



FALL 2020 RE-OPENING: OPERATIONAL PLAN

Note: This document format will be modified to accommodate guidelines provided by the Board of Governors following their May 28, 2020 meeting.

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I. THE PLAN

Introduction

Florida A&M University (University) will be re-opening in fall 2020 with a continued commitment to excellence with caring. Safeguarding the health and safety of all members of the University community is central to our mission and at the core of our response to the COVID-19 pandemic. In the early days of the pandemic, the University's Emergency Management Team coordinated institutional action navigating the University's state of emergency. On April 23, 2020, President Larry Robinson, PhD, established the Operational Continuity Taskforce (Taskforce). The Taskforce consisted of representation across all divisions with expertise in critical areas ranging from public health to finance. Dr. Robinson charged the Taskforce to consider the impact of the COVID-19 pandemic on the University and develop recommendations for re-opening in fall 2020. The Taskforce deliberated on a broad range of scenarios as well as fiscal and operational outcomes, reporting their recommendations to senior leadership and the Board of Trustees.

In May 2020, the Board of Governors developed the "Blueprint for Re-Opening the State University System of Florida Campuses" (Blueprint). The Blueprint requires each University to draft individualized plans for re-opening. Florida A&M University's Operational Plan (Plan) comports with the Board of Governors' outlined expectations and is based on science, industry and government guidance. Our planning process has greatly benefitted from collaborations with industry consultants, local and state health officials, as well as State University System (SUS) working groups. The resulting operational plan serves as the framework for the University's preparation of facilities, cleaning and social distancing protocols. The University's plan also highlights our focus on members of the University community, focusing on education and training, risk assessment and mitigation as well as detection and response.

We continue to deliver excellence in instruction and the overall student experience. In addition, the thoughtful and cautious approach to re-opening reinforces faculty and staff confidence in Florida A&M University as a continued employer of choice.

Planning Assumptions

- University considerations are subject to evolving guidance from the Board of Governors, state, and federal re-opening guidelines.
- The SARS-CoV-2 virus responsible for COVID-19 will remain in circulation until an effective vaccine becomes widely used.
- Considerations must be made in the event of a campus, local or regional outbreak.
- Individuals with comorbidities are and will remain vulnerable to disease complications and higher mortality.
- Teaching and reinforcing prevention behaviors are essential strategies to minimize the spread of COVID-19 and other infectious diseases. These behaviors include hand and cough hygiene, social distancing and frequent cleaning and disinfection of high touch surfaces.

- Early identification and quarantine of symptomatic individuals is important to reduce the risk of outbreaks.
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II. A HEALTHY CAMPUS

Operational Guidelines

The health and safety of the University community is a shared responsibility among students, employees, vendors, volunteers, visitors, and surrounding community members. The University continues to implement enhanced cleaning protocols and transmission mitigation strategies. University practices closely align with Board of Governors, state, and federal guidelines for re-opening.

Facilities, Spaces, and Cleaning

University Plant Operations and Maintenance (POM) will provide scheduled deep cleaning and disinfecting of all University facilities, including classrooms, office spaces, housing and food service facilities, research equipment and laboratories, and public spaces. POM will employ various sanitation and disinfection methods, including fogging, electrostatic spraying and manual disinfection. The type of disinfection needed is determined by space usage. POM will adjust air changes to increase ventilation efficiencies for buildings, as appropriate. Ultraviolet light (UVC) air purification systems will also be installed in high traffic facilities to mitigate the risk of aerial transmission of virus particulates through ventilation systems.

The University has begun implementing strategies to decrease the number of contact points in buildings, including the installation of motion activated light switches, touch free soap and paper towel dispensers, and the use of contactless payment methods wherever possible. Hand sanitizer will be readily available throughout campus. POM has begun installation of portable hand sanitizer stations in high traffic areas. Routine sanitization of high contact/heavy traffic areas is incorporated into the regular cleaning schedule.

Signage and communications throughout public spaces and elevators serve as reminders to members of the University community about the importance of hand hygiene and social distancing. Employees and students will be empowered to contribute to cleaning and sanitizing efforts through training and education. For example, employees will be directed to clean and disinfect areas after use. Students will be instructed to use provided disinfectant wipes or spray to clean their immediate surroundings before and after each class.

The University has developed an inventory list and initiated the procurement process to ensure at least one year's supply of face coverings, disinfectant liquid and wipes, as well as alcohol-based hand sanitizer for use in facilities, including classrooms and workspaces.

POM is responsible for acquiring and/or coordinating Personal Protective Equipment (PPE) and face coverings, and disinfecting and sanitizing supplies for University campuses and locations, including the College of Law, satellite campuses, the FAMU Developmental Research School (FAMU DRS), and the Educational Research Center for Child Development (FAMU-ERCCD). In addition to complimentary face coverings and sanitizing supplies, the University is partnering with current vendors to install personal safety kit vending machines throughout the University

main campus, which include disposable masks, hand sanitizer and disinfectant wipes for purchase.

Social and Physical Distancing

POM has surveyed all facilities to determine maximum capacity based on social and physical distancing requirements of at least 6 feet. POM continues to coordinate with Student Health Services (SHS) and the Office of Human Resources to develop University-wide social and physical distancing guidelines, with tailored plans for higher risk areas.

Plans include the following (non-exhaustive):

- Removing/rearranging seating to reduce capacity in used office/lounge/reception/conference rooms to promote social and physical distancing
- Adding panels to separate adjacent workspaces and within identified classrooms
- Installing sneeze guards where needed
- Removing or limiting shared workspaces
- Designating small rooms as single occupancy only
- Using floor decals and signage to direct traffic and maintain 6 feet distance
- Encouraging use of videoconferencing
- Implementing elevator ridership limits: no more than 2 individuals in regular elevators
- Prohibiting large gatherings of more than 10 people. Meetings of 2-10 persons must be held in a location that will allow for a minimum of 6 feet distance between participants.

In addition to the phased return of employees, on-campus housing capacity has been adjusted to adhere to social distancing guidelines. University shuttles, buses, and vans will reduce ridership capacity and use decals to demarcate distancing expectations, where possible. Passengers will be required to wear face coverings in transit.

Control Access to Facilities

Foot traffic and gatherings in University facilities and common spaces will be limited through reduced facility entrances and visitor restrictions. Non-business visitors are prohibited, and work-related visitation will be limited in all workspaces. Business visitors are required to wear face coverings while on campus. Business visitors will be provided with one disposable face covering or they may wear a personal comparable face covering. POM will supply University offices with disposable face coverings to distribute to business visitors in conjunction with a reminder that face coverings are required on campus.

Vendors

Vendors and contractors operating on University property are required to adhere to the same risk mitigation guidelines as University constituency groups. Procurement Services will coordinate with the Office of General Counsel and SHS to develop guidelines for vendors and their interaction with campus. Vendors and contractors working on University property will provide a re-opening action plan regarding their implementation of best practices for mitigating transmission based on the operational plan. The Office of General Counsel is examining the inclusion of clauses that require compliance with best practices mitigating transmission of COVID-19.

III. COVID-19 EDUCATION AND TRAINING

Education and training are required for all members of the University community. COVID-19 training will be provided through the Office of Organizational Development and Training (ODT) for faculty and staff. All students will receive COVID-19 training through Blackboard Connect for anticipated completion before August 14, 2020 or the beginning of any on-campus activity. Training components include education about COVID-19 and symptoms, university expectations and practices regarding the use of face coverings and personal protective equipment, cleaning protocols, and social distancing. Employees currently on campus will be incorporated into the first phase of this process. The Office of Student Conduct and Conflict Resolution will reinforce the training for students required to complete the Code of Conduct orientation. Residential students will receive additional training through University Housing.

Messaging surrounding social and physical distancing expectations and the testing and contact tracing procedures required of members of the University community will be emphasized through signage and consistent communication on a variety of mediums, throughout campuses and locations. The Office of Communications continues to coordinate with appropriate offices to develop messaging to address concerns related to COVID-19 and returning to the University campuses. The University will utilize the traditional customer service call center and artificial intelligence technology to respond to COVID-19 related questions and direct callers to appropriate University resources.

IV. COVID-19 DETECTION AND RESPONSE

Screening

Screening as many individuals as possible who access the campus is critical. Faculty, staff, and students are expected to participate in daily self-screening for COVID-19 symptoms and temperature checks at least once prior to leaving home each day, ideally through use of the FAMU mobile app or alternative partnerships. A temperature and symptom log is available for those unable to access the app. Individuals that indicate the need for follow-up will be contacted by Student Health Services or designee. Employees are also expected to self-disclose travel to/from geographic areas with significant community transmission.

The University has purchased hand-held thermometers for use throughout the University and campuses. Departments are responsible for conducting daily temperature and symptom checks on-campus for employees/contract staff prior to their entrance into selected high risk/high density workplaces: Plant Operations and Maintenance (POM), SHS, residence halls, Campus Safety and Security, Parking Services, FAMU Developmental and Research School (FAMU DRS), FAMU-ERCCD, intercollegiate athletics, shuttle drivers, and all food service venues.

Temperature and symptom checks will also be conducted for students participating in high contact University activities and functions. These groups include healthcare and education students, research students, student athletes, resident advisors, and students engaged in experiential activities, including the University Marching Band.

Testing

Testing will be offered on the University campus for fall 2020. The University's current testing site at Bragg Stadium is being administered in partnership with the Bond Community Health Center, the Florida Department of Health, and the Department of Emergency Management. The site is performing well, averaging approximately 330 tests per day with a year to date total of 7,745 tests administered since April 25, 2020. Due to the productive output of the testing site, the University anticipates continued operations on the main campus. The University is also simultaneously planning for an alternative University site. The College of Law and the Crestview, Brooksville, and Quincy locations have access to community sites for use in their local areas.¹

Employees

The University's COVID-19 testing program² establishes a statistical approach to testing with a schedule for priority groups of faculty and staff. Faculty and staff returning to campus to perform their ongoing duties will be strongly encouraged to undergo initial testing to establish a baseline of active infection prior to their phased return to campus. Testing is available on the main campus as well as community sites near satellite locations and the College of Law. Individuals in the following groups identified as having a high risk of exposure will undergo additional testing:

- Symptomatic individuals and exposed contacts;
- SHS Clinic;
- First Responders (University Police);
- POM (select groups, including custodial);
- Athletics coaches and staff;
- Campus Housing (select groups); and
- Select Vendors (including food service).

The University's testing protocol is to monthly test two percent of faculty and staff working on campus who have either voluntarily tested or are selected at random. This protocol aligns with county and state practices.³

Students

Residential students are strongly encouraged to undergo initial testing upon arrival to campus to establish a baseline. The following students living on and off-campus will be prioritized for testing:

- Symptomatic individuals and exposed contacts;
- Student athletes;
- Medically vulnerable students;
- Students in health professions and education; and
- Students returning to campus from areas with significant community transmission.

¹ See Appendix A for the testing site listing

² The testing program is subject to change due to subsequent guidance from the Board of Governors

³ Per guidance from university and state epidemiologists

Due to a recent increase in COVID-19 positive cases for individuals of color aged 15-24,⁴ the University is working with epidemiologists at the Florida Department of Health to establish additional protocols that may be necessary for this population.

Serological Testing and Vaccines

The University is actively exploring the administration of serological testing in the spring semester through the University's existing lab services agreement. At the time a vaccine becomes available, Student Health Services will serve as the University's point of contact, charged with working with the Leon County Health Department to conduct mass vaccine clinics for the university community. Faculty, staff, and students are also strongly encouraged to get the seasonal flu vaccination, which is offered free of charge by SHS.

Quarantine/Isolation

Quarantine and isolation are building blocks in the detect and response framework to stem unchecked viral transmission. Individuals who have been diagnosed with COVID-19 will be subject to **isolation** in their current residence. Individuals who are symptomatic or have significant exposure to COVID-19 (identified through self-screening, university screening, or contact tracing) are required to **quarantine** for 14 calendar days (or until medically cleared) and monitor their symptoms. Quarantine is strongly recommended for individuals traveling to/from geographic areas with significant community transmission.

Quarantined or isolated members of the University community must be medically cleared to return. The Office of Human Resources, Student Health Services, and the Office of the Provost have developed draft Return to Work Guidelines for clearance as a condition of return for employees. Student Health Services will review all medical clearances for students.

Any cases of confirmed COVID-19 or Persons Under Investigation for COVID-19 will be reported to local health officials. The University has informed local health entities of our intention to welcome students back to campus for the fall semester pursuant to the operational plan. The University does not anticipate any shortages of community healthcare support.

On-Campus Residents

Students living in on-campus housing that have been diagnosed with COVID-19 or under investigation will be moved to a housing unit reserved for quarantine and isolation. Palmetto North housing units have been identified to house quarantined or isolated students until medically cleared to return to their housing assignment. On-campus residents in isolation require a single room and may not share a bathroom. Quarantined residents may share a bathroom. Currently, forty-five (45) two bedroom/one bath apartments are available in the Palmetto North complex.

SHS will provide access to telehealth services for ongoing care and support during the period of quarantine/isolation. As noted, mental health services will also be accessible via telemental

⁴ Florida Department of Health, "Florida's COVID-19 Data and Surveillance Dashboard," available at: <https://experience.arcgis.com/experience/96dd742462124fa0b38ddedb9b25e429> (Accessed May 26, 2020)

health. Case managers will follow-up with each student to provide support and to facilitate access to other services, as needed.

The Division of Academic Affairs will support quarantined or isolated students to ensure minimal disruption to their academic progress. Business and Auxiliary Services will provide food service to serve impacted students.

Contact Tracing and Surveillance

University staff have begun contact tracing training to supplement the efforts of the Department of Health. The University anticipates training employees to assist with contact tracing of those in contact with individuals that have tested positive for COVID-19. Members of the University community assisting/conducting contact tracing will follow guidelines and documentation requirements established by the Department of Health for contact criteria.

Considerable monitoring, tracking, and oversight is required to mitigate the risk of a local resurgence of the virus. The University anticipates establishing an Occupational Health section within SHS by the fall semester. The Occupational Health section will manage documentation of testing and case management, vaccination records, sick/ill employees leave, quarantine, return to work, contact tracing, notification of contacts, and surveillance. Within the same timeframe, the University will build or contract the creation of a secure database to maintain this sensitive information.

Student Health Services serves as lead for University surveillance activities, following industry guidance for the “ongoing, systematic collection, analysis, and interpretation of health-related data essential to planning, implementation, and evaluation of public health...”⁵ Analysis of the University environment, in consultation with University leadership, will inform future assessments regarding student extracurricular activities and social gatherings.

Surveillance activities will include the following:

- Monitoring national, state, and local rates of infection to facilitate early identification of community spread
- Monitoring of screening activities to help identify clusters of symptoms reporting and/or absences
- Rapid identification of persons with positive test results for COVID-19 with required isolation, contact tracing and quarantine of identified close contacts
- Case management for persons with COVID-19 symptoms and/or diagnosis to provide support, referrals as needed and to monitor for compliance with quarantine or isolation
- SHS will track the presentation of influenza-like illnesses and COVID-19 symptoms among students that present on campus for medical services

⁵ Gerardo-Giorda L, Puggioni G, Rudd RJ, Waller LA, Real LA. “Structuring targeted surveillance for monitoring disease emergence by mapping observational data onto ecological process.” *J R Soc Interface*. 2013;10(86):20130418. Published July 17, 2013.

Threshold Trigger

A cluster of three or more positive COVID-19 cases at any University location will result in additional restrictions to mitigate transmission risks. A “cluster” is defined as cases with common times, geographic locations and/or exposures.⁶ If necessary, additional measures will be taken in consultation with Senior Leadership, as well as internal, local, and state health officials.

V. RESOCIALIZATION OF EMPLOYEES AND STUDENTS

Faculty, staff, and students will return to a University environment that supports a strong detection and response framework as well as enhanced cleaning and social distancing protocols necessary to comply with health and safety best practices.⁷ To that end, the University has initiated a phased approach for return of personnel and students to the University for the fall 2020 semester re-opening.

Employees⁸

University guidelines guide the return of employees back to campuses in a phased approach allowing for risk-assessment and mitigation:⁹

| Action | June 15 | July 1 | July 15 | August 1 | August 15 | August 24 (or alternative start date) |
|---|--|--|--|--|-----------|---------------------------------------|
| Employees (phased return) ¹⁰ | Wave 1: Essential Employees (continued); employees from low risk, high priority areas (senior leadership, finance, etc.) | Wave 2: Up to 25% of workforce returns based on risk assessment and capacity | Wave 3: Up to 50% of workforce returns based on risk assessment and capacity | Wave 4: Up to 75% of workforce returns based on risk assessment and capacity | Continue | Continue |

⁶ World Health Organization, “Coronavirus Disease 2019 (COVID-19),” Situation Report- 80, available at: https://www.who.int/docs/default-source/coronaviruse/situation-reports/20200409-sitrep-80-covid-19.pdf?sfvrsn=1b685d64_2 (April 9, 2020)

⁷ See American College Health Association, “Considerations for Reopening Institutions of Higher Education in the COVID-19 Era, available at: https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf (May 2020)

⁸ Active Faculty and Staff

⁹ Timeline may be subject to change based on the availability of appropriate PPE and disinfectant supplies.

¹⁰ Dates are subject to change based on the evolving nature of the pandemic. Telecommuting, administrative leave, and other manager tools remain available to departments to accommodate employees with comorbidities and extenuating factors.

The Office of Environmental Health and Safety (EH&S) has developed a risk-assessment tool to assess employees' risk level prior to their return to the University.¹¹ Employees are identified as low, medium, or high risk based on the amount of workplace exposure and the available ways to mitigate exposure. Employees with similar duties may be grouped in a single assessment. The assessment tool is currently being applied. EH&S and SHS are partnering with respective offices to implement appropriate mitigating controls.

Essential employees continue performing their duties, pursuant to prior university guidance. Employees are scheduled to return to campus in phases of no more than 25% of the workforce in each phase. Researchers not previously considered essential may return in summer 2020, given appropriate training and an approved action plan for bench research. Low risk employees may return to campus throughout summer 2020. The environment will be reassessed at least every 14 days before the integration of the next phase of employees, beginning June 15. College deans will ensure that their departments have completed the appropriate assessment of faculty, with consideration to course modality, by June 30, 2020.

Employees are required to use face coverings when at work around other individuals or common spaces. Each employee will receive one disposable and two reusable cloth face coverings upon their return to work; employees may use their own comparable face coverings. Employees will also receive two personal sized containers of hand sanitizer that can be refilled at stations around campus. One-gallon containers of hand sanitizer will also be provided to each office suite. These items (complimentary face coverings, resources, and hand sanitizing bottles) will be packaged in an "employee kit," assembled by a University logistics team, pursuant to social and physical distancing guidelines. Designated employees from each unit will pick up employee kits at one of the multiple distribution points identified on campus, including by drive through at the Welcome Center. Employees from the College of Law and other locations will receive kits through a central distribution point at each location. Employee receipt will be confirmed at the time of pick-up and recorded in each department or unit.

Additional disposable masks will be available in the main lobbies of buildings on the first day of return for each phase of employees. Employees designated to receive PPE based on the nature of their duties will pick up their equipment upon their return to the University. Appropriate PPE has been provided for those identified employees currently working on-campus.

For fall 2020, remote work and instruction, staggered office schedules, as well as leave, remain options available for use, as appropriate, with guidance from the Office of Human Resources and the Division of Academic Affairs. Faculty and staff with comorbidities or other health concerns may request accommodations through Equal Opportunity Programs. Employees are encouraged to utilize Resources for Living (RFL) for mental wellness support. RFL is a 24-hour hotline offering confidential counseling services to faculty, staff, and the immediate family members living with them.

Students

The University continues to provide access to high quality services as well as face-to-face and remote instruction. Students will be provided with one disposable and two reusable face coverings

¹¹ See Appendix B

as well as two personal sized containers of hand sanitizer that can be refilled on campus. Student kits (complimentary face coverings, resources, and hand sanitizer) will be assembled by the logistics team. On-campus residents will receive their kits during check-in. For all other students, kits will be available at multiple distribution points throughout campus, including academic buildings and the Coleman Library. Students from the College of Law and other campuses will receive their kits through a designated central point at each location. Face coverings are required in face-to-face classes and common areas. Students may also use their own comparable face coverings.

Colleges and Schools will provide standard language for faculty to incorporate into their syllabi regarding social distancing and behavioral expectations for students, as well as classroom protocol in the event of violations.

High-risk/High-touch areas providing services to students, such as the University Libraries and the Campus Recreation Center, have begun collaborating with Student Health Services to develop and implement re-opening plans unique to their operations and consistent with Center for Disease Control and Prevention (CDC), the Student Code of Conduct, state, and local re-opening guidelines.

Student engagement remains a centerpiece of the University's plan for the fall. Students utilizing in-person services must adhere to social and physical distancing guidelines, face covering requirements, and proper hygiene protocols. Service highlights for student affairs units follow:

Student Health Services

Student Health Services has maintained on-site services throughout the COVID-19 pandemic period. When students returned home after spring break, the clinic moved to appointment only scheduling and began offering telehealth services. The Clinic continues to follow the priorities established by the CDC¹² to guide operations:

- Provision of the appropriate level of necessary medical care.¹³
- Protecting healthcare personnel and non-COVID-19 patients from infection.¹⁴
- Preparing for a potential surge in patients with respiratory infection.
- Preparing for PPE and staffing shortages.

Clinic staff are separated into two teams that work on a rotating schedule – this avoids the possibility of having to close the clinic due to a required quarantine period should there be a significant exposure to COVID-19 in the clinic.

¹² See Center for Disease Control and Prevention, "Outpatient and Ambulatory Care Settings: Responding to Community Transmission of COVID-19 in the United States," available at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ambulatory-care-settings.html> (May 2020)

¹³ See Center for Disease Control and Prevention, "Evaluating and Testing Persons for Coronavirus Disease 2019 (COVID-19), available at: <https://www.cdc.gov/coronavirus/2019-nCoV/hcp/clinical-criteria.html> (May 2020)

¹⁴ Center for Disease Control and Prevention, "Interim Infection Prevention and Control Recommendations for Patients with Suspected or Confirmed Coronavirus Disease 2019 (COVID-19) in Healthcare Settings," available at: <https://bit.ly/3d9bhso>

SHS plans to use the same strategies in the fall semester, utilizing telehealth services through Zoom Health and appointment only scheduling for necessary care allows social distancing management. Individuals must ring the doorbell for entrance. All visitors are masked and screened at the door for symptoms and a temperature check prior to entry.

Food pantry and food distributions will be offered by appointment only and will follow any additional guidelines established by the provider (USDA and/or Second Harvest).

SHS will continue mitigation practices outlined above through the summer and for the duration of the 2020-2021 academic year until there is widespread uptake of an effective vaccine.¹⁵

Housing

University Housing occupancy has been reduced to 69% occupancy by converting all double rooms to a single room in our residence halls for the 2020-2021 academic year. Physical spacing signage will be visible on each bathroom door indicating maximum occupancy at a time. University Housing will work with POM/EH&S to include space indicators (tape) on the floors and throughout the residential community. The signage will include “Do Not Enter” signs for students to use if the maximum number of people inside has been reached.

Residence hall staff will engage the residents in the floor agreement process to schedule shower times to adhere to social and physical distancing guidelines. All floor agreements will be adopted by University Housing to include conduct violations for University COVID-19 related protocols and practices. The Housing handbook is currently being updated to include language incorporating floor/building agreements into the rules. Students will be required to wear face coverings in the common areas of the buildings but not in the privacy of their rooms.

Residence Hall Student Engagement will consist of small groups of 10 or less and through digital platforms. Staff is currently engaging students and their families through virtual experiences this summer. A new hierarchy of needs for virtual learning model (staff training and residential education) has been created to ensure all residential staff are aware of the COVID-19 safety guidelines and contributing to positive student experiences. University Housing will continue to leverage technology (YouTube Live, Twitter, Facebook, Instagram, etc.) to communicate with current and potential students about the required COVID-19 Education Module to be completed prior to staff and student’s arrival on campus. Information sharing will occur in all residential facilities with posted information in common areas and entry points concerning COVID-19 prevention.

Non-residents and quarantined/isolated individuals will be restricted from residence halls that are not assigned. Enhanced cleaning protocols continue to be implemented for common areas and restrooms. POM will execute the same deep cleaning strategies and more frequent disinfectant of high touch areas as provided in campus facilities.

Office of Counseling Services (OCS)

The Office of Counseling Services continues to offer telemental health for individual/couples/group psychotherapy via ZoomHealth. OCS also continues to use Zoom for

¹⁵ See Operational Plan Section II: Detect and Response

workshops and outreach. OCS will maintain regular office hours from 8 am to 4:30 pm. For intensive outpatient programs, the University refers clients and students to the local hospitals and community agencies (Capital Regional Medical Center, TMH and Impact Behavioral Health). Students requesting or needing face-to-face psychotherapy will be referred to one of these agencies, depending on need. In mental health emergency cases, OCS will request law enforcement to conduct a welfare check or call local emergency services. Each student will be screened before beginning telemental health services to determine whether the virtual service is appropriate, or a referral is needed. OCS anticipates that the last remaining hire, identified as part of the expansion plan approved by the Board of Trustees, will be onboarded by fall 2020.

Career and Professional Development Center (CPD Center)

The Career and Professional Development Center (CPD Center) continues to offer virtual and in-person services. Virtual drop-in services as well as staggered in-person scheduled appointments will be arranged daily. The CPD Center will limit in-person appointments to those students who would most benefit from in-person communication.

Although the CPD Center will host most workshops virtually, some in-person sessions will be held for 10 students or less to adhere to social and physical distancing guidelines. All employer engagement events will be virtual. The CPD Center will continue collaborations with campus partners, colleges and schools to host virtual engagement opportunities to inform and provide access to support services for students.

Center for Disability Access and Resources (CeDAR)

In addition to face-to-face interactions, CeDAR will continue to utilize video conferencing and phone meetings. The number of students allowed in the reception area, computer lab and alternate test site will be restricted in accordance with social and physical distancing occupancy guidelines.

Office of Financial Aid

The Office of Financial Aid offers quality customer service to students via telephone, email and Zoom meetings. Installation of barrier shields, floor labels for social distancing and banners in the front lobby/information desk supports the resumption of face-to-face interactions with students and business visitors. Telephone lines are available from 9 am to 4 pm daily.

Department of Campus Safety/Parking (DCSS)

DCSS will continue to take reports via telephone and post signage to remind employees and the University community about good hygiene (handwashing, coughing and sneezing, etc.). The Department of Campus Safety/Parking Services will continue to service the FAMU community 24 hours a day, 7 days a week.

Center for Academic Advising and Student Success

The Center for Academic Advising and Student Success will advise students in person and virtually by appointments using email, google numbers, office telephone and Zoom conferencing.

Efferson Student Union, Activities & New Student Orientation

The Efferson Student Union, Activities and New Student Orientation will adhere to CDC guidelines for social and physical distancing when operating for the fall semester. Orientation will be conducted for incoming freshman students in the Al Lawson Multipurpose Center & Teaching Gymnasium and family members in Lee Hall Auditorium. Face coverings have been purchased to ensure the safety of all participants. Minimum face-to-face activities will be conducted to ensure safety of participants.

Welcome Week will be conducted primarily virtually with minimum face-to-face components. Activities requiring in-person attendance will be limited to 25% occupancy of each venue. Staff will be rotated between shifts to ensure proper physical distancing within the office.

Signage for the Efferson Student Union complex will be purchased to display in the appropriate areas. Greek Life and Student Organizations will conduct activities virtually for the fall semester. These organizations are prohibited from performing “in-person” membership intake until after consultation with all stakeholders, including Student Health Services.

TRIO Student Support Services (SSS)

Student Support Services will conduct services both face to face and virtually. The First Year Experience (SLS) classes, composed of mostly freshmen, will be conducted online and face-to-face adhering to social distancing guidelines. The computer lab and Area 7 Classroom for students to study will have signage and adjusted occupancy. For students that lack technology, internet connection, or who simply need a quiet study space, these areas maximize success. Workshops will continue virtually. Other services, such as academic advisement and coaching will be both face-to-face and virtual.

Victim Advocate and LGBTQ Resource Center

The Victim Advocate and LGBTQ Resource Center will continue traditional operating hours, providing emotional support and resources through Zoom conference calls and email. Pamphlets, resource business cards, and other physical resources are placed outside of the center for easy access. Support groups will be held virtually or in groups of less than 10 with appropriate social distancing.

Victim advocate services that involve coordination with community partners (court, Refuge House, Tallahassee Police Department, etc.) will continue under current protocols until other agencies deem it safe to return. The Sexual Assault Response Team (SART) and Domestic Violence Coordinating Council (DVCC) are meeting virtually. For students outside of Tallahassee, all services will continue to be provided virtually. One-on-one meetings with students will be scheduled by appointments only.

Student Conduct and Conflict Resolution

The Office of Student Conduct and Conflict Resolution continues to provide services to the University community in person, virtually using Zoom, and to the extent possible, via telephone and email. The University community continues to report alleged misconduct using the online incident reporting form and by email. All staff will return to campus, unless they have requested reasonable accommodations, as they all have separate, individual offices. All in-person visitors will be required to schedule an appointment, wear a face covering and adhere to physical and

social distancing guidelines as noted by appropriate signage in the office. Student conduct hearings and trainings will continue to be held on Zoom. Student workshops will continue to be held in the classrooms, residence halls and other campus locations as appropriate, in accordance with required face coverings and social and physical distancing guidelines. Otherwise, workshops will be held on Zoom or other virtual platforms accessible to the audience.

FAMU Educational Research Center for Child Development (FAMU-ERCCD)

The FAMU Educational Research Center for Child Development will adhere to University, state and federal requirements. FAMU-ERCCD will continue to provide services to families virtually and through age appropriate take-home packets until re-opening. The Center continues to ensure compliance with its cleaning/sanitizing schedule, which has been shared with all staff and parents and will be displayed in each area. Age-appropriate signage regarding proper hygiene, including hand-washing, coughing/sneezing, and distancing remains displayed throughout the Center.

Additional protocols regarding classroom safety, food preparation, meal service and drop-off/pick-up procedures have been developed and will be implemented upon re-opening. Some of the protocols include the following: temperature checks required for each staff member or parent who enters the building; all staff are required to wear masks covering their nose, mouth and chin, wear a smock before going into designated area for set up, wear booties, and will be allowed to bring a limited number of items into the center daily. Only minor children who are enrolled in the center will be permitted to enter the facility. FAMU-ERCCD will limit group sizes to 10 or less in areas and children will remain in the same group each day with the same teachers. Sick children and staff will be required to stay home.

FAMU-ERCCD will follow established protocols in the event of positive COVID-19 cases, in coordination with University, local, and state health officials.

Campus Visits

The Welcome Center/Campus Visits Office will offer virtual and in-person services during the fall semester. Campus visits/tours will be limited to individual/family member groups of (10) or less to adhere to social and physical distancing guidelines. Individuals may register for tours via the University online registration portal and will be provided face coverings to ensure the safety of all participants and university staff. In conjunction with Admissions and Enrollment Management, virtual information sessions will be offered bi-weekly to prospective students, family members and civic/community organizations

Office of the Ombudsman

The Office of the Ombudsman continues to advise students in person and virtually by appointments using email, telephone and Zoom conferencing. Signage will be displayed reiterating proper spacing for social and physical distancing while ensuring an exceptional student experience. The Office will also maintain face coverings, sanitizer and protective gloves for any visitors who may need these protective/preventive measures. All educational services and programming will be provided virtually.

Hazing Prevention Initiatives

Hazing Prevention Initiative Services will continue to be provided in-person and virtually. Students and colleagues will be consulted in person and by appointment via email, telephone and videoconferencing. Hazing prevention educational information will continue to be provided virtually and the online hazing prevention course will continue to be promoted virtually.

Student Legal Services

Student Legal Services will advise students in person and virtually by appointments using email, telephone and Zoom conferencing. Signage will be displayed reiterating proper spacing for social and physical distancing while ensuring exceptional student experience. The Office will also maintain masks, sanitizer and protective gloves for any visitors who may need these protective/preventive measures. All educational services and programming will be provided remotely.

Office of Veteran Affairs (OVA)

The Office of Veteran Affairs' center layout and operations will be modified to adhere to social and physical distancing guidelines. The OVA will continue to assist Veterans and dependents through face-to-face interactions and through virtual sessions. The offices and computer labs will maintain proper sanitizing and signage for social and physical distancing guidelines. Appropriate scheduling of appointments and visits of 10 persons or less will be closely monitored and structured to ensure safety and service excellence. The staff continues collaborating with local, state, and federal agencies during the COVID-19 epidemic.

Student Government Association

The Student Government Association (SGA) branch leadership (Student Body President/Trustee, Student Body Vice President, Student Body Chief of Staff, SGA Senate President, SGA Senate Pro Tempore, Student Supreme Court Chief Justice and Student Supreme Court Associate Chief Justice) and the Joint Operations Staff will report to campus and adhere to University COVID-19 guidelines. The aforementioned officers have individual offices that keep them isolated from others while working during office hours. All SGA full body and committee meetings will continue to be facilitated through remote platforms such as Zoom, Microsoft Teams, WebX, etc. Elections will continue to be facilitated via the University provided Qualtrics application, until further notice.

SGA travel will be restricted to any required FAMU BOT or SUS BOG meetings that warrant the Student Body President's attendance. All staff will be directed to Equal Opportunity Programs should individuals need accommodations related to their return to work. Staff will wear University provided face coverings or their own comparable face covering. Hand sanitizer, masks, gloves, face guards, disinfectant wipes, disinfectant aerosols, reception desk splash guards have been itemized and budgeted. Floor distance markers will be ordered to reiterate social and physical distancing for common waiting areas; some computer/workstations in SGA labs will be redesigned so that social and physical distancing guidelines can be maintained. Public Service Announcements will be developed and tendered via SGA social media platforms, iStrike and FAMUINFO, encouraging students and potential visitors to call or email prior to visiting the offices, so that appointments can be scheduled.

Student Performance Activities

Departments that have academic, athletic, or other co-curricular programs in which the student's physical presence is an inherent requirement are tasked to form a COVID-19 Response Team to develop specific plans to mitigate risks to students in their programs which comport with University expectations. Plans must outline specific mitigation strategies for students in their programs that include use of face masks, social and physical distancing, required daily self-screening and testing. Department/student program specific COVID-19 response plans must be reviewed and approved by Student Health Services.

Athletics

In accordance with University expectations within the framework of evolving guidance from the NCAA and Mid-Eastern Athletic Conference (MEAC), the Athletics Department has established base guidelines for re-opening in the fall for student athletes (SAs).

- Football, Basketball, and Volleyball SAs (approximately 180) will report to campus four (4) weeks prior to the scheduled start of the fall semester.
 - SAs from areas experiencing significant community transmission will be quarantined for the requisite 14-day period prior to engaging in countable athletically related activities (CARA).
- Remaining SAs scheduled to participate in fall sports will arrive with the general student population (approximately 306 SAs total).
- Student Athletes will undergo COVID-19 testing upon their return to campus and as determined by the NCAA/MEAC for competition purposes.
- Athletic trainers will wear appropriate personal protective equipment (PPE) when interacting with all student athletes.
- The Athletics Department will adopt best practices and protocols for the sanitization and maintenance of athletic equipment, uniforms, and apparel.
- The Athletics Department will partner with University POM or a reasonable alternative to establish a cleaning schedule for enhanced cleaning and sanitization for applicable areas after each practice, weight training sessions and competitions.
 - This includes, but is not limited to, the fieldhouse, Lawson, Gaither, and Lua Bartley and Bragg Memorial Stadium facilities.
- The Athletics Department will work with POM to audit all spaces and adjust occupancy accordingly to align with social and physical distancing requirements.
 - Gaither Lounge will remain closed until further assessment allows for congregating of larger groups.
- The Athletics Department will coordinate with the Office of International Education to review international students' status to ensure safe return to campus, if possible.

The Athletics Department will include a targeted framework for screening, testing, and monitoring of SAs in their individualized action plan. This plan will include strategies for providing additional medical access for SAs. The individualized action plan is subject to review and approval by Student Health Services.

VI. INSTRUCTIONAL FRAMEWORK

Overview

Instruction for the fall 2020 semester will be offered to all FAMU student populations using a hybrid approach that combines face-to-face and online course delivery. Face-to-face instruction will be delivered in accordance with strict adherence to University, state, and federal safety guidelines.

Classroom Capacity and Hours of Availability

Classroom capacity is critical in determining how many face-to-face classes can be offered during the fall 2020 semester. One of the essential steps in the fall 2020 return process is accounting for all classroom spaces with accurate social distancing capacities. Using the space utilization assessment completed by POM, the process of building a detailed student return plan has begun. Individual classroom enrollment capacities are reduced by 55% - 75% of standard capacity to comply with social and physical distancing guidelines. Reduced capacity means that large lecture halls ($N > 100$) become medium-size classrooms, and medium-size rooms ($N \sim 60$) become small classrooms. Small classrooms ($N \sim 40$) will be reserved for only the smallest class sizes. To facilitate maximum usage of the limited number of classrooms that can accommodate social distancing, the normal range of class times will be extended beyond 5 pm M-F and include weekends. This extended schedule provides more classroom usage and reduces the on-campus traffic during typically peak times.

Faculty Safety and Well Being

All socially distant classrooms will be arranged to minimize possible exposure to a faculty member. As outlined in this document, all FAMU faculty, students, and staff will be required to wear facial coverings while in public spaces. Also, physical and wearable barriers will be provided for classroom use to support social and physical distancing between the faculty member and students. Depending on the room and layout, other accommodations will be considered to minimize faculty exposure.

Instruction

Science Laboratory and Experiential Courses: There are several courses that are best suited for face-to-face delivery to provide hands-on learning experiences. Examples include science laboratories, clinical experiences, performing arts and music courses. Many of these courses will be offered via face-to-face instruction consistent with social and physical distancing guidelines.

Gatekeeper Courses: A select number of lower-division courses that form the foundation for upper-division study will also be targeted for delivery via face-to-face instruction. Examples include courses in mathematics, English, science, and business.

Bottleneck Courses: A limited number of courses that serve as entry points for professional programs or in which student success is strongly correlated with in-class engagement will be targeted for face-to-face instruction.

Graduate and Professional Courses: Courses offered at the graduate and professional levels will be offered via a combination of online and face-to-face instructional approaches, as determined by the specific academic programs. Graduate students conducting research will be permitted to use on-campus research facilities in accordance with established University safety guidelines.

Faculty Training and Development

A comprehensive faculty training and professional development program has been implemented to help ensure that online instruction is offered at a level of high quality and in alignment with pedagogical best practices. A core component is course design that is learner-centered, with emphasis on impactful pedagogy and national standards for teaching remotely.

At the close of the spring 2020 semester, a comprehensive assessment was conducted to gauge faculty readiness and course development needs. The University is using a similar preparation model for the fall semester to identify the number of additional faculty that need training and additional courses requiring some level of conversion. The faculty trainings offered since May introduce and orient faculty to the new learning management system (LMS), Canvas. At the end of the summer term, the current LMS, Blackboard, will no longer be used and all faculty will transition their courses and instruction to Canvas for the fall 2020 semester. A revised certification program is being used to ensure that all teaching faculty will be certified to teach online by the end of August. The Division of Academic Affairs has partnered with the Office of Instructional Technology (OIT) and the Teaching and Learning Center to develop a plan that introduces technological and pedagogical training for both faculty and OIT staff between June and August 2020. Additional training will also be provided to students assisting with technical support for students enrolled in online/hybrid courses during the fall 2020 term.

Adjustments to the Academic Calendar

The following academic calendar adjustment is under consideration:¹⁶

On-time start and ending Face-to-Face instruction at Thanksgiving Break. After Thanksgiving, students complete the final week of instruction remotely. Final exams occur remotely during the normal schedule. A limited number of professional programs may administer face-to-face final exams.

Academic Support Services

Academic support services and initiatives (Learning Communities, Living Learning Communities, Academic Coaching, Tutoring, etc.) will provide services to students in face-to-face modalities in compliance with social and physical distancing guidelines. In addition, students will have the opportunity to arrange remote meetings for various services.

- Learning Communities (LC) – Learning Communities for the Freshman will continue. In-person activities will be limited to small groups that practice social distancing. LC will make use of Zoom as an engagement tool.

¹⁶ Academic calendar adjustments are subject to change to maintain consistency with academic partners.

- Living Learning Communities (LLC) – Living Learning Communities for the Freshman will continue. In-person activities will be limited to small groups that practice social distancing.
- Academic Coaching – In-Person academic coaching will continue in observance of social and physical distancing guidelines. Virtual Coaching session will continue via Zoom.
- Tutorial Labs – In-Person tutoring sessions will continue in observance of social and physical distancing guidelines. Virtual tutoring session will continue via Tutor.com, Knack.com and Zoom.

Travel

All university-related domestic travel is prohibited unless approved by the divisional vice president or President Robinson.

International travel for faculty, staff, and students will not be authorized for the fall 2020 semester. The Office of International Education and Development will continue to monitor international and federal travel advisories and course restrictions to advise University senior leadership accordingly.

VII. RESURGENCE

In the event of a resurgence of the virus beyond containment (outbreak) or by direction of the State of Florida or Board of Governors, faculty, students, and staff remaining on campus will return to the remote instruction and work as implemented in Spring 2020. The emergency management plan and the incident command structure should be reinstated with lessons learned, pursuant to the National Incident Management System framework.

Remote Instruction Only

All courses will transition to remote instruction. Research labs will close, transitioning to virtual work, if possible. Students will return home and on-campus events will be canceled or moved to a virtual format. Only essential personnel would remain on campus.

VIII. ENFORCEMENT AND ACCOUNTABILITY

Our country is still navigating a very real public health emergency and members of the University community must conduct themselves accordingly. Policies and practices have been temporarily modified, where appropriate, per the University State of Emergency declared on March 14, 2020. Respective offices are developing new or reviewing existing policies and regulations to adjust to the evolving nature of the pandemic. Guidelines, policies, and regulations will receive the proper approvals before implementation. As noted above, training and education will reinforce these directives.

The Office of Compliance and Ethics will monitor progress on action items related to operational plan implementation through an activity tracker. The Division of Strategic Planning and

Institutional Effectiveness will develop dashboards to track implementation and benchmarking goals.

Failure to follow required behavioral expectations and University policies and regulations related to COVID-19, including face covering and training requirements, is considered, at a minimum, a basis for violation of section 9.5 of the Student Code of Conduct (students) or Section 3 of the University Code of Conduct (faculty and staff) and may result in disciplinary action. Failure of visitors and vendors to follow University expectations may result in loss of access to University facilities and services.

IX. CONCLUSION

The University is committed to providing an environment for faculty, staff, and students that aligns with best practices in response to the COVID-19 pandemic. Operational and instructional enhancements support the University's mission to provide an excellent academic and overall experience for the students entrusted to us and support faculty and employees in their work.

We also recognize that reinforcing prevention behaviors is essential on campus and throughout our local community. The University continues to partner with law enforcement, hospitals, health care providers and the business community to reinforce social norms in a COVID-19 world.

Florida A&M University's Operational Plan for fall 2020 is a living document, allowing for flexibility and change as developments in the state of the pandemic unfold. The University will execute a successful re-opening with continued efforts from all members of the University, as well as our local and statewide partners.

Appendix A: Florida COVID-19 Community-Based Testing Sites

| FAMU Campus Location | Community-Based Testing Site |
|----------------------|--|
| Tallahassee | FAMU-Bond COVID-19 Testing Site, Bragg Stadium Walk-Up testing |
| Quincy | Capital Regional Medical Center – Gadsden Memorial Campus 23186 Blue Star Highway Walk- up testing |
| Orlando | Camping World Stadium, 1 Citrus Bowl Place Walk-Up testing |
| Brooksville | Hillsborough-Lee Davis Community Resource Center Walk up testing |
| Crestview | University of West Florida, 11000 University Pkwy, Pensacola, FL Drive-thru testing |
| Davie | Urban League of Broward County, 560 NW 27 th Ave., Ft. Lauderdale Walk-up testing |
| Jacksonville | Legends Center, 5130 Soutel Dr. Walk-Up testing |
| Tampa | Hillsborough-Lee Davis Community Resource Center Walk up testing |

Information from the Department of Emergency Management: <https://flcovidtest-floridadisaster.hub.arcgis.com/>

Appendix B: Risk Assessment Tool

COVID-19 Risk Assessment Tool

Department:

Job Functions:

Number of Employees:

Supervisor(s):

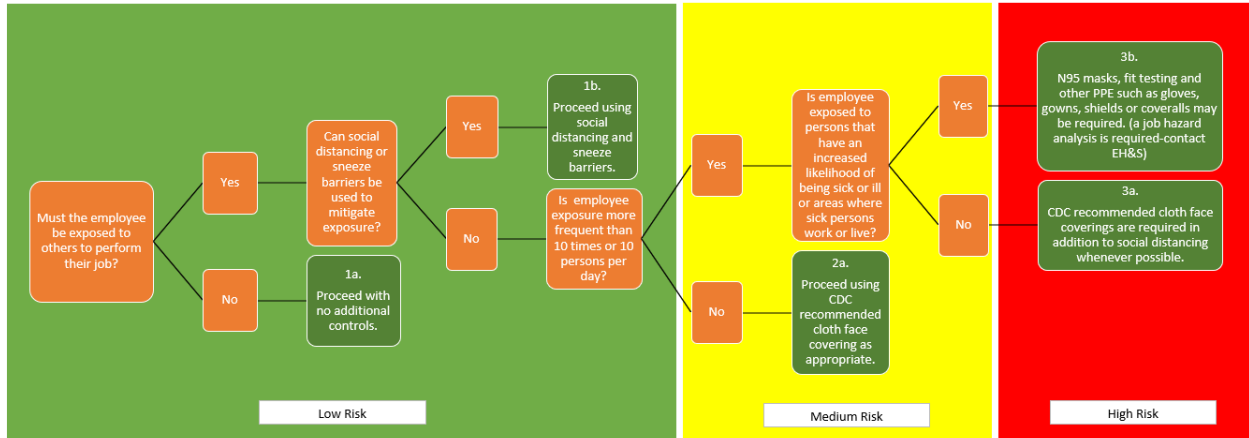
Date:

Primary work location:

Person Completing Form:

Risk Category: Name and contact information: Rating:

(Based on the decision tree below, categories are low, medium or high and ratings are 1a-3b)



DRAFT

Appendix C: Response Teams

Incident

Management/Response Team

Incident Commander: Tanya Tatum

Co-Chair: Joyce Ingram

Co-Chair: Terence Calloway

Joseph Maleszewski, Member

Alan Robertson, Member

Chris Hessel, Member

Kendall Jones, Member

Angela Sutton, Member

William Hyndman, Member

Keith Miles, Member

Andrew Skerritt, Member

Carey Brown, Sr. Member

Ruthie Little-Berry, Member

Genyne Boston, Member

Bryan Smith, Member

Valeria Singleton, Member

James Jacoby, Member

Franzetta Fitz, Member

Robert Seniors, Member

Clifford Stokes, Member

Tonya Jackson, Member

Deidre Melton, Member

Operational Continuity Taskforce

Chair: Rica Calhoun

Vice Chair: Linda Barge-Miles

Kenya Washington, Member

Herbert Bailey, Member

Genyne Boston, Member

David Jackson, Member

Lewis Johnson, Member

Cynthia Harris, Member

Karai Lockley, Member

Michelle Harper, Member

Brad Swope, Member

Rebecca Brown, Member

D'Andrea Cotton, Member

Ronald Henry, Member

Leah Hunter, Member

Chris Hessel, Member

Joyce Ingram, Member

Nichole Murry, Member

Tanise Jackson, Member

Ruthie Little-Berry, Member

Antoneia Roe, Member

Bryan Smith, Member

Bomani Spell, Member

Tanya Tatum, Member

David Self, Member

Deidre Melton, Member

Operational Continuity Taskforce (continued)

Britney Smith, Member

Khoi To, Member