate physical distancing of diners and once the target capacity is reached an additional individual should only be allowed entry when another leaves. • Eliminate buffet-style, self-serve food and beverage stations and replace with staff served meal stations. • Develop traffic flow patterns and seating arrangements for each venue that allow for social distancing and discourage unnecessary congregating. Physically spaced (6-foot) floor markers should be used for waiting lines outside and inside the facility and inside the facility there should be an appropriately limited number of tables and chairs per table. • Promote more pre-order, curbside pick-up, delivery, and “grab-and-go” food service options. 	<p>Dave Gantt Carol Hammer Doug Hashley Kelsey Anderson Jake Clark Nicolas Estrada Brad Beffert</p>

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		<ul style="list-style-type: none"> • Arrange for food delivery to students in isolation or quarantine. <p><u>Housing</u></p> <ul style="list-style-type: none"> • Single resident per room and ideally per bathroom (if possible). This may be feasible only if the college/university has a limited number of students on campus for in-person instruction. When shared bathrooms are used, define the type and frequency of cleaning. • Requirement of personal face coverings in common areas. • Frequent reminders of proper hand hygiene (verbally, posters, videos) with hand sanitizer widely available in common areas and rooms. • Enhanced cleaning in all common areas and high-touch surfaces, consistent with enhanced cleaning practices of other non-residential areas such as academic buildings. Custodial workers should be provided appropriate PPE and training consistent with their duties. See CDC guidelines for cleaning and disinfecting facilities (available at https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html). • Widely shared/posted information in common areas about COVID-19 prevention. CDC provides communications resources such as posters, videos, and more at 	

Area of Focus	Description	Process Steps	Responsible Individuals
		<p>https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html. Posted information should be updated as appropriate or with significant changes.</p> <ul style="list-style-type: none"> • Training on public health measures and signs/symptoms of COVID-19 for all live-in professionals, graduate hall directors, residence advisors (RA), and others in similar roles. • Restrictions on events and social activities as per current physical distancing guidance. Reconfiguring seating in common areas to ensure proper physical distancing. Establish allowable occupancy and develop plans to monitor and enforce. • Restrictions on building access by non-residents, including outside guests, non-residential staff, and others. These restrictions may not apply to some people, such as personal care attendants for students with disabilities. <p><u>Isolation vs Quarantine</u></p> <ul style="list-style-type: none"> • A protocol should be made available to all individuals involved in the management of isolation spaces and its procedures. • The isolation vs quarantine rooms should be physically separated from other residential student rooms. • The rooms should have private bathroom facilities and be stocked with a thermometer, sanitizing wipes, tissues, soap, hand sanitizer, and toiletries. 	

Area of Focus	Description	Process Steps	Responsible Individuals
		<ul style="list-style-type: none"> Spaces should be labeled externally with appropriate signage that states restricted access (e.g., “Private Quarters” or “Authorized Personnel Only”) but does not state the reason for the restricted access due to concerns about potential for stigma and FERPA/HIPAA violations. Any signage decisions should be reviewed with college/university general counsel. Minimally, a select group of individuals within housing/residence life, campus safety, and facilities 	
		<p><u>Athletics</u> Fitness Center and Athletic Training Resources</p> <ul style="list-style-type: none"> Dealing with athletes returning to campus in need of continued physical training as part of their educational process. 	
11. Maintaining Buildings and Facilities	<p><u>Essential Items:</u></p> <ul style="list-style-type: none"> Develop a building/facilities usage and staffing plan that ensures adequate cleaning and sanitation, with particular attention to all high traffic areas, common areas, and restroom facilities and develop tracking process for cleanings. Develop a plan for placement and monitoring (refilling of sanitizers, etc.) of materials that promote healthy hygiene practices. Establish, as applicable, clearly communicated guidelines if there are any changes to building hours of operation or general accessibility. 	<ul style="list-style-type: none"> Consider enhanced swipe/access technology to improve control over building traffic and to monitor access to buildings. Consider alternative egress/ingress patterns to minimize congregation in high traffic areas. Describe the details involved in cleaning process between classes held on-campus. Condense the use of buildings on campus Acknowledge and track the cost of maintaining clean environment if the campus is open to students in the Spring 2021. Describe the cleaning for housing, common areas, and laundry areas. 	Chet Pietrykowski Gaby Hawat Chris Olyear

Area of Focus	Description	Process Steps	Responsible Individuals
	<p>Develop a plan for visible signage that:</p> <ul style="list-style-type: none"> • Promotes social distancing and healthy. • Hygiene practices. • Clearly indicates desired traffic flow. <p>Develop a communication plan that:</p> <ul style="list-style-type: none"> • Allows for timely reaction to specific cleaning needs and any needed changes to scheduling or rescheduling of space after a positive case is discovered. 	<ul style="list-style-type: none"> • Costs and number of employees needed to maintaining cleaning needs to be determined. 	
12. Mental Health	<p><u>Essential Items:</u></p> <ul style="list-style-type: none"> • Counseling services • Implementing Teletherapy for students and employees both online and in person. • Ensure that there are multiple forms of communications about services that are available. 	<ul style="list-style-type: none"> • Refer the services on campus and through Providence employees. • Consider targeted mental health and wellness plans for faculty, instructional staff, and students who may seek support in adjusting to new campus rhythms under COVID-19. • Develop formal Communication Plan to ensure regular communication including message, audience, and method. 	<p>Twila Croft Kila Shepherd Trudi Cole Renew Counseling</p>
13. Student Health Services Patient Care Considerations	<p><u>Essential Items:</u></p> <ul style="list-style-type: none"> • Advise patients to make online appointments or call before seeing the NP or provider visits. • Continue to utilize telemedicine visits and provide students with options for telemedicine or telephone consults when appropriate. In particular, students with conditions placing them at higher risk for complications from COVID-19 should be encouraged to seek care via telemedicine. 	<p>If anyone is showing any of these signs, seek emergency medical care immediately:</p> <ul style="list-style-type: none"> • Trouble breathing • Persistent pain or pressure in the chest • New confusion • Inability to wake or stay awake • Bluish lips or face <p>Campus resident students displaying any of the following symptoms:</p> <ul style="list-style-type: none"> • Cough • Shortness of breath or difficulty breathing 	<p>Dave Gantt Frankie Lyons Brad Beffert</p>

Area of Focus	Description	Process Steps	Responsible Individuals
	<ul style="list-style-type: none"> • Develop an online or telephone process for patient check-in, if possible. • Update triage protocols incorporating telehealth options. • Update screening forms to include chills, repeated shaking with chills, muscle pain, headache, sore throat, anosmia, dysgeusia, and any other COVID-19 symptoms. • Screen all students and staff for respiratory symptoms and check temperature (ideally with infrared or laser devices) before entering the clinic. 	<ul style="list-style-type: none"> • Fever of > 100.4 • Chills • New sinus congestion or runny nose • Unexplained muscle pain • Headache • Sore throat • Fatigue • New loss of taste or smell • Nausea, vomiting, and/or diarrhea <p>should remain or return to their room, self-isolate, and contact their Resident Assistant (RA) and/or the campus Nurse (during office hours) for further instructions.</p> <p>Students living in Great Falls or the surrounding area, should return home and contact their personal healthcare provider.</p> <p><u>What to Do If You Are Sick:</u></p> <ul style="list-style-type: none"> • Stay home except to get medical care. Separate yourself from other people. • Monitor your symptoms. • Call ahead before visiting your doctor. • If you are sick wear a cloth covering over your nose and mouth. • Cover you coughs and sneezes. • Clean your hands often. • Avoid sharing personal household items. Clean all “high-touch” surfaces every day 	
14. Student Support Services	<p><u>Essential Items:</u></p> <ul style="list-style-type: none"> • Where possible, plan to supplement delivery of in-person student support services (SSS) and student conduct management with alternative delivery strategies. 	<ul style="list-style-type: none"> • Proactive communication with students and their faculty advisors should be first priority. Communication to include planning for provision of student support services (SSS) in response to late- 	<p>Twila Croft Greg Madson Matt Redinger</p>

Area of Focus	Description	Process Steps	Responsible Individuals
	<p>Default should be in-person but must be informed by survey of students' preferences.</p> <ul style="list-style-type: none"> • In preparation for expanded use of online SSS, training for staff should be planned. • If in-person, then services must be provided in compliance with public health directives to insure health and safety of employees and students. Facilities, schedules, traffic flows, supplemental shields (desk plexiglass panels?) should be considered. • For future planning purposes, assessment of the effectiveness of SSS, regardless of modes of delivery but focused on online SSS, should be conducted. 	<p>developing health directives from state and local public health professionals. Students should be surveyed to determine preferences for modes of SSS delivery.</p> <ul style="list-style-type: none"> • Default should include communications on how in-person SSS will be provided by ASC, in collaboration with faculty advisors. • Alternate plans should be developed for providing SSS online as necessary, or as preferred, depending upon the students' choice. • International Staff should plan for how in-person SSS can be provided in compliance with public health guidelines on social distancing and hygiene. • Wherever necessary, IS and Registrar's office should be looped in to assure students that the planning being done will keep them on-track, and that tech support is available to them. 	
15. Supervisor Considerations	<p><u>Essential Items:</u> Supervisors should be given the following instructions for protecting the health of their employees and reducing transmission:</p> <ul style="list-style-type: none"> • Conduct meetings electronically, even when working on campus. If meetings cannot be conducted virtually, keep participation to fewer than 50 participants and enforce appropriate physical distancing and wearing of masks or face coverings. • Encourage those with increased risk of severe illness or over the age of 65 to continue working remotely 	<p>HR will send out to each manager a copy of prevention strategies will be posted within 30 days after returning to campus.</p> <p>Post and promote prevention strategies:</p> <ul style="list-style-type: none"> • Wash hands frequently. • Maintain physical distance: stay 6 feet apart at all times. • Know the signs and symptoms of COVID-19 and what to do if symptomatic: • Stay home when you are sick (or leave work immediately) and notify your supervisor. • Call your health care provider's office in advance of a visit. 	<p>Kila Shepherd Gaby Hawat Chet Pietrykowski</p>

Area of Focus	Description	Process Steps	Responsible Individuals
	<p>and avoid gatherings of greater than 50 or other situations of potential exposures, including travel.</p> <ul style="list-style-type: none"> Consider phased return of employees to no more than 30% of the workforce at a time, staggering every 2– 4 weeks for full return. Depending on the size and needs of the workforce, the percentage may vary. Numbers of employees are also dependent upon availability of PPE, support for increased environmental cleaning, and availability of employee health care. Stagger shifts to reduce the number of people in the workplace at the same time. Gauge employee willingness to volunteer to be the first to return and prioritize those with the greatest ability/desire to return, while paying attention to individual risk factors. Allow those who can work effectively from home to be the last to return and/or delay their return to the campus. Encourage single occupancy in work rooms. Procure sufficient disinfectant products and cleaning supplies so employees can frequently clean their own workspaces. Considerations for Reopening Institutions of Higher Education in the COVID-19 Era / page 4 Ensure that housekeeping is provided PPE and guidelines on appropriate techniques (as per CDC guidelines) for 	<ul style="list-style-type: none"> Limit movement in the community and wear a face covering in public. Call your health care provider for instructions regarding return to work <p>Developing campus wide communications plan</p> <ul style="list-style-type: none"> Utilize train-the-trainer in terms of education for the appropriate personnel Ordering PPE need to occur sooner than later <p>See #6 Employee Considerations</p>	

Area of Focus	Description	Process Steps	Responsible Individuals
	cleaning and disinfecting common, non-clinical spaces.		

References

American College Health Association [ACHA] (2020). *Considerations for reopening institutions of higher education in the COVID-19 era.*

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City-County Health Department (2020). *COVID-19 Update and Guidance site.*

<http://www.cchdmt.org/covid19/>

Montana University System [MUS] (2020). *Planning guidelines for Montana University System campuses: Healthy Fall 2020 Task Force.*

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Campus Safety and Security

Campus Safety & Security Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
Containment and Surveillance Topics	See Containment and Surveillance Topics for steps for hygiene and personal preventative measures.	Costs for Security include masks, gloves, hand sanitizer.
Contact with Students	Follow University Guidelines	
Contact with Staff/Faculty	Follow University Guidelines	
Contact with Public	Follow University Guidelines	
Employees who choose to not follow the above standards will be asked to leave the campus until they can comply with these standards. Employees refusing to comply or depart campus may be escorted off campus by Security staff.	Coordination and communication with Security from other area supervisors. Coordination with HR	
Development of an entry/exit plan for each building based on usage and occupancy.	Define a primary entry Security develops a plan of unlocking to comply with above plan Signage and communication to campus	Costs include: Printing of signage
If an employee or student of the University tests positive for the COVID-19 virus, the campus will be alerted by the Emergency Notification System. The alert will be sanitized of all personal information and will provide information on the virus, symptoms, and where campus community members can seek a test for themselves if they are identified as having been in contact with a confirmed case.	Coordination between Security, Health Services, HR, and the local health authorities (CCHD, 454-6950). CCHD will collaborate with the University to contact anyone identified as a close contact to a case and recommend testing to those individuals at local testing sites.	
Contact Tracing efforts	Use of technologies already in place to enhance tracing of potentially infected student/staff.	
Hours of Operation	Security will continue to provide for 24/7 coverage. Security will continue to conduct patrols as per Post Orders.	

Conducting Business Operations

Conducting Business Ops Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
IS Recommendations		
Laptop Use (Employees)	<ol style="list-style-type: none"> 1. If an employee has a laptop it is recommended, they bring it when and where possible. 2. If the employee does not have a laptop, any computer used should be wiped down before and after each use. 	<ul style="list-style-type: none"> • We currently have a limited number of laptops. If we decide we need more, they are about \$1000 each under the current lease. • The availability of sanitizer and wipes could be an issue and will be an additional cost.
Laptop Use (Students)	<ol style="list-style-type: none"> 1. Students in quarantine should be provided laptops where necessary. HP Revolves can be used for this purpose. 2. Upon request an HP Revolve will be configured for student use. 	<ul style="list-style-type: none"> • If we run out of HP Revolves, we will need to use alternative laptops. We currently have older laptops being use by staff and faculty that would be preferred for student use but would need to be replaced with Dells at the cost of \$1000 each under our current lease. • The used laptops would need to be thoroughly cleaned before and after each use.
Public Devices (e.g. Argo Central entryway computers.)	<ol style="list-style-type: none"> 1. To be found in other areas of the document. All public area devices need to have sanitizer and wipes to be used before and after each use. 2. Masks <i>should</i> be provided. Gloves <i>could</i> be provided. 	<ul style="list-style-type: none"> • Costs related to PPE.

Conducting Business Ops Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
<p>ID Cards for Printer Use</p> <p>(The same ID cards are used for the printers and the cafeteria.)</p>	<ol style="list-style-type: none"> 1. All Staff, Faculty, and Students will need to be issued ID badges upon first visit to campus. 2. Badges are provided by Security in the Security Office. 3. IS will disable the use of the A# to log into printers to ensure ID badges are used. 	<ul style="list-style-type: none"> • There should be no extra cost related to badges unless we run out of new badges. Badges previous cost was \$37.50 each. • Social distancing will need to be managed so there is not a long line waiting for badges at the Security Office. <p>Other users of the printers without badges would not be able to log into the printers without the A#.</p>
<p>ID Cards for Cafeteria Use</p> <p>(The same ID cards are used for the printers and the cafeteria.)</p>	<ol style="list-style-type: none"> 1. As above, all Staff, Faculty, and Students will need to be issued ID badges. 2. Badges are provided by Security in the Security Office. 	<ul style="list-style-type: none"> • There should be no extra cost related to badges unless we run out of new badges. • Social distancing will need to be managed so there is not a long line waiting for badges at the Security Office.
<p>Desktop Phone Removal</p> <p>(This will save us future costs of phone replacements.)</p> <p>Definition: Softphones-using Skype for Business or Teams to place and take calls. This is how everyone is taking calls during COVID19.</p>	<ol style="list-style-type: none"> 1. Each employee would need to be evaluated for the need of a desktop phone. In some cases, phone can remain. 2. IS would evaluate the need with the end user /Manager. 3. Upon determination that the end user can use the softphone as everyone has during the shelter in place the desktop phone would be removed by IS. 4. The softphone would be confirmed to be working on the end user's computer. 5. IS would provide the end user with a wired headset and mic. 	<ul style="list-style-type: none"> • The cost of headsets. \$20 - \$50 each according to availability. • If the end user prefers a wireless headset it would be up to the department to provide the budget funds.
<p>Website and SharePoint EOP Updates</p>	<ol style="list-style-type: none"> 1. Create a group, if one does not already exist, to vet EOP related website and SharePoint updates as they pertain to these processes and our campus. 	<ul style="list-style-type: none"> • This group would have oversight of the EOP content only.

Conducting Business Ops Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
	<p>2. Upon approval of documents and processes to be included, the content can be upload to one or both areas.</p> <p>3. A specific website and SharePoint site will need to be created to house this information.</p>	<ul style="list-style-type: none"> There is no cost outside of employee time. <p>This may not be able to be built out until after furlough.</p>
Argo Central	1. Doors will be labeled with clear entry point and exit points	
	2. Staff will wear masks while outside of individual spaces. While working within individual office spaces, mask is optional. Any time access to a shared space is accessed, mask will be worn, and area will be wiped down after use. Example areas include copy room, file room, conference room.	
	3. Staff will not meet with anyone else within office space. For the needs of meeting with any other individual, the conference room space and small desk spaces will be used to ensure the 6-foot spacing. After each use, area will be wiped down by Argo Central Staff.	
	4. Dedicated staff will wipe down all touched surfaces every hour. These areas of high touch include doors, light switches, desks, armchairs, copy machine, etc.	disinfecting wipes
	5. The staff capacity within the area will be no more than 10 individuals on any given workday. This will be accomplished by staggered work schedules and remote work opportunities.	
	6. ID cards will be used to log on to copy machine to minimize touch to the shared space.	
	7. Should guests come to Argo Central, front line will ensure that the visitor is aware of our practices within the area and will offer a mask to the guest. All Argo Central staff will wear masks while meeting with any visitor to the area and will meet in designated meeting spaces (as listed above).	masks for guests
	8. Shared space of Argo Central Break Room, will be used only to store food, to access toiletries and dishware, but will not be used for congregation.	

<p>Academic Success Center</p>	<ol style="list-style-type: none"> 1. The ASC staff will meet students in their offices, limiting to one person at a time. 2. ASC Staff will wear masks while outside their offices. While working within individual office spaces, mask is optional. Any time access to a shared space is accessed, mask will be worn, and area will be wiped down after use. Example areas include break room, waiting area, and rest rooms. 3. If ASC staff is not in a meeting with a student and a staff member or faculty needs to meet with the staff member limit in the office will be one. 4. If meeting is with more than one person, a conference space will be used (FOS or JWC) and setting will be at least 6-feet apart. After each use, area will be wiped down by ASC Staff. 5. ASC staff will wipe down all touches surfaces every hour (if used). These areas of high touch include doors, light switches, desks, armed chairs, copy machine, etc. 6. ASC staff will stagger working hours. When not at UP Campus, will work remotely from home. Hours: 40 hours per week, exact hours TBD 7. ID cards will be used to log on to copy machine to minimize touch to the shared space. 8. Before leaving office for the day, one last through cleaning will be done. 9. Virtual Tours will continue to be requested. If student or student & family request an in-person meeting, the meeting will be help in the FOS or JWC to maintain social distancing. 10. Student one-on-one appointments will be moved to TEAM meetings when possible to maintain social distancing & safety for everyone. 11. If student appears sick (have a cold, etc.) they will be asked to reschedule appointment or move to a TEAM meeting. 12. Will remove the second chair in the office. Will only have one chair available in the office. 13. Will adhere to the Phase II 50 limit capacity with the Library as a monitor. 14. Hand sanitizer will be in every office, students, staff, or guest will be asked to use when they come in and then again when they leave. 	<p>Staff will have to have mas Disinfectant wipes must be purchased.</p> <p>For meetings, FOS & JWC will need to be reserved. Disinfectant wipes must be purchased</p> <p>Disinfectant wipes must be purchased.</p> <p>Disinfectant wipes must be purchased.</p> <p>Need to purchase hand sanitizer</p>
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Conducting Business Ops Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
Renew Wellness Center	<ol style="list-style-type: none"> 1. Teletherapy will continue to be used. Students will be encouraged to use this as needed. 2. If student prefers to see counselor in their office, student will remain out in waiting room until counselor comes out to get them. 3. Counselors will wear masks when outside their office, when in their office, mask is optional. If students appear sick (have cold, etc.) they will be asked to either come back or do their appointment by Teletherapy. 4. Will remove the two chairs outside their office, they will wait in the Library waiting area. 5. After each visit, office chairs or areas where student has touched will be wiped down. 6. Hand sanitizer will be encouraged to be used when they enter and when they leave. 	Will need to purchase mask, & disinfectant wipes.

Library	<p>Library Hours will be Monday-Thursday 7:30am-7:30pm; Friday 7:30am-5pm; Saturday Closed; Sunday 1pm-10pm</p> <ol style="list-style-type: none"> 1. Touch surfaces (door handles, bathroom faucets, computers, keyboards, tables, chairs, welcome/reception desk, personal desks, etc.) will be disinfected as needed. 2. Library staff will wear masks in public and outside their designated office or area. In offices/office area masks are optional if the office door is closed; mandatory if the door is left open. 3. Student workers will wear masks when on duty. Hand sanitizer will be located at welcome/reception desk and encouraged to use when they enter the Library. 4. Remove coffee bar items such as cups, condiments etc. Each department can brew their own coffee using their own air pot. 5. Remove water cooler, replace with filtered water fountain 6. Remove all round tables & chairs in foyer area 7. 24/7 area will be closed when library is closed 8. Remove 1 computer in 24/7 area & move 1 to the end of the counter, this way there will be 6 ft between the computers. Area will be cleaned after each usage. Counter against the north wall (looking toward the Student Center) remove 2 chairs for social distancing requirements. A total of 4 students will be able to use the 24/7 area during Library hours. 9. To discourage using fingers to login to printers, users are encouraged to use their ID or the "dummy" ID attached to the printer. Signage (tape on floor) will designate 6 feet apart for social distancing measures. 10. Remove staplers and other supplies by printer. If student needs a stapler, tape or paper clips, a sign will be placed by the printer and direct them to talk to the welcome/reception desk or a staff member for assistance. 11. Move the Welcome/Reception Desk over to center of the entrance. Plexiglass shield will be added to the desk for safety measures. 11. Remove 1 chair (leaving 1) in ASC waiting our and move Reserve Books to east wall this side of 24/7 area. Put Student Worker Desk (2nd desk) with computer in front of 	<p>Library staff will do their best to supervise cleaning and enforce social distancing.</p> <p>This will require cleaning wipes.</p> <p>This will require masks.</p> <p>Policing the use of masks may become overwhelming for the library staff.</p> <p>The students will miss the free coffee however there will be a cost savings to the library.</p> <p>Planned Spring 2020; will now be moved to Spring 2021.</p> <p>This is a popular area for students; however, if the library is closed, it will be hard to clean the area sufficiently.</p> <p>Some people will not carry their ID cards. Will take time to educate personnel.</p> <p>Students expect the library to have supplies for them to utilize, (e.g. tape, stapler, paper clips).</p> <p>Electrical and network wiring with changes; installing plexiglass shield.</p> <p>Installing second plexiglass shield.</p> <p>Students and faculty will miss the popcorn cart.</p> <p>Add third plexiglass shield</p>
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Conducting Business Ops Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
	<p>12. Current magazine display has been removed.</p> <p>13. Remove popcorn cart and put an upholstered chair for ASC waiting area k</p> <p>14. Study rooms can be reserved using a QR code on the door or the booking page link on the library's website. Touchless check in is available using QR code in each room. After each usage, room will be cleaned.</p> <p>15. Computer counters/tables- One computer per table, move computers to tables in the center of the Library (with 6ft social distancing)</p> <p>16. Reconfigure all the common areas in the Library for the 6ft social distancing in mind. This includes, tables, chairs, furniture, etc.</p> <p>17. Remove fabric couches from common areas. Leave leather/Naugahyde single chairs. All furniture left will be cleaned daily.</p> <p>18. Remove two of three tables in Testing Center. Will be moved to outside office with social distancing in mind for testing. All areas in testing area will be cleaned before and after students take tests.</p> <p>19. Plexiglass shield in front of librarian's desk</p> <p>20. Student workers will disinfect public computers, equipment, and furniture after each use.</p> <p>21. If still in Phase II, limit of 50 persons including staff in Library. (will be monitored by staff and student workers)</p> <p>22. While the exterior entrance door is unlocked the Library remains closed to the public.</p> <p>23. Stickers on floor of public spaces to facilitate physical distancing</p>	<p>New signage, possible door lock adjustment to lock from outside</p> <p>Possible costs for moving computers (e.g. rewiring)</p> <p>Students move the furniture to fit their needs. This may be problematic with the social distancing.</p> <p>Testing will be by appointment only.</p> <p>Plexiglass shield</p> <p>There will need to be wipes made available in the library.</p> <p>This is will be hard to monitor and enforce.</p> <p>Need to change and possibly add new signage: Checkout library materials, Academic Success Center, JWC, TRIO, Testing Center, and Library Offices.</p> <p>Costs of masks. Enforcing use of masks is concerning over a long period of time.</p> <p>Need for cleaning supplies in library will be important.</p>

	24. Signage	
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Conducting Business Ops Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
	<p>26. Student workers will wear masks when on duty, check books and other items in. Returned materials will be disinfected before being place on disinfected book cart. Quarantine books for 72 hours?</p> <p>27. No events with food</p> <p>28. Break room will be limited to 1 person, cleaning supplies will be available, clean after you use microwave, frig, sink, or table. You must be responsible for cleaning the area when you leave.</p>	
TRiO	<p>1. TRiO Office do not meet 6ft recommendation for social distancing. When available staff will use the private study rooms or use the conference area in the TRiO area. Masks will be required by staff & student. One student at a time.</p> <p>2. While staff is in their offices with their doors closed, masks will be optional; masks are required when doors are open While in community areas, masks will be worn.</p> <p>3..</p> <p>3. Hand sanitizer & masks will be available at the front desk in the Library. Work Study students will be required to wear a mask at the TRIO front desk.</p> <p>4. TRiO computers will be spaced out at least 6 ft apart. Students will be required to wear masks in the TRiO area.</p> <p>5. Look for areas in the TRiO Center where new locations for computers will accommodate the 6ft social distancing requirement.</p> <p>6. Printer will only be allowed to be used with UP ID. Cleaning of the Printer will be done after every use.</p> <p>7. Personal offices will be kept clean and sanitized multiple times during the day and then again before leaving for the day.</p> <p>8. Any materials given to students will be sanitized before they leave, and then once they are brought back.</p>	<p>Cost of masks & hand sanitizer</p> <p>Tape for spaces</p>

	9. No food allowed in the TRiO area or event foods.	
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Conducting Business Ops Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
	<p>10. The large TRiO center table will accommodate 2 chairs for students with physical distancing.</p> <p>11. Conference area in TRiO will be limited to 1 student and 1 counselor.</p> <p>12. Hand sanitizer will be at the front desk and encouraged by all students, staff, and faculty to use.</p> <p>13. Couches have been removed from area. Single chairs will be allowed and cleaned during the day and at the end of the day.</p> <p>14. One-on-one meetings will be conducted via TEAMS if possible, but if student prefers face to face all safety precautions will be taken.</p> <p>15. Counselors will arrange schedules so that no two counselors will be closer than 6 ft.</p> <p>16. Counselors will work staggered hours for social distancing requirements. Times TBD.</p> <p>17. Hours of operation will be adjusted to accommodate social distancing & student needs; all safety precautions will be taken.</p> <p>18. Will adhere to the Phase II 50 limit capacity (understanding that is the entire Library)</p>	

Conducting Business Ops Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
STEM Center	<ol style="list-style-type: none"> 1. Peer and professional tutors are given a choice about whether they will tutor in-person or online. If no tutors wish to consult in-person, all sessions will be conducted online. 2. Students and tutors will no longer sit close together enough to read from the same screen or hard copy of an assignment for which the student is seeking tutoring assistance. Hence, for in-person sessions, students visiting the STEM Center must upload or email an electronic copy of their assignment for the consultant to read during the session and bring a laptop or a hard copy of the draft for themselves. Students may not use the computer in the center; use is reserved for STEM Center tutors/staff only. 3. Signs prominently displayed around the Library near the STEM Center will include guidelines based on the governor's directives in terms of PPE and physical distancing. In the STEM Center, a sign will establish a capacity limit based on those directives. 4. Within the center, tables will be configured in compliance with the directives to maximize physical distancing. 5. Tutoring staff and student clients will be required to wear masks while working in the center. 6. Students seeking tutoring services in the STEM Center will be encouraged to schedule a time through the online portal and can choose an in-person, synchronous online, or asynchronous online session. Signs will instruct students seeking a walk-in appointment to enter the center only if there is no other student currently in the center. 7. Tutoring staff will be instructed to include in each tutoring time slot time to wipe down tables and other high-touch surfaces including but not limited to doors, light switches, tables, armchairs, copy machine, etc. 8. ID cards will be used to log on to copy machine to minimize touch to the shared space. 9. Course-specific small group tutoring should be held either online or in a larger classroom reserved for that purpose so that physical distancing can be practiced. Tutors and students participating in these sessions should disinfect high-touch surfaces at the conclusion of the session. 10. Weekly tutor training sessions will be held online in Collaborate. 11. Any group workshops offered by the STEM Center will be held online in Collaborate. 	<p>Cost of PPE to be available to tutoring center patrons</p> <p>Cost of sanitizing wipes</p>

Conducting Business Ops Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
Writing and Critical Thinking Center	<p>Peer and professional tutors are given a choice about whether they will tutor in-person or online. If no tutors wish to consult in- person, all sessions will be conducted online.</p> <p>Students and tutors will no longer sit close together enough to read from the same screen or hard copy of a draft. Hence, for in-person sessions, students visiting the Writing and Critical Thinking (WCT) Center must upload or email an electronic copy of their draft for the consultant to read during the session and bring a laptop or a hard copy of the draft for themselves. Students may not use the computer in the center; use is reserved for WCT Center tutors/staff only.</p> <ol style="list-style-type: none"> 1. Signs prominently displayed around the Library near the WCT Center will include guidelines based on the governor's directives in terms of PPE and physical distancing. In the WCT Center, a sign will establish a capacity limit based on those directives. 2. Within the center, tables will be configured in compliance with the directives to maximize physical distancing. 3. Tutoring staff and student clients will be required to wear masks while working in the center. 4. Students seeking tutoring services in the WCT Center will be encouraged to schedule a time through the online portal and can choose an in-person, synchronous online, or asynchronous online session. Signs will instruct students seeking a walk-in appointment to enter the center only if there is no other student currently in the center. 5. Tutoring staff will be instructed to include in each tutoring time slot time to wipe down tables and other high-touch surfaces including but not limited to doors, light switches, tables, armchairs, copy machine, etc. 6. ID cards will be used to log on to copy machine to minimize touch to the shared space. 7. Course-specific small group tutoring should be held either online or in a larger classroom reserved for that purpose so that social distancing can be practiced. Tutors and students participating in these sessions should disinfect high-touch surfaces at the conclusion of the session. 8. Weekly tutor training sessions will be held online in Collaborate. 9. Any group workshops offered by the Center will be held online in Collaborate. 	<p>Cost of PPE to be available to tutoring center patrons</p> <p>Cost of sanitizing wipes</p>

Conducting Business Ops Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
Faculty Offices	<ol style="list-style-type: none"> 1. Signs prominently displayed in faculty office buildings will include guidelines based on the governor's directives in terms of PPE and physical distancing. 2. Office meetings between the faculty members and their students will be required to be conducted with mutual agreement between the faculty member and the student in terms of the location of the meeting. If either party desires to meet online, due to health concerns or other issues, then the meetings will be conducted online via Skype, Teams, or other system. 3. If both the faculty member and the students desire a face-to-face meeting, both will be required to wear masks; faculty are not expected to wear masks when they are in their offices alone with their doors closed. 4. If the meeting is face-to-face, then the faculty member will need to sanitize office high-touch surfaces, including but not limited to door handles, table or desktops, light switches, etc., before and after the meeting. 5. Shared space of around faculty offices, including the entryways to Sullivan Hall office suites, copy rooms in Sullivan Hall, the FOS copy room and lounge/reception area, APA offices, the DPSC reception areas and copy room, and any kitchen or breakroom areas will be used only to store food and to access toiletries and dishware, but will not be used for congregating. 6. In copy rooms throughout the campus, ID cards will be used wherever possible to log on to copy machines to minimize touch to the shared spaces. 	<p>Cost of PPE to be available to tutoring center patrons</p> <p>Cost of sanitizing wipes</p>
Providence Hall	1. Doors will be labeled with clear entry point and exit points. We will request the door between Providence Hall and the Chapel remain locked, so visitors are only allowed to enter through the East Entrance	
	2. Before staff arrives on campus, they will follow standard policies and procedures set for employees working on campus.	
	3. Staff will wear masks while outside of individual spaces. While working within individual office spaces, mask is optional. Any time access to a shared space is accessed, mask will be worn, and area will be wiped down after use. Example areas include kitchen, copy room, conference room.	
	4. Staff will not meet with anyone else within office space. For the needs of meeting with any other individual, the conference room space will be used to ensure the 6-foot spacing. After each use, area will be wiped down by those exiting the conference room.	

Conducting Business Ops Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
	5. Staff will wipe down all touched surfaces every hour. These areas of high touch include doors, light switches, desks, armchairs, copy machine, etc.	
	6. The staff capacity within the area will be no more than 10 individuals on any given workday. We will notify each other on days we plan to be on campus. This will be accomplished by staggered work schedules and remote work opportunities. All employees working remotely will be fully available virtually during business hours.	
	**School of Health Professions staff (Frankie Lyons, Janet Houston, Crystal Marsh & Kari Thurston) will continue to work remotely with an as needed visit to campus to attend meetings if face-to-face, check mail, etc.	
	**Accounting/finance staff (Jillian Ehnot, Amanda Carlyon, & Taylor Walters) Finance will also continue to work remotely with access to campus for critical functions such as check printing and to check mail weekly.	
	**Human Resources staff (Kila Shepherd & Melanie Houge) will continue to work remotely with an as needed visit to campus to attend meetings if face-to-face, check mail, etc.	
	**Marketing staff (Carol Hammer & Jacki Schultz) will continue to work remotely with an as needed visit to campus to attend meetings if face-to-face, check mail, etc. This is subject to change should the new VPEM request differently.	
	**Institutional Effectiveness (Leslie Mills) will continue to work remotely with an as needed visit to campus to attend meetings if face-to-face, check mail, etc.	
	7. ID cards will be used to log on to copy machine to minimize touch to the shared space.	
	8. Should guests come to Providence Hall, those greeting will ensure that the visitor is aware of our practices within the area and will offer a mask to the guest. All Providence Hall staff will wear masks while meeting with any visitor to the area and will meet in designated meeting spaces (as listed above). Hand sanitizer dispensers are located at the entrances and guests will be asked to sanitize.	
	9. Shared space of Providence Hall kitchen, will be used only to store food, to make a cup of coffee, to access toiletries and wash dishes, but will not be used for congregation. We will line make 6 ft from entrance into the kitchen to give visual in the event two employees enter at the same time.	
	10. Bathrooms will be wiped down as staff exits to include the door/stall handles, sink, and towel dispenser.	

Conducting Business Ops Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
Mail Room Operations	Mail room personnel will wear PPE at all times, while working the area. It is recommended, guests visiting the mailroom also wear a mask, but it is not required. PPE will be provided for all Resident Directors as well.	
Faculty and Staff	<ol style="list-style-type: none"> 1. Mail as normal due to having separate mailboxes. When gathering mail, maintain the 6ft rule. Staff will monitor the area and will limit the amount of people to the mail room at a time so that the distancing rule is enforced. Smaller packages may be picked up, or the maintenance staff will deliver packages upon request. 2. Given the need to maintain healthy business operations, we ask that faculty and staff not have personal items shipped to the University. Please have only work-related materials or packages sent to the University. Reducing the non-essential shipments will help us to minimize risk. 	
Students	Because of the number of students and the size of the mail room, student mail will be delivered to the offices of the Resident Directors. Resident Directors will pass out mail to students (Aaron Stucker has agreed to this). This includes packages for students.	

Conducting Business Ops Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
Conference / Meeting Rooms	<ol style="list-style-type: none"> 1. Entry and exit doors will be labeled clearly in all meeting/conference room space where an event is taking place. 2. Any staff working in an event will wear masks during that time. 3. All individuals will wear masks when seeing and discussing any meeting/conference room space. 4. Event staff will not meet with anyone within their own office space. Meetings with outside individuals will take place only where the social distance space of six feet can be in effect. If this is in a conference room, that area will be wiped down by event staff or marketing work-study when the meeting is over. 5. After an event/meeting, that space will be cleaned and sanitized per the UP-Plant Director's guidelines. 6. All members that are attending a meeting or event need to wear masks. 7. All outside catering companies need to wear PPE in the UC Prep Kitchen area. 8. Only up to <u>50</u> members are able to attend a meeting or conference in the UP meeting/conference rooms, or the numbers set by the Montana Governor. 	

Communication Plan

	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
Communication Plans	<p>Effective crisis messaging:</p> <ul style="list-style-type: none"> • Has unified content. • Is consistent and reflects brand identity. • Addresses the intended audiences' needs and (if appropriate) is delivered in multiple languages. • Is appropriate in tone to the urgency of the communication. Calmness, confidence, and compassion should be evident in the message. • Is timely, transparent, and clear. • Is updated frequently and dated to reflect this timing. • Resides on a single, easily accessible landing page on the institution's website. • Is delivered through multiple platforms (website, social media, email, etc.). • References additional resources (e.g., website, hot lines, FAQs for additional information) is assessed and adjusted, as necessary. <p>While there are many issues to consider for communication pieces, it can be helpful to address the basics of "Who, What, When, Where, Why, and How."</p>	
	<p>Who is the targeted audience?</p> <ul style="list-style-type: none"> • All students or only a subset of students (e.g., only undergraduates, only health science students, only student athletes)? • The entire campus community, including faculty and staff? • Students and parents? • Trustees? Alumni? • Local hospitals, health department, urgent care clinics? • Visitors to campus—visiting teams, prospective students, visiting scholars and faculty, vendors, conference attendees, etc.? • Off-site partners, community service facilities, internship locations? • Local and national media via a press release? 	<p>The local health authority, CCHD (Cascade City-County Health Department) will work with University staff in providing targeted messaging.</p>

Containment and Surveillance Capabilities

Containment and Surveillance Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
General Principles	<ol style="list-style-type: none"> 1. The more an individual interacts with others, and the longer that interaction, the higher the risk of COVID-19 spread. 2. The best way to prevent illness is to avoid being exposed to the virus. 3. COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. 4. It is also thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. 	COVID-19 factsheet poster. How to protect yourself and others poster. Stop the spread of germs poster.
Personal prevention practices	<ol style="list-style-type: none"> 1. Frequent handwashing with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands. 2. Cover your mouth and nose with a face cover when around others. The face cover is meant to protect other people in case you are infected. Continue to keep 6 feet between yourself and others. The face cover is not a substitute for social distancing. 3. Cover coughs and sneezes. Throw tissues into the trash. Wash your hands immediately with soap and water or use hand sanitizer. 4. Stay home if you are sick. Avoid contact with people who are sick. Put distance between yourself and other people. 	Disposable face coverings Cloth face coverings Hand sanitizer Clean hands keep you healthy poster. Stay healthy wash your hands poster. Key times to wash hands poster. Hand sanitizer fact sheet. Cloth face cover how to fact sheet. Stay home if you are sick poster. Do not spread germs at work poster.
Environmental Prevention Practices	<ol style="list-style-type: none"> 5. Avoid close contact. Avoid close contact with people who are sick, even inside your home. Put distance between yourself and other people outside of your home. Stay at least 6 feet (about 2 arms' length) from other people. 6. Do not gather in groups. 7. Stay out of crowded places and avoid mass gatherings. 8. Reduce sharing of common spaces and frequently touched objects. 9. Clean and disinfect. Clean visibly dirty surfaces with soap and water first and then 	Cloth face cover poster for building entrance. Prevent spread if you are sick fact sheet . Higher risk people poster. Social distancing image. Disinfecting building facility pdf. Cleaning Disinfecting decision tool pdf.

Containment and Surveillance Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
	disinfect with EPA-approved disinfectant. Continue routine cleaning and disinfection according to plan.	
Watch for symptoms	10. People with COVID-19 have a wide range of symptoms reported, ranging from mild symptoms to severe illness.	
	11. Symptoms may appear 2-14 days after exposure to the virus, such as: <ul style="list-style-type: none"> a. Fever or chills b. Cough c. Shortness of breath or difficulty breathing d. Fatigue e. Muscle or body aches f. Headache g. New loss of taste or smell h. Sore throat i. Congestion or runny nose j. Nausea or vomiting k. Diarrhea 	Place posters up in common spaces across campus Symptoms poster. Symptoms self-checker link.
When to Seek Emergency medical Attention	Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact your healthcare provider. Keep track of your symptoms.	Prevent spread if sick fact sheet.
	Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately <ul style="list-style-type: none"> • Trouble breathing • Persistent pain or pressure in the chest • New confusion • Inability to wake or stay awake • Bluish lips or face 	
If you are sick wear a cloth covering over your nose and mouth	<ul style="list-style-type: none"> • You should wear a cloth face covering, over your nose and mouth if you must be around other people or animals, including pets (even at home) • You do not need to wear the cloth face covering if you are alone. If you cannot put on a cloth face covering (because of trouble breathing, for example), cover your coughs and sneezes in some other way. • Try to stay at least 6 feet away from other people. This will help protect the people around you. 	<p>We will need to have an increase supply of disposal masks available across campus.</p> <p>There may be some problem with a back order for masks.</p> <p>Cloth face cover how to fact sheet. Prevent spread if you are sick fact sheet.</p>

Containment and Surveillance Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
	<ul style="list-style-type: none"> • Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help. • During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana. 	
Isolation vs Quarantine	<ul style="list-style-type: none"> • A protocol should be made available to all individuals involved in the management of isolation spaces and its procedures. • The isolation vs quarantine rooms should be physically separated from other residential student rooms. • The rooms should have private bathroom facilities and be stocked with a thermometer, sanitizing wipes, tissues, soap, hand sanitizer, and toiletries. • Spaces should be labeled externally with appropriate signage that states restricted access (e.g., "Private Quarters" or "Authorized Personnel Only") but does not state the reason for the restricted access due to concerns about potential for stigma and FERPA/HIPAA violations. Any signage decisions should be reviewed with college/university general counsel. Minimally, a select group of individuals within housing/residence life, campus safety, and facilities 	

Coordination with Local Public Health

Coordination with Local Public Health Officials Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
What to do if you are sick?	Follow the steps provided by the Cascade CCHD Stay home. Isolate.	Quarantine and Isolation options for sick students and exposed contacts.
Sick students who may need testing	<p>In accordance with the Covid-19 webpage on the Cascade City-County Health Department website: (http://www.cchdmt.org/covid19/ anyone experiencing symptoms, or is worried about having contracted Covid-19 is directed to reach out to one of our community medical partners.</p> <p>What to Do If You Are Sick:</p> <p>Stay home except to get medical care. Separate yourself from other people. Monitor your symptoms. Call ahead before visiting your doctor. If you are sick wear a cloth covering over your nose and mouth. Cover you coughs and sneezes. Clean your hands often. Avoid sharing personal household items. Clean all “high-touch” surfaces every day</p> <p>Reach out to one of our community medical partners. Call first.</p> <p>Alluvion – 406-454-6973 Benefis – 406-455-2500 Great Falls Clinic 406-454-7275 CCHD – 406-454-6950</p> <p>Alluvion Health offers a drive-thru COVID-19 testing clinic. Please call 406-791-7929 to be screened for drive-thru testing.</p>	Transportation for students needing testing. Payment options for testing and medical treatment.
Contact Tracing if positive test emerges	Consult Cascade City County Health Department	Katie Brewer – 406-761-9899

Employee Considerations

Employee Considerations Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
Returning Employees to Campus	<ol style="list-style-type: none"> 1. Phased return of employees to no more than 33% of the workforce at a time, staggering every 2–4 weeks for full return. Numbers of employees in each phase is dependent upon availability of PPE, support for increased environmental cleaning, and availability of employee health care. 2. Symptom testing must occur before each shift at all locations/work sites/offices. This will require purchasing of supplies, training for testers, identification of testing sites with appropriate social distancing markers, and reporting processes to HR. Adjusting of shift times should occur to limit the number of employees starting at the same time. 3. Alternate or alternating shift should be established wherever possible to limit the number of employees in an area at the same time. 4. Meetings must be conducted electronically, even when working on campus. If meetings cannot be conducted virtually, keep participation to fewer than 50 participants or room capacity ensuring appropriate physical distancing and wearing of masks or face coverings. 5. PPE dispersal and disposal sites must be established at all building entrance sites. 6. Procure sufficient disinfectant products and cleaning supplies so employees can frequently clean their own workspaces. 7. Training for all employees should offer the following minimum content: 	<p>Develop processes to identify positions for each phase of the return (Manager, HR, Facilities)</p> <p>Testing policy and procedures (HR) Required purchase of testing equipment \$800 (\$80/unit - no touch infrared; minimum 10 units) Development of training plan – assign to current staff member with adult training experience Facilities markers \$100 (estimate)</p> <p>PPE \$5300 (cloth for staff, disposable for guests) Disposal/collection containers (2 per doorway) \$?</p> <p>Disinfectant wipes (260/FTE, 180 FTE) \$20,300</p> <p>Development of training – assign to current staff member with adult training experience</p>

	<p>a. A general overview of COVID-19 including infection prevention and control measures (hand hygiene, respiratory etiquette, physical distancing, cleaning, and disinfection), signs and symptoms, testing, transmission, and credible resources.</p> <p>b. Campus-specific policies and practices regarding infection prevention and control, campus health and safety resources, use of PPE including masks/face coverings, and actions if sick.</p> <p>8. Posters for appropriate prevention strategies and social distancing markers should be placed in all open workplaces, building entryways, bathrooms, and common areas. Common areas and restrooms should also be marked indicating the maximum number of occupants at one time.</p>	<p>CDC Prevent COVID poster Social Distancing/"Stand Here" floor markers CDC Social Distancing 6' posters Room COVID Occupancy notices</p>
Continuation of Remote Working	<p>1. Working remotely must continue for employees who are considered "Vulnerable Individuals" per the Governor's orders. Continued remote work for all other individual should be encouraged to the extent possible.</p> <p>2. Positions should be identified which can remain working, as either full-time, part-time, or seasonally, remotely. These positions should then be further identified as "optional" (with the consent of the employee), or "required".</p> <p>3. Flexible office space, which allows for the reservation of the room/office (like conference rooms) should be developed for employees who work remotely and are likely to continue.</p>	<p>Develop HR Policy for Remote Work</p> <p>Develop office space calendars for each office identified (i.e.: offices in the former AC building)</p>

Employee Travel	1. Ban on non-essential out-of-state business travel for staff and faculty through December 2020 2. Process/policy established with necessary forms for coaches' travel out-of-state	Review ban and announce any changes the beginning of December for Spring 2021 Athletics/HR Policy and form(s)
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Events Welcoming Students and Visitors to Campus

Events & Welcoming Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
Develop Occupancy Limits	<ul style="list-style-type: none"> For all event locations, develop occupancy limits and seating charts that follow local and state guidelines on event size and allow for social distancing at all events. Follow University guidelines for health checks. SE Staff will work with Physical Plant to ensure compliance. 	<p>Rough Estimate: \$1,000-\$3,000 for Orientation.</p> <p>Orientation budget should be able to cover these costs</p> <p>Costs associated with student activities would be part of the budget for that activity moving forward.</p>
Event Hosting Venues	<ul style="list-style-type: none"> For all venues eligible for event hosting, establish rules for traffic flow and congregational spaces (e.g. bathrooms, concession areas) that minimize risk of disease transmission while still meeting accessibility requirements. For all venues and for each event, establish a pre-event, intra-event, and post-event cleaning plan based on local public health and CDC guidelines. Ensure that event scheduling allows for appropriate cleaning to take place between the conclusion of one event and the beginning of another SE Staff will work with Physical Plant to ensure compliance. 	
	<ul style="list-style-type: none"> For all major, high-occupancy events (e.g. Commencement, Homecoming) develop a plan that considers: Moving events to Spring 2021 or Academic Year 2021-2022 when possible. Consider cancelling or changing "President's Dinner" for Orientation 2020. 	<p>Cancelling or changing food service offerings such as "President's Dinner" might provide room in the budget for PPE and other items</p>
	<ul style="list-style-type: none"> Avoiding overlapping events that place stress on campus staffing, cleaning resources, and ability to maintain social distancing. Breaking up singular event instances into multiple, smaller instances of that event. Where possible this will be considered along with innovative IS solutions to "major" events 	
Welcome to Campus Events	<p>Staggering arrival / move-in days and times to allow for smaller groups and lighter traffic flow:</p> <ul style="list-style-type: none"> Athletic teams scheduled for early arrival will also complete required orientation elements prior to "Move-in day." Move-in to Emilie Hall will be metered to restrict the number of people in the building at one time 	

Events & Welcoming Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
	<ul style="list-style-type: none"> • Emilie Hall move-in will be on a one-way route with only one visitor allowed at one time to assist students. • Emilie Hall public restrooms will be off limits to visitors during move-in. • We will have port-a-potty's in the Emilie Hall Parking lot 	
	<p>Breaking up larger orientation events into multiple smaller events.</p> <ul style="list-style-type: none"> • All orientation events will follow local, state, and federal guidelines as well as UP mandates. <p>Allowing students to complete some items on their "welcome to campus" checklist virtually in order to reduce crowding on campus.</p> <ul style="list-style-type: none"> • All items that can be done virtually will be encouraged in initial communication to new students. <p>Account for any relevant quarantine and health check requirements when welcoming students and/or visitors to campus from outside Montana.</p> <ul style="list-style-type: none"> • All new students, visitors, and UP staff will be required to pass health checks in order to participate in orientation activities/move about campus during orientation 	
Hosting Non-college or university events	<ul style="list-style-type: none"> • Establish decision criteria for hosting (or no hosting) non-college /university events. • Require all off-campus organizations scheduling non-college/university events on campus to agree to updated terms and conditions requiring campus sanitation protocols. • Design in-person campus tours to include smaller groups that meet social distancing guidelines and restrictions on gathering size. 	
At the Time of Admissions	<ol style="list-style-type: none"> 1. Furniture will be eliminated and rearranged in the Student Center to accommodate 6' spacing. 2. Student Affairs Staff and individual students will wear masks when meeting in offices, and furniture will be arranged to accommodate 6' spacing. 3. Staff will wear masks when conducting business outside of their offices and in all physical meetings. 4. Staff will sanitize surfaces of their office after each meeting and at the end of each day. 5. Remote work will be encouraged as much as possible to complete duties, meet commitments to campus, and serve students. 6. Meeting rooms in Student Center will be locked, but available for use scheduled through Carol Hammer and sanitized after use. 	

Events & Welcoming Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
	<ol style="list-style-type: none"> 7. Table games in the Student Center will be sanitized daily by building staff. (Removed for Orientation) 8. Appropriate signage will be placed in the Student Center entrances detailing relevant notable policies. 9. Innovative virtual and remote activities will be implemented in place of some traditional programming. 10. Any continuing traditional student activity programming will be subject to social distance guidelines and will follow state and local recommendations. 11. All UP sanctioned student activities will comply with state and local restrictions in place at the time. 12. Local business and recreation opportunities will be encouraged through the use of the student activity fee. 13. Social media and campus IS resources will be used innovatively to engage students with each other and UP personnel. 14. Overnight trips and excursions will move forward if guidelines relevant to social distancing can be followed and will be evaluated on a case-by-case basis. 	

Instruction and Learning Environments

Instruction & Learning Environments Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
<p>Face-to-face campus classes restart considering these General Principles:</p> <p>Our top priority in every class is cultivating a true learning community in which each member has every opportunity and inducement to participate fully--both individually and corporately--in a robust and honest quest for truth.</p> <p>The impact of learning environments and resources on vulnerable student populations will be prioritized in decisions regarding offering online, in-person, live, and ASY options for courses.</p> <p>The impact of teaching and working environments on vulnerable faculty populations (or those with vulnerable family members) will be considered in making decisions about course delivery.</p> <p>A one-size-fits-all solution to all classes and all faculty is not appropriate or desirable.</p>	<ol style="list-style-type: none"> 1. Summer 2020, Identify alternative areas on campus that can be used for classroom teaching that preserve physical distancing including: <ol style="list-style-type: none"> a. both sides of the Conference Center (2 rooms) b. the UC classrooms (2 rooms) c. the Theater d. Fireside room (1 room) e. Providence Forum (1 room) f. Old TRIO Center in Sullivan (at least 1 room, maybe 2) g. for small classes, rooms such as the President's Conference Room in Providence Hall h. lower level of Student Center 2. Survey faculty to determine who has credible claims for needing to teach online. 3. Department chairs, in collaboration with program faculty, have prioritized courses to identify courses that have an extraordinary need for face-to-face (freshman seminars, Science labs, etc.), designated as "live-priority" for planning purposes. Faculty surveying determined which of the following pedagogical delivery modes are most appropriate for different types of classes: <ol style="list-style-type: none"> a. LP – Live Priority Courses: (as identified by faculty in respective programs): will be scheduled to be offered live in rooms suitable to their size (larger courses 17+ students) designated as "live priority" will be offered in alternative teaching spaces identified above. These courses will meet during their regularly scheduled course times. b. HYB – Hybrid courses: Courses able to convert to HYB can meet fewer days/week, freeing up classroom space 	<p>INVESTMENT: Faculty development will be needed to maximize the opportunity for faculty to be as effective in various non-traditional delivery modalities as possible.</p> <p>INVESTMENT (grant-funded): Technology in classrooms to complement existing educational technology to facilitate hybrid-flexible synchronous (or asynchronous) teaching.</p> <p>INVESTMENT: Sanitizing wipes and PPE</p>

Instruction & Learning Environments Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
	<p>if/when needed. Also sets up course to be more prepared to move online if we need to move fully online</p> <ul style="list-style-type: none"> c. SYN – Synchronous online: students meet in real-time on pre-arranged schedule d. ASY – Asynchronous online: no live meeting times, completed totally asynchronously e. HyFlex – combines all three <ul style="list-style-type: none"> i. Live traditional class – some students meet with faculty in classroom during class time ii. Synchronous online – some students meet with faculty and classroom students via Skype or other technology iii. Asynchronous online – Lectures/live sessions captured for viewing asynchronously when needed. <p>4. All classes will be conducted in accordance with university, state, or public health directives as they exist at the time, in terms of physical distancing and personal protective equipment/masks.</p> <p>5. All faculty have planned courses with an expectation that moving fully online will be necessary if additional waves of COVID- 19 requires a reclosure of campus, taking advantage of lessons learned from spring 2020 and online delivery expertise on campus.</p> <p>6. The university faculty should begin an analysis at the beginning of the semester to consider an “instructional equity” plan that accounts for equity gaps that may be exacerbated by increased reliance on instructional technology.</p> <p>7. Syllabi for campus classes will include: <ul style="list-style-type: none"> a. An attendance policy allowing for maximum flexibility without </p>	

Instruction & Learning Environments Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
	<p>sacrificing expectations necessary for meeting course objectives, and</p> <p>b. Assignments with flexibility conducive to meeting objectives regardless of delivery modality, so that should individual students or faculty members become ill or quarantined, plans will already be in place for students to complete the course online and provide students with information at the beginning of the course on how assignments will be completed to meet the stated objectives.</p> <p>8. Paper transfer will be reduced to a minimum: faculty will be encouraged to reduce as much as possible assignments or materials (such as syllabi) printed on paper handed out through the classroom, and to have assignments submitted as much as possible electronically, rather than having students submit physical papers to the faculty.</p> <p>9. Faculty are required to briefly survey students at the beginning of each class to remind them of the hallmark symptoms so students can self-disclose if they are experiencing any symptoms, and if so, the student will be requested to leave the classroom and advised to arrange for testing through a local health provider and seek quarantined housing until the test results are back.</p> <p>10. With the help of Athletics and Student Life, Academic Affairs helped develop “Quaranteams” for students who regularly spend significant amounts of time exposing one another outside of classroom settings so that they can sit together in classes with less than 6’ separation, thus increasing class capacity. (This is a common and effective practice in many centers of worship.)</p>	

Instruction & Learning Environments Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
	<ol style="list-style-type: none"> 11. Faculty are required to wear masks in the classroom while in the presence of students. 12. At the conclusion of every class, students and faculty will be expected to embrace a “my brother’s keeper” culture (with appropriate signage throughout the campus) and wipe down their class-space at the end of the class. (Key: Emphasize that this new culture is one of the best ways to keep the campus face-to-face classes alive.) Faculty will be required to wipe down the computer, light switches, doorknobs, etc. 	
If classes are forced to toggle to online-only delivery:	<ol style="list-style-type: none"> 1. Faculty will move all courses online in compliance with directives from university, state, or public health leadership. 2. Plans for HyFlex or online (either synchronous or asynchronous) will facilitate the pivot to online in case of a campus re-closure. 	

International Travel

According to PSJH policy, there is a ban on travel until further notice.

The ban will be re-evaluated periodically.

Key Campus Areas

	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
Food Services	<ul style="list-style-type: none"> • Require all dining facility staff to wear face masks and gloves while working and interacting with the public. • Plan to limit the number of individuals dining in a single facility at one time. The number should be chosen with the goal to achieve appropriate physical distancing of diners and once the target capacity is reached an additional individual should only be allowed entry when another leaves. • Eliminate buffet-style, self-serve food and beverage stations and replace with staff served meal stations. • Develop traffic flow patterns and seating arrangements for each venue that allow for social distancing and discourage unnecessary congregating. Physically spaced (6-foot) floor markers should be used for waiting lines outside and inside the facility and inside the facility there should be an appropriately limited number of tables and chairs per table. • Promote more pre-order, curbside pick-up, delivery, and “grab-and-go” food service options. • Arrange for food delivery to students in isolation or quarantine. 	
Housing	<ul style="list-style-type: none"> • Single resident per room and ideally per bathroom (if possible). This may be feasible only if the college/university has a limited number of students on campus for in-person instruction. When shared bathrooms are used, define the type and frequency of cleaning. • Requirement of personal face coverings in common areas. • Frequent reminders of proper hand hygiene (verbally, posters, videos) with hand sanitizer widely available in common areas and rooms. • Enhanced cleaning in all common areas and high-touch surfaces, consistent with enhanced cleaning practices of other non-residential areas such as academic buildings. Custodial workers should be provided appropriate PPE and training consistent with their duties. See CDC guidelines for cleaning and disinfecting facilities (available at https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html). 	

	<ul style="list-style-type: none"> • Widely shared/posted information in common areas about COVID-19 prevention. CDC provides communications resources such as posters, videos, and more at https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html. Posted information should be updated as appropriate or with significant changes. • Training on public health measures and signs/symptoms of COVID-19 for all live-in professionals, graduate hall directors, residence advisors (RA), and others in similar roles. • Restrictions on events and social activities as per current physical distancing guidance. Reconfiguring seating in common areas to ensure proper physical distancing. Establish allowable occupancy and develop plans to monitor and enforce. • Restrictions on building access by non-residents, including outside guests, non-residential staff, and others. These restrictions may not apply to some people, such as personal care attendants for students with disabilities. 	
Athletics	<p>Creation of an COVID-19 Action Team</p> <ul style="list-style-type: none"> • Athletic Director • Healthcare Administrator • Sports Medicine • Strength & Conditioning • Team Physicians • Student Health • University Crisis Management/Emergency • Counselling • Facilities 	Scheduling Conflicts
	<p>Potential Advisory Groups</p> <ul style="list-style-type: none"> • Federal/State/Local Public Health Officials • Coaching Sport Operations, Sanitation, Housing, • Dining, Student Development, Academics, HR, • Campus Safety, Athletic Conference Gov. Body 	Scheduling Conflicts
	<p>Creation of Action Plan</p> <ul style="list-style-type: none"> • Guidelines and acquisition of PPE for staff • Return to Campus Guidelines • Quarantine/Isolation Unit Planning • Infectious Disease Cluster Response Plan • COVID-19 Prevention Disinfectant/Purification <ul style="list-style-type: none"> ○ Equipment Plan <ul style="list-style-type: none"> ▪ Locker Rooms ▪ Weight room ▪ Communal Areas ▪ Meeting Rooms ▪ Healthcare Facilities ▪ Academic Areas 	Cost/Who's budget

	<ul style="list-style-type: none"> ▪ High Touch Surfaces ▪ Any shared health, fitness, and sport equipment ▪ Food Service Communal ▪ Sanitary Hydration • EMS/911 Emergency Differentiation Plan • Social Distancing Considerations <ul style="list-style-type: none"> ○ Team Scheduling of Shared Facilities ○ Healthcare Facilities ○ Locker rooms ○ Weight rooms ○ Team Meeting rooms ○ Athletic Academic Areas ○ High Volume Communal Areas in Athletic Facilities ○ Athletic Dining Area • Implementation of Infectious Disease Prevention Plan • Pre-participation Considerations 	
	Safe Transition to Athletic Activity	
	Contingency Plan to Manage Re-occurrence	
Fitness Center	<ol style="list-style-type: none"> 1. All Federal and State guidelines for gyms will be followed for clearly marked entrance, exit, traffic flow, signage, temperature checks, hygiene, disinfecting stations, and social distancing. 2. A mask will be required and must be worn when in close contact with another person. 3. A current UP ID Card required for access. Faculty, Staff, Spouse of Faculty-Staff, Dependents 16+ accompanied by Faculty and Staff, and Students will be allowed access. 4. Guest, Athlete, Visitor and Alumni Passes will not be sold and allowed. 5. General Locker Rooms for changing only. Come dressed to work out avoid locker room; go home to shower. 6. Reduced hours of operation. 7. Will close 3 times a day for a deep clean. Individuals will be required to wipe down all equipment after use and Athletic Teams will take the last 5-10 minutes to wipe down the Fitness Center after every Team Lift. 8. Eight sanitizing stations will be set up all around the Fitness Center. 9. Equipment will be moved for proper social distancing, and some may be shut down. Individuals will not be allowed to move equipment from its designated space. 10. In order to provide equal access, individuals will not be allowed in the facility longer than 90 minutes in a given day. 	

	<ul style="list-style-type: none"> 11. No contact will be allowed (no touching). Social distancing will be followed unless a spotter is needed, or a medical emergency occurs. Basketball hoop will be shut down. 12. Drinking Fountain mouth spigot will be disabled. Water bottle option only. 13. Fitness Center Office employees will stagger time in the office. No more than two individuals at a time will be in the office, and masks must be worn. 14. Number of individuals allowed in the Fitness Center will follow Federal, State, and Local guidelines. SafetyFirst. 15. All Fitness Center policies will be followed. 16. Employee work study, intern education on COVID-19 signs, symptoms, PPE, cleaning safety, reporting to chain of command, and equipment cleaning check list. 17. Strength Coach travel with Athletic Teams will be limited due to high interaction with multiple Athletic Teams. 18. Promote Cultural shift in strength and conditioning; everyone must shift thinking from what was normal, to what the new normal is. 	
H3 Athletic Training Room (ATR)	<ul style="list-style-type: none"> 1. All Federal and State guidelines for gyms will be followed for clearly marked entrance, exit, traffic flow, signage, temperature checks, hygiene, disinfecting stations, and social distancing. 2. Removal of a treatment table to allow for proper social distancing. 3. Athletic Training Room will be run like a clinic, so athlete will be required to have an appointment to get treatment. The number of athletes and AT's in the room at the same time will not exceed 10 4. This will be a cultural shift. 5. Clearly marked waiting area and chairs following proper social distancing outside ATR/H3. 6. Proper PPE, hygiene, and disinfecting stations will be located in multiple areas of the room. A mask will be required and must be worn when in close contact with another person. 7. All treatment and taping areas will be cleaned after use before next athlete is allowed access to that area. 8. Appointments for treatment need to be made prior to practice when reasonable to do so. Hands on treatment will be limited to AT Discretion. No treatment either before or after practice will be done unless the athlete has showered and taken proper hygiene steps. Acute injury will be the exception, however, will be required when reasonable to do so. 9. Ice baths and Whirlpool will be limited to AT discretion. No Team Ice Baths. 	

	10. Ice bags and Slush buckets will be outside ATR/H3 after practice, so no need to go into the ATR/H3	
	11. H2O Coolers labeled by team picked up and dropped off Outside the ATR/H3. Same team gets same coolers. 12. Hygiene kit must be at every practice on campus and off (Off campus sports this will be in med-kit). 13. Sick individuals should not come to the ATR in person; rather utilize text/telemedicine technology made available by the university. University protocol will be followed. 14. COVID-19 questions need to be added to the physical history page and to the pre-participation meetings that happen with every athletic team. 15. Staggered office hours for ATR office, no more than 2 individuals at a time when reasonable to do so. 16. Proper hygiene stations will be at every game/event for student athletes, officials, table workers, work study, and administrators. 17. Provide education on COVID-19 topics to student athletes, coaching staff, staff, administration. Safety First. Update EAP, and EAP training. Pre-season meetings will take longer to complete. 18. AT travel will be limited due to higher interaction with multiple Athletic Teams. 19. Cultural shift in Athletics as normal, everyone must Shift thinking from what was to the new normal. This includes the ATR/H3.	
Chapel Operations and Worship		
Capacity and Seating	In order to keep a minimum distance of six feet between congregants, seating capacity in the Chapel nave (general seating area) will be limited to no more than 40 individuals. General seating will not be offered in the choir loft. <ul style="list-style-type: none"> • (This number can fluctuate depending upon household groups which would be allowed to sit closer to each other.) • two pews will be closed between each available pew. Closed pews will be marked with rope. • Congregants are to remain in their pews at the end of Mass until their row is dismissed. 	
Holy Water	Holy Water receptacles/fonts will remain empty until further notice.	
Closed Sanctuary/Choir Loft	The general public (including tour groups and art enthusiasts) are not permitted to enter the sanctuary or the choir loft.	
Doors	Chapel doors will remain propped open during celebrations so as to avoid the touching of doorknobs.	

	Use of the Chapel Doors to access Providence Hall should be avoided whenever possible	
Hymnals & Worship Aids	<p>Hymnals will be removed from pews and worship aids will not be distributed until further notice.</p> <p>Campus Ministry will explore the option of downloadable pdfs or web links for congregants to follow readings and songs from their mobile phones.</p>	
Distribution of Holy Communion	<p>Communicants are to maintain a distance of six feet from each other when approaching the sanctuary for Holy Communion.</p> <ul style="list-style-type: none"> • Lines of tape will be placed down the center aisle of the chapel to mark proper social distancing for the reception of Holy Communion • The Body of Christ will be distributed by being placed in the palm of each communicant's hand. • Communicants are NOT PERMITTED to receive the Body of Christ on the tongue until further notice (Per order of the Bishop.) • The Precious Blood will not be distributed to communicants until further notice (Per order of the Bishop.) • Gloves are to be worn by celebrants and extraordinary ministers of Holy Communion while distributing the Blessed Sacrament. • Gloves MUST BE RINSED in a lavabo or sacrarium piscina before removal and disposal • Gloves may not be reused. <p>Priest celebrants will be offered the use extraordinary ministers of Holy Communion for the distribution of the Blessed Sacrament if they physically incapable (due to age, medical condition, etc.) of Distributing the Blessed Sacrament themselves.</p>	
Weekday Liturgies	<p>Holy Days of Obligation will follow Sunday Mass requirements (and may be moved to the University Center Conference Room if necessary)</p> <p>Weekday Solemnities and Commemorations not identified as Holy Days of Obligation (i.e. Ash Wednesday, All Souls Day) can be celebrated with both a Eucharistic Liturgy and a prayer service so as to spread out attendance into small groups.</p>	
Special Events/ High-Attendance Liturgies	Chapel events which expect an attendance of more than 40 persons will be moved to outdoor venues, the Conference Room at the University Center, or the McLaughlin Center. Of	

	<p>particular concern is the Mass of the Holy Spirit, which on average attracts over 250 persons.</p> <p>For Outdoor liturgies:</p> <ul style="list-style-type: none"> • Participants will be invited to bring their own blankets or towels to sit upon on the lawn while maintaining social distancing from each other. • Multiple locations from which to receive Holy Communion will be placed around the periphery of the congregation and marked with flags and/or umbrellas. • Chalk lines may be utilized to mark aisles and communion lines 	Consider holding more than one service for larger groups.
Baptisms & Confirmations	Administering of the Sacraments of Initiation will be held in private Masses, unless celebrated outside of the Chapel space (i.e. outdoors or in a larger indoor space allowing for greater social distancing).	
Weddings and Funerals	Private weddings and funerals permitted in the Trinitas Chapel will need to limit guest attendance to the numbers set above for the Chapel. All social distancing measures will need to be followed.	Off-campus venues should be encouraged whenever possible.
Weekly Programming	<p>Weekly programming includes Bible studies, RCIA classes (religious education), Campus Ministry fellowship, “Java with Jesus,” choir rehearsals, etc.</p> <p>Campus Ministry programming with an attendance of more than four persons will no longer be hosted in the Campus Ministry Center lounge. Such programming will be moved to larger venues, such as the Student Center upper floor lounge. Choir rehearsals will remain in the Trinitas Chapel. Choristers will no longer be permitted to congregate around the piano for rehearsal.</p>	Note that group singing is considered a higher risk for potential transmission; small ensembles and increased distancing should be required.
Campus Ministry Center/Offices	<p>Meetings with an attendance of more than four persons will no longer be hosted in the Campus Ministry Center lounge.</p> <p>Regarding Campus Ministry Offices:</p> <ul style="list-style-type: none"> • Guest seating must be pulled at least six feet away from employee desks • Due to the small size of the Providencia Center Office, no more than three persons (including the person to whom the office is assigned) are permitted to meet within the office at a time. This occupancy may be decreased if a social distance of six feet between each attendee cannot be ensured. 	
Faculty/Staff Mission Formation	Mission formation sessions for employees will no longer be offered at off-campus venues, but rather in large conference spaces on the University campus where seating could be placed to ensure adequate social distance.	

	<ul style="list-style-type: none"> • Seminars will be repeated when possible to ensure smaller groups of attendees • Virtual attendance options will be explored and established for formation sessions when possible 	
Retreats & Service Trips	<p>Retreats and service trips will not be permitted to occur outside of the State of Montana for the duration of the 2020-2021 academic year.</p> <p>Attendance registration caps will be determined by the following:</p> <ul style="list-style-type: none"> • Ability to separate participants safely in transportation (distance maintained in buses or small groups in multiple cars) • The occupancy of overnight accommodations (adjusted to be mindful of social distancing) • Participation limits set by service locations (or state or federal regulation) 	

NATA ICSM:

<https://totalhealth.parkview.com/media/file/NATA%20ICSM%20COVID19%20Documents.pdf>

NAIA-ATA Return to Play

https://cascadeconference.org/documents/2020/5/20//COVID_19_NAIA_Guidelines_final_1_.pdf?id=3812

NCAA Resocialization of Sport

<http://www.ncaa.org/sport-science-institute/core-principles-resocialization-collegiate-sport>

Maintaining Buildings and Facilities

	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
Costs for Cleaning Campus	<ol style="list-style-type: none"> 1. Cleaning and disinfecting will need to take place across campus on a daily basis. 2. Disinfecting will take place in the evenings. 3. Faculty and students will be provided instructions and supplies to clean the classroom after each use (much like wiping down athletic equipment at a gym). 4. We will have day porters for cleaning of bathrooms regularly throughout the day, wiping down door handles and flat services (Facilities will do this). 	<ol style="list-style-type: none"> 1. 800 washable masks - \$8,000. 2. Hand sanitizer machines in all classrooms -7dollars each - total of 120.00=\$840.00. 3. Sanitizer soap for inside machines-43.80 for 6=\$7,884.00 (plus refills), not sure how much we will use. 4. 50 boxes vinyl gloves -\$176.00 (Not sure how many we will use) 5. Disposable mask 6. Sanitizing wipes-157.00 a case, 2month supply- \$1,570.00 7. Face shields for the science labs- \$1,200.00 8. Estimate PPE cost: \$8,000- \$10,000 depends on supply chain (for Athletics). This is based on current information; this may change based on directives from State/NAIA/University policy. <p>Building cleaning and sanitizing this includes using machine.</p> <ul style="list-style-type: none"> • Sikora hall common areas- 400.00 a month. • Sister Rita 400.00 a month for common areas • Emilie hall-3,600.00 per month (3 bathrooms plus common area included.) • University center -4,200.00 per month (not including any events that would be held.) • Sullivan hall-1706.00 per month. • Wrestling building-1,120.00 per month.

	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
		<ul style="list-style-type: none"> • Argo Hall – 1,525.00 per month common areas and laundry rooms. • McLaughlin - 9,555.00 per month. • Science building - 900.00 per month - (Labs not included still need more detail.) • Library - 50.00 daily. • Theater and Art 125.00 twice a week. • Providence and Chapel - 100 twice a week.

Mental Health

Mental Health Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
Mental Health	<ul style="list-style-type: none"> • Counseling services • Implementing Teletherapy for students and employees both online and in person. • Ensure that there are multiple forms of communications about services that are available. 	
	<ul style="list-style-type: none"> • There are referral services on campus and through Providence for employees. • Targeted mental health and wellness plans for faculty, instructional staff, and students who may seek support in adjusting to new campus rhythms under COVID-19 are available. 	

Student Health Services (Patient Care)

Student Health Services Topics	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
Ensure safe environment for students, faculty, and employees	<ul style="list-style-type: none"> Screen all student, faculty, and employees for respiratory symptoms and check temperature. 	
	<ul style="list-style-type: none"> Develop protocols for referring individuals with acute respiratory symptoms. 	
	<ul style="list-style-type: none"> Require all individuals to wear face masks or cloth coverings. 	
	<ul style="list-style-type: none"> Develop agreement with local ED to accept ill students requiring a higher level of care. Develop a plan for transporting these students. 	Costs for transportation to medical facility
	<ul style="list-style-type: none"> Budget for contact tracing and testing as needed. 	Costs for testing and contact tracing
Ensure safety for staff	<ul style="list-style-type: none"> Ensure PPE is available 	
	<ul style="list-style-type: none"> Develop management plans for exposed and ill staff. 	
	<ul style="list-style-type: none"> Educate staff about Covid-19 	
	<ul style="list-style-type: none"> Determine how to handle work plans for high-risk staff. 	
	<ul style="list-style-type: none"> Identify appropriate charges for visits. 	
SHS Facility Safety	<ul style="list-style-type: none"> Segregate waiting areas by sick/well patients. 	
	<ul style="list-style-type: none"> Reconfigure waiting areas for social distancing 	
	<ul style="list-style-type: none"> Ensure adequate hand sanitizer, face masks, tissues are on hand, and proper disposal with lid. Plexiglass barriers between reception and waiting areas. Costs for Plexiglas and installation. 	
	<ul style="list-style-type: none"> Develop protocols for environmental management to clean and decontaminate clinic. 	
	<ul style="list-style-type: none"> Use telemedicine as able – ensure IT supports are adequate. 	Coordinate with IT and local medical providers.

Student Support Services

	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
Student Support Services	<ul style="list-style-type: none"> Proactive communication with students and their faculty advisors should be first priority. Communication to include planning for provision of student support services (SSS) in response to late-developing health directives from state and local public health professionals. Students should be surveyed to determine preferences for modes of SSS delivery. Default should include communications on how in-person SSS will be provided by ASC, in collaboration with faculty advisors. Alternate plans should be developed for providing SSS online as necessary, or as preferred, depending upon the students' choice. International Staff should plan for how in-person SSS can be provided in compliance with public health guidelines on social distancing and hygiene. Wherever necessary, IS and Registrar's office should be looped in to assure students that the planning being done will keep them on-track, and that tech support is available to them. 	
	<ul style="list-style-type: none"> Proactive communication with students and their faculty advisors should be first priority. Communication to include planning for provision of student support services (SSS) in response to late-developing health directives from state and local public health professionals. Students should be surveyed to determine preferences for modes of SSS delivery. Default should include communications on how in-person SSS will be provided by ASC, in collaboration with faculty advisors. Alternate plans should be developed for providing SSS online as necessary, or as preferred, depending upon the students' choice. International Staff should plan for how in-person SSS can be provided in compliance with public health guidelines on social distancing and hygiene. Wherever necessary, IS and Registrar's office should be looped in to assure students that the planning being done will keep them on-track, and that tech support is available to them. 	
	<ul style="list-style-type: none"> Refer to Conducting Business Operations and Key Campus Areas for specific TRiO and ASC process steps. 	

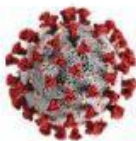
Supervisor Considerations

	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
Employees Returning to Campus	<ol style="list-style-type: none"> 1. Symptom testing must occur before each shift at all locations/work sites/offices. This will require purchasing of supplies, training for testers, identification of testing sites with appropriate social distancing markers, and reporting processes to HR. Adjusting of shifts times should occur to limit the number of employees starting at the same time. 2. Develop processes to identify positions for phased return of employees to no more than 33% of the workforce at a time, staggering every 2–4 weeks for full return. Numbers of employees in each phase is dependent upon availability of PPE, support for increased environmental cleaning, and availability of employee health care. 3. Alternate or alternating shift should be established wherever possible to limit the number of employees in an area at the same time. 4. Meetings must be conducted electronically, even when working on campus. If meetings cannot be conducted virtually, keep participation to fewer than 10 participants or room capacity ensuring appropriate physical distancing and wearing of masks or face coverings. 5. PPE dispersal and disposal sites must be established at all building entrance sites. 6. Procure sufficient disinfectant products and cleaning supplies so employees can frequently clean their own workspaces. 7. Training for all employees should offer the following minimum content: <ol style="list-style-type: none"> a. A general overview of COVID-19 including infection prevention and control measures (hand hygiene, respiratory etiquette, physical distancing, cleaning, and disinfection), signs and symptoms, testing, transmission, and credible resources. b. Campus-specific policies and practices regarding infection prevention and 	<p>Testing policy and procedures (HR)</p> <p>Required purchase of testing equipment \$800 (\$80/unit - no touch infrared; minimum 10 units)</p> <p>Development of training plan – assign to current staff member with adult training experience</p> <p>Facilities markers \$100 (estimate)</p> <p>Develop processes to identify positions for each phase of the return (Manager, HR, Facilities)</p> <p>PPE \$5300 (cloth for staff, disposable for guests)</p> <p>Disposal/collection containers (2 per doorway) \$?</p> <p>Disinfectant wipes (260/FTE, 180 FTE) \$20,300</p> <p>Development of training – assign to current staff member with adult training experience</p>

	Process Steps	Concerns & Challenges including additional costs not identified in previous budgets
	<p>control, campus health and safety resources, use of PPE including masks/face coverings, and actions if sick.</p> <p>8. Posters for appropriate prevention strategies and social distancing markers should be placed in all open workplaces, building entryways, bathrooms, and common areas. Common areas and restrooms should also be marked indicating the maximum number of occupants at onetime.</p>	<p>CDC Prevent COVID poster</p> <p>Social Distancing/"Stand Here" floor markers</p> <p>CDC Social Distancing 6' posters</p> <p>Room COVID Occupancy notice</p>
Employees Continuing to Work Remotely	<p>1. Working remotely must continue for employees who are considered "Vulnerable Individuals" per the Governor's orders. Continued remote work for all other individual should be encouraged to the extent possible.</p> <p>2. Positions should be identified which can remain as either full-time, part-time, or seasonally remote work. These positions should then be further identified as "optional" (with the consent of the employee), or "required".</p> <p>3. Flexible office space, which allows for the reservation of the room/office (like conference rooms) should be developed for employees who work remotely and are likely to continue.</p>	<p>Develop HR Policy for Remote Work</p> <p>Develop office space calendars for each office identified (i.e.: offices in the former AC building)</p>
Employee Travel	<p>1. Ban on non-essential out-of-state business travel for staff and faculty through December 2020.</p> <p>2. Process/policy established with necessary forms for coaches' travel out-of-state.</p>	<p>Review ban and announce any changes the beginning of December for Spring 2021</p> <p>Athletics/HR Policy and form(s)</p>


Appendix 1: Examples of CDC Educational Posters

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




Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.




Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.




Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.




Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.




Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



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GUIDANCE FOR CLEANING & DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE
FOR MORE
INFORMATION

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED. Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 IMPLEMENT

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE

CONTINUE ROUTINE CLEANING AND DISINFECTION. Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit [CORONAVIRUS.GOV](https://www.cdc.gov/coronavirus)



MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Is the area indoors?

YES

It is an indoor area.

NO

Maintain existing cleaning practices.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

YES

Yes, the area has been occupied within the last 7 days.

NO

The area has been unoccupied within the last 7 days.
The area will need only routine cleaning.



Is it a frequently touched surface or object?

YES

Yes, it is a frequently touched surface or object.

NO

Thoroughly clean these materials.
Consider setting a schedule for routine cleaning and disinfection, as appropriate.



What type of material is the surface or object?

Hard and non-porous materials like glass, metal, or plastic.

Visibly dirty surfaces should be cleaned prior to disinfection. Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

Soft and porous materials like carpet, rugs, or material in seating areas.

Thoroughly clean or launder materials. Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.



Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
- See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

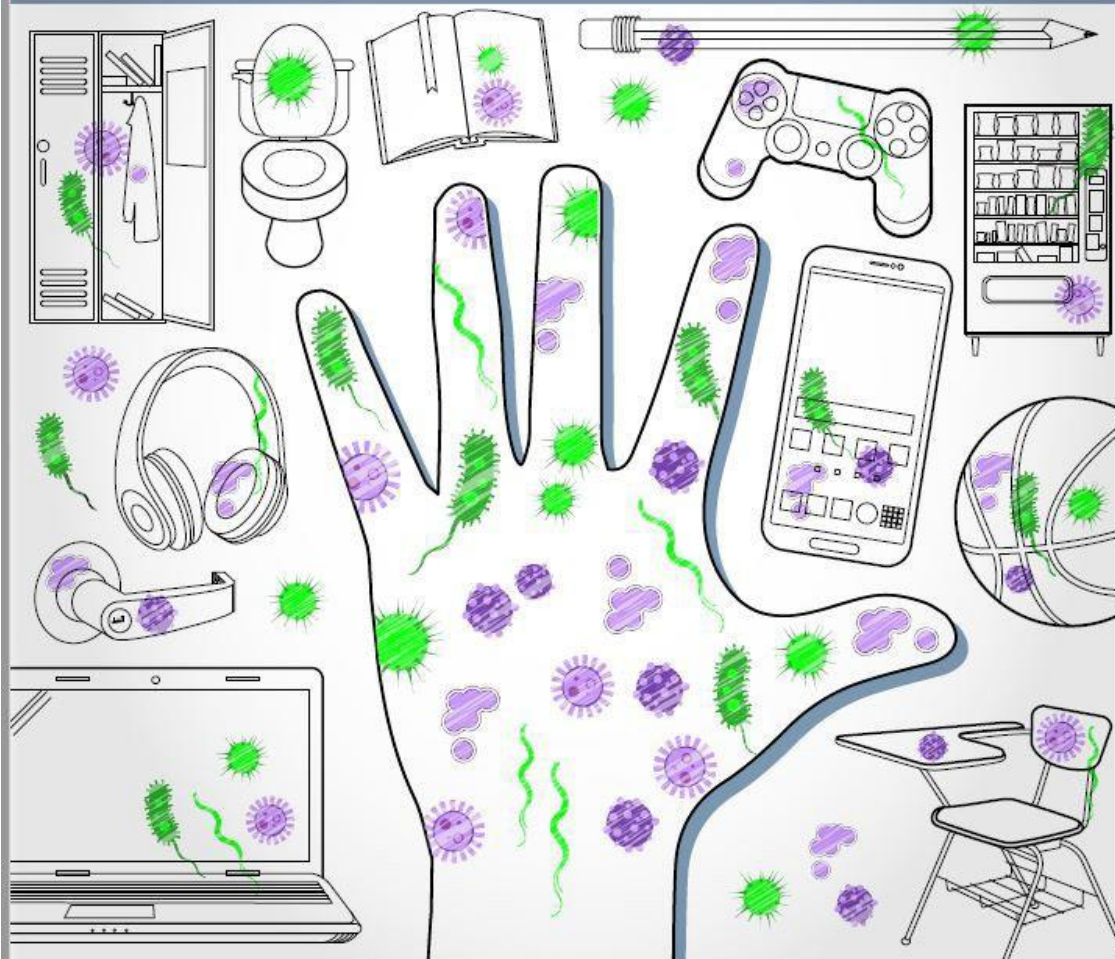


CS 316128-4 05/03/2020

cdc.gov/coronavirus

GERMS

are all around you.



Stay healthy.
Wash your hands.

CS294906-F

www.cdc.gov/handwashing



Appendix 2: This is what we expect of you as an individual



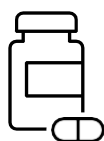
This is what we are expecting of you as an individual

- Wear a mask while on campus
- Washing hands frequently or apply Hand Sanitizer
- Social Distancing (6 feet apart – two arm lengths away)
- Stay home if you are sick
- Do your part in keeping areas clean by wiping down surface areas
- Do your part by encouraging others to do the same



This is what we are doing in the environment

- Be a role model to others with the prevention practices
- We can do our part by avoiding close contact
- By cleaning and disinfecting frequently
- Wiping down surfaces with disinfectant wipes
- Wear your mask when you are in public (grocery store, pharmacy, gas station, or work)
- Monitor your own health, stay home if you are sick



This is what you need to do if you are feeling sick with any of the following symptoms

- Sneezing or Coughing
- Headache or Sore Throat
- Fatigue, Muscle, or body aches
- Fever (anything 2-3 degrees above your baseline temp) or chills
- Congestion or runny nose
- New loss of taste or smell
- Nausea, vomiting, or diarrhea (one end or the other)
- Stay home and contact your health care provider about next steps