

**Submission of Institutional Plan for Restart
Cover Sheet**

Institution Name: Stevens Institute of Technology

Date Submitted: July 6, 2020

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Website for Restart Plan Posting:

Note: Institutions do not need to wait for OSHE confirmation prior to posting to website. The plan should go live on the website when it is submitted.

Components of Institutional Plan for Restart Checklist

(Note: Before submitting, please review and check that the following components are included in the plan. The plan should be submitted with the headings below. If you are only submitting for certain sections, check only those that apply).

- 1. General Safeguarding..... [X]
- 2. Screening, Testing, and Contact Tracing Protocols [X]
- 3. Instruction [X]
- 4. On-Campus Residential Housing [X]
- 5. Computer Labs/Libraries [X]
- 6. Research..... [X]
- 7. Student Services [X]
- 8. Transportation [X]
- 9. On-Campus Dining [X]
- 10. Study Abroad and International Travel [X]
- 11. Athletics [X]
- 12. Other Information/Appendices (as needed) [X]

By signing below, the institution certifies that all statements provided are true and correct and that the institution will comply with all applicable requirements set forth in the Governor's Executive Orders.



July 6, 2020

Signature of President or Appropriate Designee

Date

1. General Safeguarding

How will the institution implement general safeguarding measures during each stage? These safeguards include but are not limited to:

- **Cleaning and sanitization**

To reduce the spread of COVID-19, an enhanced sanitation and disinfection program will be implemented throughout the Stevens campus during all stages. All spaces will be included, with high-touch surfaces, toilet rooms, locker rooms, fitness rooms, classrooms and lecture spaces being treated with greater frequency. Documentation of the date, time and location of cleaning of high-traffic areas will be maintained by Steven's cleaning company. Sanitizing wipes will also be available for the Stevens community to use between cleanings and hand sanitizer will be available on every floor of every building. In addition, in certain locations where social distancing cannot be adequately maintained, physical barriers are being installed.

Sanitation and disinfection will occur in a variety of ways. High-touch areas will be cleaned using a CDC-approved hospital grade product that is suitable for use on viruses (e.g., Virex). All toilet fixtures will be dried with paper towels and the resultant paper waste will be discarded in the trash.

Classrooms, computer labs, and other areas where terminals are shared will be cleaned three times daily and sanitizing wipes will be available for additional cleaning and sanitizing by users between cleanings. Signage will be placed in computer labs instructing users to disinfect with sanitizing wipes before use. Research labs will also be cleaned and disinfected three times per day with lab staff providing additional cleaning of lab equipment using sanitizing wipes or an equipment-suitable substitute. To optimize the usage of classrooms and teaching labs while maintaining sanitized workspaces, alternating seating arrangements will be used for each section (i.e., red seating, then blue seating). Sanitizing wipes will also be available in each classroom for instructors and students to wipe down their spaces prior to start of each class.

The S.C. Williams Library will be cleaned four times per day, with the last cleaning to include an atomizer used after closing to disinfect hard-to-reach spaces. Hand sanitizer stations will be distributed throughout buildings, and sanitizing wipes will be provided for users to wipe down surfaces between cleanings. These instructions will be included on signage in the Library. Gloves will also be provided to Library staff and be available on site for community use.

The cleaning of non-contact surfaces (e.g., floors and walls) will involve pre-cleaning of any heavily soiled surfaces, followed by cleaning with an anti-viral disinfectant. All elevators and lobbies will be cleaned with an antiviral disinfectant. Stevens will practice frequent cleaning solution change, employ a freshly prepared cleaning solution for housekeeping tasks in each of the areas to be cleaned and use sprayer-based applications.

Hand sanitizer will be distributed to all students, faculty, and staff in a "Welcome Back" bag they will receive upon return to campus and hand sanitizing dispensers will be located on every floor of all buildings throughout campus. Fitness centers will also have sanitizing wipes available for users to wipe down equipment before and after use. (Access of fitness centers will be restricted only to varsity athletes, their coaches, and cleaning staff until the NCAA recommends entering Phase 3.) All hand soap dispensers will be kept stocked, as CDC recommends frequent and thorough handwashing.

Water fountains will be disabled throughout campus, and signage will be posted to advise users that only the water bottle filling station function may be used.

Acrylic dividers will be installed in reception and transaction areas, where frequent contact with members of the community and visitors can be expected. In addition, L-shaped dividers will be deployed at workstations where social distancing and/or de-densification cannot be accommodated.

Cleaning throughout residential spaces will be increased and common spaces will be cleaned multiple times each day. Sanitizing will be done with a CDC-approved hospital grade disinfectant. Cleaning logs will be maintained. Cleaning products will be provided to residential students for their use in shared kitchens, restrooms and lounge spaces. All students are expected to clean up after themselves using these materials. Residential students will not be permitted to keep personal items in any shared bathroom and should not place personal items directly on bathroom surfaces but instead utilize a shower caddy or basket. Stevens will implement staggered shifts for bathroom use for personal hygiene.

In the event of an outbreak of COVID-19, the Stevens Facilities Department will coordinate with our cleaning vendor and health services to isolate identified locations using appropriate barricades and signage. The space will then be cleaned, sanitized, and disinfected before putting the area back into use.

In addition, Stevens is making certain modifications to some of its buildings' central HVAC systems. These are system-specific and will vary by building. Higher-efficiency filters, increased outside air rates, and Ultraviolet Germicidal (UV-G) lighting emitters are enhancements being used, depending upon system characteristics. Some systems already meet preferred filter efficiency ratings and will simply have their filters replaced in kind for new. Fans with HEPA filters will also be deployed to select areas that require further attention. Filter changes and coil cleaning frequencies will also be increased from standard industry practice.

Stevens is also installing touchless devices (faucets, flush valves,) in most common area and public restrooms, as system configurations permit.

- **Requiring face coverings**

All faculty, staff, and students will be required to sign a Health Honor Code (Appendix A) that specifies the requirement to wear a face mask indoors, including in Stevens' leased housing, and outdoors. Any employee who cannot wear a face covering for medical or other reasons must contact the Division of Human Resources *before coming to campus* to discuss the possibility of a reasonable accommodation under [Stevens' Policy on Accessibility and Accommodations for People with Disabilities](#). A student who cannot wear a face covering for medical or other reasons must contact Student Health Services *before coming to campus* to discuss the possibility of a reasonable accommodation under [Stevens' Policy on Accessibility and Accommodations for People with Disabilities](#). Contractors/service providers and visitors must adhere to these same requirements for use of face coverings.

Faculty who are delivering on-campus instruction may remove their face covering to teach, provided that they are located within a delineated teaching area that is at least six feet from students. Individuals working in private offices or laboratory environments where social distancing of at least six feet from another person can be maintained, may remove their face coverings while inside such space while such conditions exist.

Face coverings and social distancing will be required in all shared common spaces in residence halls and leased housing properties, including but not limited to hallways, shared bathrooms, lounges, laundry rooms and kitchens.

Upon their return to campus, all employees and students will receive a “Welcome Back” bag containing the following items:

- The Stevens Health Honor Code card
- Two reusable cloth masks
- Two disposable masks
- One digital thermometer
- One lanyard for wearing your ID
- One “Safe Practices Reminder” card to carry on the lanyard
- One hand sanitizer sample

It will be each individual’s responsibility to properly use, clean, and maintain the provided face coverings or their own face covering in accordance with [CDC recommendations](#). Stevens will also provide a limited number of disposable face coverings for use in the event that an individual has temporarily misplaced their own face covering.

- **Maintaining adequate supplies, such as personal protective equipment and cleaning supplies**

In anticipation of a phased return to campus, supplies of personal protective equipment and sanitation/cleaning supplies have been ordered for use beginning in the summer and through the Fall 2020 semester. Additional supplies will be ordered as necessary. Stevens will seek to maintain the following inventory based on availability:

- 10,000 “Welcome Back” Bags (described in the previous section, contents listed below)
- 30,000 reusable masks
- 210,000 disposable masks
- 205,000 disposable gloves (in addition to gloves already in supply at teaching and research labs)
- 2,400 gallons of bulk hand sanitizer (bulk hand sanitizer and dispensers)
- 10,000 2oz. bottles of personal hand sanitizer
- 2,400, 900-count rolls of sanitizing wipes
- 20,000 cartons of 80-sheet sanitary wipes
- 10,000 oral thermometers
- 50 Non-Contact Thermometers – These are for the use of the campus medical personnel and Residence Life staff to test symptomatic persons

- **Requiring individuals to engage in social distancing practices at all times**

Social distancing has been incorporated into all aspects of Stevens’ reopening plans including instruction, student life, and business operations. Classes will have options for in-person and online participation; classroom occupancy will allow for six-foot separation; and various protocols have been established to promote social distancing in all areas of campus building. All extra furniture will remain in the classrooms and teaching laboratories with signs to prevent use. The Division of Facilities and Campus Operations will provide signage for each classroom and teaching lab to show seating capacities.

To enable social distancing throughout the campus, Stevens will implement a phased re-population of the campus that will gradually grow to approximately 50% of normal campus occupancy for the Fall 2020 semester. In addition, Stevens will implement the following actions to reduce density to allow for adherence to social distancing protocols on campus:

- restrict and register all visitors to campus for Fall 2020;
- eliminate outside facilities rentals during the fall semester;
- restrict room reservations to allow for social distancing and require that all meetings have options for virtual participation;
- use an “A” and “B” system for classrooms (see classroom seating arrangements in Appendix B)
- install acrylic dividers in locations where social distancing may not be possible;
- install signs and graphic decals throughout the campus (on floors, chairs, walls, elevators, and building entrances) to illustrate and remind the campus community about social distancing
- implement policies and procedures for use of classrooms, student spaces, meeting rooms, outdoor venues, and work spaces to allow for social distancing;
- implement specific measures for certain constituencies, e.g., athletics, performing arts, student organizations, dining, etc.

These protocols are documented in the Stevens *Return to Campus Guide* during summer and fall 2020. Relevant information will be posted on the *Safe. Healthy. Stevens.* website and will be communicated through a multi-channel communications campaign to all campus constituencies.

In addition:

- The Health Honor Code, which includes a requirement for social distancing, is binding on all members of the campus community who wish to come/return to campus
- A “safe practices” reminder card included in the Welcome Back bag will include information about social distancing; the card will be attached to a lanyard for each member of the Stevens campus community
- Mandatory education/training for all faculty, staff, and students will include information about social distancing
- **Training students, staff and faculty regarding COVID-19 sanitization and social distancing practices and protocols**

All members of the Stevens community will be required to participate in education/training on healthy practices and protocols before returning to campus. These resources will be available on the Student Health Services website and on the *Safe. Healthy. Stevens.* website and promoted widely to the Stevens community including through an email to all faculty, staff, and students with links to required reading and additional resources. It is the responsibility of every member of the Stevens community to learn about COVID-19 and how to protect themselves and our community from contracting and spreading the virus. These resources will be part of a comprehensive, frequent, multi-channel educational campaign on COVID-19 to inform the community about Stevens’ COVID-19 policies and reinforce the university’s commitment to enforce its COVID-19 policies and to take disciplinary action for non-compliance.

2. Screening, Testing, and Contact Tracing Protocols

- **Please describe the planned testing and tracing protocol for the institution, including details regarding how you plan to collaborate with your state/local health department for contact tracing and notification of positive tests or viral outbreaks either on campus or among the campus community. Click [here](#) to locate your local health department.**

Stevens and the City of Hoboken have worked collaboratively and productively on all aspects of managing the pandemic, in particular with the the Department of Health and the Office of Emergency Management (OEM) since the initial outbreak of coronavirus in March 2020 on contact tracing, notifications, and consultation on testing resources for employees and students. A briefing was held in late May with City officials and another meeting is planned in mid-July. The Hoboken Department of Health and Stevens' Student Health Services are in frequent contact and coordinate closely including on notifications of positive test results.

In addition, Stevens is working to finalize a contract with Hackensack Meridian Health to participate in its *Reopening America: Hackensack Meridian Health's Assist Program*. Through this program, Hackensack Meridian Health will review and advise on Stevens' campus reopening plans and planned testing and screening protocols. Hackensack Meridian will also provide expert counsel, recommendations, and ongoing advice regarding campus activities and health and safety protocols during the 2020-21 academic year.

- **What screening measures will be in place? How will you communicate these screening protocols to stakeholders?**

Each member of the Stevens community has a responsibility to regularly and diligently self-monitor to minimize opportunities to expose others to infection. Students, faculty and staff will be required to be tested for COVID-19 (PCR) no more than five days before coming to campus and must provide evidence of such testing to Student Health Services (for students) or to Human Resources (for employees). In addition, each member of the Stevens community – faculty, staff and students – will be required to comply with a Health Honor Code which contains basic requirements for testing, self-monitoring for COVID-19 symptoms, temperature monitoring, and quarantine. Stevens also plans to assist the State of New Jersey and Hoboken Health Department with contact tracing as part of our COVID-19 mitigation efforts. As noted, Stevens is also planning to contract with Hackensack Meridian Health and plan to participate in their program: *Reopening America: Hackensack Meridian Health's Assist Program*.

Screening protocols will be described on the Stevens website, *Stronger. Safer. Stevens.* to be launched on July 8th, and will be discussed at several webinars for faculty, staff, and new and returning students on July 8th and 9th. These webinars will be recorded for future viewing. Additional reminders will be included in a multi-channel outreach campaign.

The following health and temperature monitoring measures will be used to screen for the presence of COVID-19 on the Stevens campus:

- All faculty, staff and students are required to monitor their health and, if symptomatic, must self-isolate at home. Residential students must self-isolate in their residence hall room if they are experiencing any COVID-19 symptoms (fever, temperature, cough, etc.). Any person experiencing COVID-19 symptoms is required to contact a health provider of their choosing. Students may contact

Student Health Services to determine if COVID-19 testing is necessary. Links to [CDC guidance on self-monitoring](#) will be provided.

- Faculty, staff and students are required to monitor their temperature at least twice daily (including once each morning before leaving their home or room) and self-isolate at home or, if a residential student, in their residence hall room. Any person with a temperature of 100.4°F/38°C or higher is required to contact a health care provider of their choosing, or if a student, Stevens Student Health Services. Self-isolation, quarantine and/or COVID-19 PCR testing may be recommended.
- Stevens may initiate temperature monitoring stations on campus and at Stevens leased properties, and may develop other methods of temperature testing if the university determines it is necessary or appropriate. Faculty, staff, and students must comply with all temperature and other monitoring as implemented, and must self-isolate and/or be tested for COVID-19 if determined to have a fever or other COVID-19 symptoms as described above.
- Faculty, staff, and students who come in contact with anyone who has tested positive for COVID-19 must contact a health care provider and Stevens Health Services prior to coming to campus to determine if self-isolation, quarantine, or COVID-19 testing is necessary.
- Stevens will instruct all members of the university community to comply with New Jersey's [guidance on the 14 day quarantine](#) from states with increasing rates of COVID-19.
- **What will be the testing protocol?**

The following describes the testing protocol as of this submission date. Please note that it may be subject to change based on guidance from the CDC or the New Jersey Office of the Secretary of Higher Education (OSHE) or on the recommendation of Hackensack Meridian Health.

COVID-19 (PCR) Testing

Before returning to campus, Stevens requires that students, faculty, and staff be tested for COVID-19 (PCR Testing) no more than five days in advance of their planned return to campus and self-isolate until the results are received. In most cases, COVID-19 testing is available in the local community or from a health care provider of one's choosing. However, individuals having difficulty locating a testing site close to home, may be tested in Hoboken through [Riverside Medical](#). The university community may visit Student Health Services website for more information and to arrange an appointment. Any student, faculty or staff member testing positive for COVID-19 should follow the procedures listed below. Repeat testing may be required if Stevens determines it is necessary or appropriate.

In order for Stevens to have a COVID-19 testing baseline for our campus before classes begin, we ask that employees email their COVID-19 test results (include test results, date of testing, name, contact information) to Human Resources. Students should email their COVID-19 test results (include test results, date of testing, name, contact information) to Student Health Services. This information will be kept confidential. Copies should be retained for individuals' records.

Stevens strongly recommends that students, faculty and staff avoid travel, crowds, social gatherings and other venues where the likelihood of COVID-19 transmission is increased within 14 days before coming to campus and throughout the semester.

While Stevens may not restrict personal travel, students, faculty and staff are encouraged to avoid travel outside the tri-state area in light of recent increases in COVID-19 infection. In addition, students, faculty and staff must follow all guidance from the State of New Jersey regarding travel to states with widespread COVID-19 infection and to self-quarantine for 14 days upon your return. Updated lists of states that require self-isolation are listed [here](#).

Varsity athletes, coaches, sports medicine staff and Athletics staff must be tested before coming to campus and may need to be tested for COVID-19 more often and if asymptomatic based on relevant health guidance. Repeat testing may be required if Stevens determines it is necessary or appropriate. Additional information regarding the timing and procedure for testing of varsity athletes, coaches and Athletics staff will be forthcoming from the Director of Physical Education, Athletics and Recreation.

Students and staff living in Stevens housing, including all residence halls, Stevens leased housing and Greek housing, must be tested for COVID-19 before moving into housing. Repeat testing may be required if Stevens determines it is necessary or appropriate. The Office of Residential and Dining Services will provide more detailed information for students and staff in Stevens housing of COVID-19 testing requirements.

Other populations, including but not limited to Student Health Services staff, who may be at high risk of COVID-19 infection, may need to be tested more often and if asymptomatic based on relevant health guidance. This repeat testing may be required if Stevens determines it is necessary or appropriate.

COVID-19 Antibody Testing

Stevens will not require nor rely upon COVID-19 antibody testing at this time. When antibody testing becomes more reliable, Stevens may require antibody testing. Please [see the latest CDC guidance on antibody testing](#).

Faculty, staff and students who choose to be tested for COVID-19 antibodies, regardless of the results of the test, are still required to comply with Stevens COVID-19 guidelines, including COVID-19 PCR testing, wearing face coverings, social distancing, temperature monitoring, and frequent hand washing.

- **How will the institution house or transport exposed or ill residential students and plan for timely reporting, while maintaining confidentiality?**

Procedures for Students, Faculty and Staff Who Test Positive for COVID-19

Students, faculty or staff members who test positive for COVID-19, must self-isolate at home or if a residential student, in their residence hall room, and notify Stevens Health Services via phone or email immediately. Steven Health Services will inform the individual of the procedure for health monitoring and self-isolation.

Based on guidance from the CDC and relevant health agencies, individuals may be required to quarantine either at home, or if a residential student, in a designated room provided by Stevens.

Those who test positive for COVID-19 must provide information about their close contacts who may have been exposed to the virus to allow for contact tracing. Stevens will follow privacy guidance from local and state governmental authorities and will not release the names of individuals who test positive for COVID-

19. However, close contacts will be notified that they have been exposed to COVID-19 and advised to self-isolate and be tested for COVID-19.

Those who test positive for COVID-19 must be re-tested and may not leave quarantine until permission is granted by a health professional and Stevens Student Health Services.

Procedures for Students, Faculty and Staff Who May Have Been Exposed to COVID-19

Students, faculty and staff members must notify Student Health Services immediately if a close contact or family member tests positive for COVID-19. These individuals will be provided guidance to monitor their health for COVID-19 symptoms and may be required to be tested for COVID-19, to self-isolate at home or, if a residential student, in their residence hall room, or quarantine based on guidance from the local health department.

Procedures for Transporting Students Who May Become Ill

The Office of Residential Education has a detailed plan in the event that a student residing in Stevens housing, including Stevens-leased housing, becomes ill and requires assistance or transportation. A member of the Residential Education staff is on call 24/7 and, in each case, will assess the student's needs, in consultation with Student Health Services. If the student needs immediate emergency medical attention, the Residential Education staff member will contact Campus Police and request an ambulance to transport the student to Hoboken Hospital. It is Stevens practice to contact a family member or emergency contact for students who are hospitalized. If the student is COVID-19 positive and in quarantine, the staff member will relay that information to Campus Police and emergency medical technicians.

For ill students who are not experiencing a health emergency, and if requested, the student will be escorted to the Student Health Service on campus or to their local medical professional by a Residential Education staff member. Appropriate transportation will be provided as needed.

- **How will the institution log students, faculty, staff, and visitors to help facilitate contact tracing? For additional information about the state contract tracing initiative, visit: <https://nj.gov/governor/news/news/562020/approved/20200512a.shtml> For additional information about the PPE supplier registry, visit: <https://covid19.nj.gov/forms/supplier>**

Students, faculty, and staff who test positive for COVID-19 must provide information on their close contacts so that they can be notified to take health precautions. Stevens will follow privacy guidance from local and state governmental authorities.

Stevens will assist the State of New Jersey and will continue to work closely with the Hoboken Health Department in tracing the close contacts of those in the Stevens community who test positive for COVID-19, as necessary and appropriate. If relevant, Stevens will share available information, including the recollections of the infected individual, class attendance records, classroom seating charts, information from roommates and teammates, etc., to identify close contacts. Health Department guidance will be provided to close contacts, and COVID-19 testing, self-isolation and quarantine may be required.

Stevens may utilize a vendor to provide contract tracing services if Stevens determines it is necessary or appropriate.

Due to privacy regulations, the names of individuals who test positive for COVID-19 cannot be shared. However, individuals at Stevens who are identified as having been in close contact with an individual with COVID-19 will be informed that they may have been exposed to COVID-19 and advised to monitor their health and self-isolate or be tested, based on public health guidance.

Classrooms for Fall 2020 courses will be assigned and announced prior to the start of the Fall 2020 semester, after the student election period. For hybrid and in-person courses, students will be also be assigned the day(s)/week(s) that they will be taking courses in person versus remote and the seat that they will have for each respective course. Seating assignments will be stored in a central database in the Office of the Registrar and can be accessed if necessary, for contact tracing.

Research labs will designate a researcher who will, in turn, designate a safety officer for each lab who will be either a Ph.D. student, a post-doctoral fellow, or a research staff member. The role of the safety officers will include oversight and shared accountability and self-reporting. Safety officers will keep a daily log of lab users; this information will be useful if contact tracing becomes necessary.

Although access to the Stevens campus will be limited to ensure less density on campus and to promote health and safety, we recognize that it is essential for some visitors to come to campus, including but not limited to prospective students and their families. Visitors and guests to the Stevens campus must receive written permission from a Stevens faculty or staff member to enter the Stevens campus grounds, buildings and interior spaces, including Stevens leased properties. Faculty and staff members extending invitations will be required to copy the Office of University Events on each email that grants permission to access the campus to allow Stevens to keep a log of all visitors.

Visitors and guests who have been granted permission to visit Stevens will receive an email from a faculty or staff member indicating the name of the visitor(s), contact information for all visitors, including email and cell phone, date and time of visit, location(s) to be visited, reason for visit (i.e., Admissions Information Session, tour, speaker at an event, etc.), and guidance from Stevens regarding health and safety precautions that must be taken during the visit. These precautions include: face coverings, social distancing, not be COVID-19 positive or exhibit COVID-19 symptoms, have not traveled from high risk states in the last 14 days, and an agreement to contact Stevens Health Services if they test positive for COVID-19 within 14 days of visiting Stevens, and providing information to allow contact tracing.

Athletes will be housed together to facilitate contact tracing as necessary.

For the following categories, please address the institution's plans in all applicable Stages.

3. Instruction

- **For in-person courses, how will you ensure the institution is complying with the social distancing and other general safeguarding measures for classrooms?**

Stevens will institute the requirement for six feet of social distancing in classrooms through a combination of offering hybrid/flexible courses ("StevensFlex"), seating charts, and signage.

In order to provide students with the opportunity to take many of their classes on campus in a socially distanced environment, and flexibility for those students who cannot or do not wish to come to campus, Stevens will offer as many classes as possible in a hybrid format: StevensFlex. StevensFlex is a flexible hybrid mode of course delivery that aims to provide students with a learning experience that meets their needs. StevensFlex classes will meet in a physical location on campus at a scheduled time, with some students attending class in-person while others join virtually from a remote location.

All students, regardless of their location for learning, will be able to engage fully and in real time with their instructor and fellow students. StevensFlex technology enables students to communicate with audio, video, and chat and to see what instructors are doing in the classroom (or remotely), whether it be a demonstration or equation on a whiteboard. StevensFlex classes will also be recorded and made available to students online.

StevensFlex will enable instruction to continue while practicing social distancing, provide students with options for where and how to attend class, and enable a seamless transition to fully online learning, should health conditions require it.

Stevens is investing in new learning technologies and enhanced instructor training to support the transition to this new learning mode. Instructors are working to redesign their courses for the StevensFlex mode of delivery and technicians have already begun outfitting classrooms with the required technology. Certain classes which are not within StevensFlex will be offered solely online.

The university will be closely monitoring health conditions in coordination with the State of New Jersey and the City of Hoboken. Should health conditions warrant (a) Stevens will be prepared to adapt most or all courses and ancillary student advising and other activities for remote learning and (b) Stevens may adjust the academic calendar.

The following goals guided the development of our instructional plans:

- Health and safety of our faculty, staff, and students are the most important factors.
- The ability to deliver all fall 2020 semester classes under two scenarios: (i) mostly on-campus with remote options and (ii) fully remote.
- Preparations for the possibility of hybrid modality (StevensFlex) or online-only laboratory and design classes.
- Prioritization of classes which should be taught in person in the Fall 2020 semester.
- Offering students flexibility to elect to attend classes in-person or remotely.
- Optimizing the usage of classrooms and laboratories with social distancing mechanisms in place.
- Providing robust and relevant student support services both on campus and virtually.

- Ability to track attendance for all on-campus classes to support the potential need for contact tracing.
- Providing necessary training and resources to faculty to enable them to teach in a hybrid flexible environment.

In addition to the guidelines, our plans focused on the following considerations:

- Hybrid course instruction with consideration for courses with large enrollments and the best learning pedagogy for the material.
- Prioritizing opportunities for freshmen to take classes on campus.
- Alternating sections to allow all students the opportunity to attend class in-person as desired.
- Encouraging smaller group recitation sessions either in person or online.
- Allowing international graduate students the opportunity to come to campus this fall despite potential delays with visa processing. Or in lieu of this, considering online-only courses for new international students for all or a portion of the fall semester.

Undergraduate and Graduate Courses

Following the guidelines for Fall 2020, academic units reviewed each undergraduate and graduate course to be offered in the fall 2020 semester to determine which ones are most suited for StevensFlex and which will be offered on a fully remote basis. A number of criteria were used in making this determination including experiential learning needs in laboratory, design, and hands-on classes; pedagogical reasons; and factors relating to the student experience. All previously designated StevensOnline courses will continue to be offered remotely.

Beginning in Summer 2020, instructors of lab and design courses will redesign their course materials for offering in an online-only or hybrid modality.

The preparations are currently underway and will allow undergraduate and graduate students the flexibility to take courses on a fully remote basis if needed, and will also offer students an opportunity to attend many courses on campus.

Fall Semester Course Scheduling Framework

In conjunction with Stevens' academic units, the Office of the Registrar will reevaluate and seek to optimize fall semester course scheduling to allow those students who wish to be on campus the greatest opportunity to do so (in particular for labs, design, and hands-on courses) and to include additional recitation time for core courses, especially those with large enrollments.

Below is a framework for scheduling classes, subject to availability of classrooms with social distancing mechanisms in place

- Offer as many classes as possible in hybrid mode, StevensFlex. These lectures will be recorded to allow for student playback.
- Follow the current scheduling grid as closely as possible, with the opportunity for all lab, design, and hands-on course sections to meet as frequently as possible on campus (which may result in these courses meeting multiple times during the week in smaller group settings). Provide a remote learning

alternative for students who cannot attend lab, design, and hands-on courses in person.

- Large courses with enrollments greater than 50 students will be taught online only or in a hybrid mode, with the addition of more recitation sessions in smaller groups, either in person with social distancing or online, with modifications made before or during the semester as appropriate.
- Alternate groups of students will attend classes in person and online, and all on-campus classroom and teaching laboratory seats will be assigned in advance.
- Consideration will be given to extending the duration of some classes to reduce the number of times students must travel to campus.
- Consideration will be given to extending the teaching period on weekdays to allow for additional recitation courses; smaller in-person labs, design, and hands-on courses; and cleaning schedules.
- Consideration will be given to staggered scheduling of classrooms and teaching laboratories to eliminate student crowding outside of classrooms.

Classrooms for Fall 2020 courses will be assigned and announced prior to the start of the fall 2020 semester, after the student election period. For hybrid and in-person courses, students will also be offered the day(s) and/or week(s) that they will attend sessions in person versus remotely and the seat that they will have for each respective course. Seating assignments will be provided to the students prior to the start of the fall 2020 semester and will be stored in a central database in the Office of the Registrar and can be accessed if necessary, for contact tracing. Students wishing to access courses remotely may elect to do so.

Student Flexibility

In July 2020, a revised fall schedule will be published for faculty and students. There will be a two-week window of time in which students will elect whether to take classes remotely. Should students opt for remote learning, all of their courses for the Fall 2020 semester will be taken remotely. If there is a class that is currently not offered remotely, but the class is essential for the student's course of study, the student's academic advisor will work with the student and the instructor to devise an accommodation.

Classrooms and Teaching Laboratories

The Division of Facilities and Campus Operations has developed seating charts for all Registrar-controlled classrooms and teaching laboratories with social distancing in place (i.e., 6 feet of space between students). Each seat will be numbered on a floor plan.

To optimize the usage of classrooms and teaching laboratories, alternating seating arrangements will be used for each section (i.e., red seating, then blue seating). Sanitizing wipes will also be available in each classroom and teaching laboratory for instructors and students to wipe down their spaces prior to the start of each class. Additionally, the Office of the Registrar will consider the use of alternative spaces on campus to maximize in-person teaching opportunities.

All extra furniture will remain in the classrooms and teaching laboratories with signage to prevent use.

The Division of Facilities and Campus Operations will provide signage for each classroom and teaching laboratory to show seating capacities.

- **How will you accommodate faculty and students who are immunocompromised, or at high-risk for COVID-19, or have received a positive diagnosis of COVID-19, and are thus unable to attend classes in-person?**

The previous section describes options for students to participate in instruction remotely. Faculty who are immunocompromised, at high-risk for COVID-19 or who have received a positive diagnosis of COVID-19, will be permitted to teach remotely as further described below. In addition, the following measures are in place for employees in the categories listed above:

Employee Accommodations and COVID-19 Leave

The following provisions supplement Stevens' existing leave and accommodation programs and leave and accommodation programs mandated by State and federal law (whether related to COVID-19 or otherwise) during the period this Guide is in effect.

Accommodations for Employees who are Immunocompromised or at High-Risk for COVID-19

If an employee who has been instructed to return to campus is immunocompromised or at high-risk for COVID-19 (pursuant to [CDC guidelines](#)), the employee may seek an accommodation by submitting a request to the Division of Human Resources as soon as possible and, ideally, no later than two weeks prior to the employee's scheduled return to campus. An employee may be required to provide documentation to support such a request. Stevens and the employee will engage in an interactive process to discuss the employee's job responsibilities and limitations, whether and how their limitations may be overcome by a reasonable accommodation, and the effectiveness and feasibility of proposed accommodations and whether the proposed accommodation will allow the employee to perform their job effectively. Employees who are immunocompromised or at high-risk for COVID-19, and do not wish to take advantage of an accommodation supporting their return to campus will have the option to work remotely. For more information, please see Stevens' [Policy on Accessibility and Accommodations for Individuals with Disabilities](#). Employees must renew reasonable accommodations granted due to COVID-19 at least every 60 days by contacting the Division of Human Resources. The Americans with Disabilities Act may or may not apply to requests for accommodations under this section.

Accommodations for Employees Caring for or Living with Individuals Who Are Immunocompromised or at High-Risk for COVID-19

If an employee who has been instructed to return to work on campus is the primary caregiver for or lives with a person who is immunocompromised or at high-risk for COVID-19, the employee should contact the Division of Human Resources at benefits@stevens.edu as soon as possible and, ideally, no later than two weeks prior to the employee's scheduled return to campus. An employee may be required to provide documentation in connection with a request for an accommodation. Employees must renew accommodations granted due to COVID-19 at least every 60 days by contacting the Division of Human Resources.

Please note that although Stevens will strive to be flexible, Stevens also must ensure that it has the appropriate employees on campus to fulfill its mission. As a result, at this time Stevens cannot ensure that such accommodations will be granted and, if granted, such accommodations will extend only through

December 31, 2020.

Temporary COVID-19 Leave

Stevens recognizes that COVID-19 continues to have a profound impact on employees' lives and that such impact may affect an employee's ability to work as a result of personal illness, the illness of a family member, or the closure of childcare services and schools. As a result, Stevens is instituting a temporary COVID-19 leave program. This program, which will last through December 31, 2020, provides up to 10 days of paid administrative leave for self-quarantine, quarantine or care of an immediate family member due to COVID-19, childcare issues resulting from school closures, or other scenarios related to COVID-19. Part-time employees will be eligible for a prorated amount of leave. When requesting COVID-19 leave, eligible employees should follow normal protocols and discuss requests with their supervisors. Supervisor approval must be obtained for all COVID-19 Leave and COVID-19 leave will run concurrently with other leave taken under state or federal law. Please contact the Division of Human Resources for more information.

- **How will you encourage social distancing through signage and layout of classrooms?**

Please refer to previous sections and Appendix B.

- **How will you ensure high-touch areas and shared surfaces in classrooms are cleaned and sanitized after every use?**

Note: The Secretary of Higher Education retains authority to grant waivers to degree-granting institutions of higher education on a case-by-case basis to allow in-person instruction beyond that authorized by Paragraph 1 of Executive Order [No. 155](#).

Please refer to Section 1.

4. On-Campus Residential Housing *(if applicable)*

- **How will you reduce capacity in on-campus housing facilities to the extent practicable in accordance with Executive Order 155? Please list your overall occupancy rate and your reduced occupancy rate.**

Stevens has reduced occupancy in its on campus residence halls by converting all quad and triple rooms to doubles and as a result our capacity of 1,074 on campus beds has been reduced to 959 beds or 11%.

- **What criteria will your campus use to identify students for whom residential housing is necessary for an equitable education?**

All students who have applied for housing by our deadline will be accommodated in Stevens housing. Late applicants are waitlisted will be assigned as rooms become available based on criteria that includes housing insecurity, distance from campus, disability or other relevant issues.

- **How will the institution ensure infection prevention measures are followed in shared or common areas (such as residence hall kitchens, game rooms, bathrooms, etc.)?**

Stevens Residence Halls and Leased Housing

To support a healthy and safe environment for the Stevens housing community, additional health and safety measures and procedures have been instituted in all residence halls, in leased housing facilities and in Greek houses. Stevens will follow state and local health and safety guidelines to mitigate the spread of COVID-19, including requiring COVID-19 PCR testing, social distancing, additional cleaning services, and setting aside spaces with private bathrooms to quarantine students who test positive for COVID-19. It is the personal responsibility of each member of the Stevens community to protect themselves and members of the Stevens community by following all health and safety guidelines to mitigate the spread of COVID-19. No Stevens student will be required to live on campus. In the event that the State of NJ requires further de-densification or other changes, Stevens will be required to comply and certain students may be required to commute to campus.

Please note that:

- i. All references to Stevens' residence halls and housing includes Greek houses owned by Stevens. All references to residential students include students who reside in Stevens' on and off-campus housing, Stevens-leased housing and all Greek houses regardless of ownership.
- ii. Additional policies which relate to students appear in the Student Handbook and various publications relating to Stevens' residential housing, Greek life, etc. All students are required to comply with those policies in addition to any COVID-19 specific policies.

In order to promote a safe residential experience, the following guidelines have been put in place:

Stevens Housing

All students, including residential students, will be bound by the Stevens Health Honor Code (Appendix A).

In addition, all students will be required to comply with all Stevens' health-related policies and protocols. Students who do not adhere to the Honor Code will be subject to disciplinary action up to and including suspension and expulsion.

Stevens requires that all residential students be tested for COVID-19 no more than five days before coming to campus and that they avoid travel, crowds, social events and gatherings and other activities that might result in COVID-19 infection during this period.

Students traveling from [states that have been identified as high risk](#) by the Governors of New York, New Jersey and Connecticut, must self-quarantine for 14 days upon arrival in New Jersey.

Stevens may require non-invasive temperature monitoring of residential students for entrance to residence halls if Stevens determines it is necessary or appropriate. Students with a fever of 100.4 degrees Fahrenheit or higher will be required to contact Student Health Services immediately for further instructions. COVID-19 PCR testing or self-isolation may be required.

Social distancing and face coverings will be required in all shared common spaces in residence halls and leased housing properties, including but not limited to hallways, shared bathrooms, lounges, laundry rooms and kitchens. Stevens will provide a Welcome Back Bag containing PPE, the Stevens Health Honor Code, and other materials for each residential student. One welcome bag will be provided for each residential student. Proper care and replacement of these items is the responsibility of each student.

Students who are unable to wear a face covering for medical or other reasons should contact the Office of Disability Services (ODS) to receive a written waiver of this requirement. Students may be required to show this written waiver when on the Stevens campus, in Stevens buildings or in Stevens leased properties.

In accordance with guidance from the State of New Jersey, at this time, common spaces in residence halls will be closed. If and when allowed to reopen, the number of students simultaneously using residential common spaces (lounges, kitchens, etc.) will be limited to allow for social distancing. Once reopened, each common space will have signage indicating the maximum occupancy of the space.

Students may only access the residence halls and leased housing properties where they are assigned. Visitors are not permitted in Stevens housing. This includes Stevens students who do not reside in the residence hall or leased housing. Exceptions may be made for family members who have a critical need to visit. Requests for permission to visit Stevens Housing must be made to the Director of the Office of Residential Education.

Residential students may receive food deliveries from restaurants, grocery stores, other food delivery services, and from Stevens Dining. In each instance, students must meet the delivery person at the front door of the residence hall, Greek house or leased housing building. Delivery persons are not permitted to deliver food to individual rooms or apartments.

Non-food deliveries are discouraged unless essential (i.e., medication or other critical items). In each instance, students must meet the delivery person at the front door of the residence hall, Greek house or leased housing building. Delivery persons are not permitted to deliver to individual rooms or apartments.

Students are required to self-monitor for COVID-19 symptoms, including twice daily temperature taking. Students should take their temperatures before leaving Stevens housing each morning and again later in the day.

Students experiencing COVID-19 symptoms, including a fever of 100.4 degrees F or higher, cough, shortness of breath or difficulty breathing, new loss of taste or smell, sore throat, repeated shaking with chills, or muscle pain, must self-isolate in their rooms and contact Student Health Services immediately for further instructions. COVID-19 PCR testing and/or self-isolation may be required.

Students who have had close contact with someone with COVID-19 must self-isolate in their rooms and inform Student Health Services immediately for further instructions. COVID-19 PCR testing and/or self-isolation may be required.

Students who test positive for COVID-19 must relocate and quarantine in spaces set aside in residence halls or other facilities or may return home to quarantine. In addition, students must provide information about close contacts to allow for contact tracing.

Cleaning throughout residential spaces will be increased and common spaces will be cleaned multiple times each day. Sanitizing will be done with a CDC-approved hospital grade disinfectant. Cleaning logs will be maintained.

Cleaning products will be provided to residential students for their use in shared kitchens, restrooms, and lounge spaces. All students are expected to clean up after themselves using these materials.

Residential students will not be permitted to keep personal items in any shared bathroom and should not place personal items directly on bathroom surfaces but instead utilize a shower caddy or basket.

Stevens will implement staggered shifts for bathroom use for personal hygiene.

Residential students and staff will be educated on COVID policies and protocols. Stevens' signage, education and communication plan will include students living in Stevens residence halls, Greek houses and Stevens-leased apartments.

Stevens will work closely with landlords in buildings where Stevens leases apartments to provide information to students about the COVID-19 health and precautions that are planned in their building.

Residential student programs and events will either be held virtually or in small groups in spaces that allow for proper social distancing.

Residential student move-in will take place by appointment and over multiple days to allow for social distancing. The Office of Residential and Dining Services will notify students and families of move-in dates and times. Residential students who live close to campus will be given the opportunity to drop off their belongings ("DuckDrop") early and return home, allowing for an easier and quicker move-in in late August. More information will be provided by The Office of Residential and Dining Services.

- **Describe routine cleaning measures to be implemented in on-campus housing, including communal bathrooms.**

To reduce the spread of COVID-19, an enhanced sanitation and disinfection program will be implemented throughout the Stevens campus. All spaces will be included, with high-touch surfaces, and toilet rooms, being treated with greater frequency. Documentation of the date, time and location of cleaning of high-

traffic areas will be maintained. Sanitizing wipes will also be available for the Stevens community to use between cleanings and hand sanitizer will be available on every floor of every building. In addition, in certain locations where social distancing cannot be adequately maintained, physical barriers are being installed.

Sanitation and disinfection will occur in a variety of ways. High-touch areas will be cleaned using a CDC-approved hospital grade product that is suitable for use on viruses (e.g., Virex). All toilet fixtures will be dried with paper towels and the resultant paper waste will be discarded in the trash.

The cleaning of non-contact surfaces (e.g., floors and walls) will involve pre-cleaning of any heavily soiled surfaces, followed by cleaning with an anti-viral disinfectant. All elevators and lobbies, including in residence halls, will be cleaned with an antiviral disinfectant. Stevens will practice frequent cleaning solution change, employ a freshly prepared cleaning solution for housekeeping tasks in each of the areas to be cleaned and use sprayer-based applications.

Hand sanitizer will be distributed to all students, faculty, and staff in a “Welcome Back” bag they will receive upon return to campus and hand sanitizing dispensers will be located on every floor of all buildings throughout campus. All hand soap dispensers will be kept stocked, as CDC recommends frequent and thorough handwashing.

Water fountains will be disabled throughout campus, and signage will be posted to advise users that only the water bottle filling station function may be used.

Cleaning throughout residential spaces will be increased and common spaces, including common restrooms, will be cleaned three times each day. Sanitizing will be done with a CDC-approved hospital grade disinfectant.

In the event of an outbreak of COVID-19, the Stevens Facilities Department will coordinate with our cleaning vendor and health services to isolate identified locations using appropriate barricades and signage. The space will then be cleaned, sanitized, and disinfected before putting the area back into use.

- **What protocols are in place for residents who need to isolate and quarantine? Please list the amount of housing (single rooms/private bathrooms) available to house these individuals.**

Stevens has set aside 15 single rooms on campus with private bathrooms to accommodate residential students who are diagnosed with COVID-19 and must quarantine according to health guidelines.

Procedures for Students, Faculty and Staff Who Test Positive for COVID-19

Students, faculty or staff members who test positive for COVID-19, must self-isolate at home or if a residential student, in their residence hall room, and notify Stevens Health Services via phone or email immediately. Stevens Health Services will inform the individual of the procedure for health monitoring and self-isolation.

Based on guidance from the CDC and relevant health agencies, individuals may be required to quarantine either at home or if a residential student, in a designated room provided by Stevens.

Those who test positive for COVID-19 must provide information about their close contacts who may have been exposed to the virus to allow for contact tracing. Stevens will follow privacy guidance from local and state governmental authorities and will not release the names of individuals who test positive for COVID-19. However, close contacts will be notified that they have been exposed to COVID-19 and advised to self-isolate and be tested for COVID-19.

Those who test positive for COVID-19 must be re-tested and may not leave quarantine until permission is granted by a health professional and Stevens Student Health Services.

Procedures for Students, Faculty and Staff Who May Have Been Exposed to COVID-19

Students, faculty and staff members must notify Student Health Services immediately, if a close contact or family member tests positive for COVID-19. These individuals will be provided guidance to monitor their health for COVID-19 symptoms and may be required to be tested for COVID-19, to self-isolate at home or if a residential student, in their residence hall room, or quarantine based on health department guidance.

5. Libraries and Computer Labs (other facilities as needed)

- What is your plan for operation of computer labs and libraries?
- How will the institution implement social distancing measures and cleaning protocols in these facilities?
- How will the institution follow state occupancy restrictions in these facilities and reduce occupancy?
- How will the institution clean and disinfect high-touch areas in these facilities, such as computer terminals?
- Will the institution utilize curbside pickup for libraries? If so, how will the plan for curbside pickup be implemented?

Samuel C. Williams Library

Stevens' goal is to support the safety of library patrons and staff while providing the necessary services that the library is uniquely positioned to deliver. The Library will offer a phased reopening with an incremental easing of physical distancing measures, following all Stevens guidelines.

In all phases, the Library will only be open to Stevens students, faculty and staff. External visitors, including alumni, will not be permitted to access the library in person during the fall 2020 semester. Decisions about access for spring 2020 will be made by December 1.

Phases and Priorities

This agile approach, outlined in four phases and under three priorities, allows the Samuel C. Williams Library to navigate between phases as we continue to work under uncertainty of the progression or possible resurgence of COVID-19.

The three priorities are:

- Safety and Security
- Library Operations
- Services, Programming, and Patron Support

The Library's four phases of reopening are summarized below and will be implemented in conjunction with the university's guidelines and the State of New Jersey's staged reopening plans:

Phase 1: The Library is Closed to the Public and Prepares for Reopening – This phase will allow the library to comply with strict public safety and health directives, while preparing for a return to work before opening to the public.

Phase 2: The Library Operates with Limited Services – This phase will allow the library to resume some operations and services using cautionary steps.

Phase 3: The Library Opens with Expanded Services – This phase will allow the library to expand operations and increase services.

Phase 4: The Library Operates with Comprehensive Services – This phase will prepare the library to operate and provide the most comprehensive services possible within an extended period of some amount of public health disruption.

The following are guidelines the Library will follow in its phased reopening:

- Curbside pickup will be available on a scheduled basis, as needed for students and patrons, during phases 2 and 3; employees who are involved with pick-up will use PPE as required by the university's policies;
- Sanitization of materials upon return wherever possible;
- Adjusting the layout of tables and chairs, and modifying centralized spaces, to allow for adherence to social distancing guidelines prescribed by the university;
- Increased cleaning of shared computer terminals, printers, and other shared equipment, and providing signage that directs individual users to disinfect equipment after usage;
- Enhancing current remote services as needed;
- Implementing staggered schedules to allow for fewer students in the Library at one time;
- Considering establishing service hours that accommodate the needs of vulnerable populations, such as an earlier opening for those who require it;
- Considering implementing a virtual or self-checkout system where possible to limit person-to-person exchange of materials;
- Online access, remote requests, and interlibrary loans will remain available and be expanded wherever possible; students, faculty, and staff will be encouraged to use online versions of publications whenever possible;
- Posting signage encouraging students and employees to recognize symptoms of COVID-19;
- Providing easy-to-access sanitation stations (e.g. handwashing or hand sanitizer stations) at entrances and around the library; and
- Exploring screen-sharing software and other methods for providing assistance by librarians while maintaining social distance.

Additional plans for the Samuel C. Williams Library phased reopening will be posted on [its website](#).

Computer Laboratories

All Stevens students are required to have access to their own personal laptop as per the Division of Information Technology's [website](#). In the Division of Academic Affairs, shared computer access exists in the teaching and research laboratories and the Samuel C. Williams Library.

Access to the shared computers in the research laboratories will restart in line with the university's "Research and Research Laboratories" plan. Computers will be disinfected before and after usage and researcher usage of these computers will follow the university's guidelines for social distancing and wearing of PPE.

Access to shared computers in teaching laboratories will restart in the Fall 2020 semester when some classes are held on-campus. In each classroom and teaching laboratory, sanitizing wipes will be available for all students to clean their areas prior to the start of class. Access to shared computers in teaching laboratories will follow the university's guidelines for social distancing and wearing of PPE.

Access to shared computers in the Samuel C. Williams Library will resume in Phase 3 of its reopening plan (see Section I. Samuel C. Williams Library). Computers will be disinfected before and after use by the users. Signage will be used to direct individual users to disinfect the terminals before and after each use. Library spaces will be reconfigured to adhere to the university's social distancing guidelines. All patrons of the Library must follow the university's guidelines for PPE usage.

Precautions for teaching laboratories (e.g., computer laboratories) are addressed in Section 3.

6. Research (if applicable)

- What is the institution's plan for the operation of research & research labs?
- How will researchers on campus be informed about this plan?
- How will researchers be encouraged to reduce personal contact and engage in social distancing?
- What will be the cleaning protocol for research labs and research materials?

Research and Research Laboratories

Safe access to Stevens' research laboratories by faculty and student researchers is critical to the vitality of the research enterprise at Stevens. The following are guidelines for conducting research at Stevens during this period.

1. Phased Ramp-Up Plan

Following the State of New Jersey's restart guidelines for research, Stevens will adhere to four phases for resuming research in line with the university's reopening plans:

Phase 1 – Only Essential Research

In this phase, as was the case during the shelter-in-place executive order issued by the State of New Jersey, only essential research operations, including minimal animal research, will be conducted in-person with appropriate safeguards. All student research for credit will be conducted remotely. Human-subject research is not allowed at this time, unless deemed essential by the State in response to COVID-19. If a researcher thinks their research may fall under this category, they should contact the Office of the Vice Provost for Research, Innovation, and Entrepreneurship (VPRIE) along with the Office of Environmental Health and Safety (EHS). All employee safety protocols during this stage need to follow State and university.

Phase 2 – Potential for Some In-Person Research

In this phase, research operations will expand to include research that can be conducted outdoors with appropriate safeguards. Furthermore, research that can occur in a laboratory or facility that can allow for social distancing following State and university guidelines can resume. However, where possible, research will continue to be conducted remotely. All research conducted in this phase will follow the "General Guidelines" and "Measures to Minimize the Risk of Contagion in Laboratories" noted in the next two sections. All employee safety protocols during this stage must follow State and university guidelines.

Phases 3 and 4 – In-Person Research Resumes with Social Distancing Protocols

In these two phases, in-person research will increase further beyond Phase 2. All research laboratories will have restrictions in place for social distancing, and adequate sanitation measures, and personal protective equipment (PPE) will be used. Research that requires more substantive human interaction can begin with the appropriate safeguards. Both participants and researchers will engage in social distancing with appropriate PPE. All research conducted in this phase will follow the "General Guidelines" and "Measures to Minimize the Risk of Contagion in Laboratories" noted in the next two sections. All employee safety protocols during this stage must follow State and university guidelines.

General Guidelines

All faculty, staff and students working on Stevens research and in the laboratories will conform to the following guidelines regardless of research phase noted in the “Phased Ramp-Up Plan” section above.

- Each researcher in charge of a laboratory will be responsible for developing a reopening plan in compliance with State and university guidelines, in consultation with the department chair and/or Dean of the academic unit and the VPRIE. As needed, the researcher should also consult with EHS.
- Within the above constraints, day-to-day responsibility for the operation of each research laboratory will lie with the researcher who is in charge of the lab, in consultation with the department chair and/or dean and others, as applicable.
- Research meetings and presentations should be held virtually where possible to eliminate person-to-person contact.

Measures to Minimize the Risk of Contagion in Laboratories

In addition to the measures conducted at the university level, the following are guidelines specific for Stevens’ research laboratories and facilities regardless of research phase noted in the “Phased Ramp-Up Plan” section above:

- Each researcher in charge of a laboratory will determine who will have access to the laboratory and provide this list to his/her academic unit as well as to the VPRIE which will create a central database in collaboration with the Division of Information Technology.
- The researcher in charge of the laboratory may determine that his/her students should work in “bubbles”, i.e., for example a pair of students keeps the same schedule and therefore only see each other in the laboratory.
- Staggered scheduling of work for personnel in each laboratory will be applied to reduce the population density.
- The researcher in charge will designate a safety officer for each laboratory who will be either a Ph.D. student, a post-doctoral fellow, or a research staff member.
- The relevant information about the researcher in charge, the laboratory safety officer, and the list of authorized laboratory users, will be posted by the researcher in charge on the door, as well as in a central database.
- Each safety officer will have general oversight responsibilities and will oversee shared accountability of all laboratory personnel and will report on their respective laboratories to their department chair, dean and the VPRIE, as needed. Each safety officer will keep a daily log of laboratory users; this information will be used if contact tracing becomes necessary.
- Each safety officer will develop a written COVID-19 specific safety plan for their laboratory under the guidance of the laboratory researcher, the department chair and/or dean, and EHS. These safety plans

will be accessible to all users and be reviewed on a regular basis.

- Laboratory shutdown triggers will be developed to close the laboratory or limit activity in the event that Stevens returns to remote-only operations.
- Cross training will be critical, and all personnel will be trained in the upkeep of shared equipment, handling safety issues, chemical waste, and gas cylinders.
- The safety officer should review available PPE for the laboratory and, as necessary, order PPE for additional specific needs.
- Visits from other students, faculty or staff to a research laboratory will require the prior authorization of the researcher in charge.
- Keys, access cards, and alarm codes, when available, will be distributed by the researcher in charge only to those who are authorized to use the laboratories for research.
- The use of face masks will be mandatory if more than one person is in the laboratory, and all persons are required to wear disposable gloves.
- A minimum of 6 feet social distancing must be maintained between individuals using the laboratory at all times.
- The researcher in charge will stagger the arrival/working times of personnel.
- Research laboratories should be used primarily for experiments, data collection, and computations, rather than for office space (desks can be used if there is “dead time” between steps of an experimental procedure, with social distancing in place).
- A common plan will be developed by the Office of the Vice Provost for Research, Innovation and Entrepreneurship and the researchers in charge of relevant laboratories for the reopening of shared research facilities, such as the Laboratory for Multiscale Imaging, Highly Filled Materials Institute, and MicroDevice Lab.
- Any person may report a violation or compliance concern by following the process on the [Office of Risk and Compliance website](#) for reporting (on an identified or anonymous basis) through [EthicsPoint](#).

Please refer to earlier sections for additional information.

7. Student Services

- What is the institution's plan for student services?
- How will student service departments reduce in-person interactions and implement safeguarding measures, particularly in waiting areas?
- How will students, staff and faculty who are immunocompromised, or otherwise in an at-risk category, or those with a positive diagnosis, be able to access student services remotely?

Academic and Student Support Services

Academic student support services will be offered both on campus and remotely for the Fall 2020 semester. These services include but are not limited to student-facing services in the academic units and the Offices of the Registrar, International Student and Scholar Services, Graduate Education, and Undergraduate Academics, as well as Financial Aid, Student Accounts, The Career Center, DuckCard Office, Student Affairs, Title IX Office, Student Health Services, Counseling and Psychological Services, and Disability Services, among others. To provide on-campus services while at the same time promoting safety, academic student support offices will adhere to the university's guidelines on health and social distancing and the following guidelines:

- Rearrange and modify waiting areas to allow for social distancing and help reduce traffic flow.
- To limit interaction, use an appointment system to help reduce capacity in the waiting areas.
- Allot extra turnover time between appointments, meetings, and scheduled gatherings to allow for increased cleaning and to minimize crowding.
- Provide clear instructions to students via communications and on the website for scheduling appointments and visiting in-person and remotely.

In addition to providing on-campus support, academic student support offices will continue supporting remote operation services, including but not limited to the following:

- Virtual office Zoom rooms for drop-in questions
- Virtual one-on-one appointments conducted via Zoom
- Virtual submission and routing of academic and other forms
- Virtual co-curricular programming for students
- [Undergraduate Academics](#)
- [Academic Support Center Tutoring](#)
- [Academic Support Center Workshops](#)
- [Graduate Career Services](#)
- [Graduate Student Tutoring Program](#)
- [Writing & Communications Center](#)
- [General Master's Student Support Programs](#)
- [General Doctoral Student Support Programs](#)

Faculty Office Hours

Faculty who are teaching on campus will continue to offer office hours in accordance with the university and State's social distancing guidelines. Students will be encouraged to make an appointment to ensure

proper safety measures can be adhered to. All Faculty, whether teaching on campus or remotely, will continue to offer virtual office hours. As is typical, faculty will publish their office hours and a process to schedule an appointment on their respective course syllabi.

New International Graduate Students

To help address the uncertainties involved with embassies and consulates reopening, specifically in China, India and certain other countries, and the ability of new international graduate students to arrive on campus in time for the start of the Fall 2020 semester, Stevens has developed the following options for international students.

The Office of Graduate Admissions together with the Office of International Student and Scholar Services will be available to help guide students individually through the options and decision-making process for beginning their education at Stevens described below:

1. Fully on-campus for the Fall 2020 semester, if students can obtain a visa and arrive in the United States by August 31,
2. Start the fall semester online taking three courses, and then arrive on campus by the midpoint of the semester (October 20), continuing with the same courses on campus until the end of the fall 2020 semester, or
3. Fully online, taking up to three courses, in the fall 2020 semester.

In addition, students will have the opportunity to defer admission to the Spring 2021 semester.

Other Student Activities and Programs

Student clubs and organizations play a vital role in the quality of life at Stevens. The activities of student organizations, especially gathering in meetings, events, and programs, are impacted by COVID-19 social distancing guidelines. Stevens will follow all guidelines to mitigate the spread of COVID-19, including limiting the numbers of people who may gather at meetings, events and in shared spaces and promoting social distancing. It is also the personal responsibility of each organization member to protect themselves and members of the Stevens community by following all health and safety guidelines to mitigate the spread of COVID-19.

In order to promote a safe campus life experience for students, the following guidelines have been put in place:

1. Participants must wear facemasks whenever possible and follow all Stevens COVID-19 policies and procedures. Students who are unable to wear a face covering for medical or other reasons, should contact the Office of Disability Services (ODS) to receive a written waiver of this requirement. Students may be required to show this written waiver when on the Stevens campus, in Stevens buildings or in Stevens leased properties.
2. All students will be bound by the Stevens Health Honor Code. In addition, all students will be required to comply with all Stevens' health-related policies and protocols. Students who do not adhere to this Honor Code will be subject to disciplinary action up to and including suspension and expulsion.
3. The majority of meetings and events will be live streamed or held virtually (rather than hosted in-person) to promote social distancing. Student organizations may also choose to record program content remotely and present content online to promote social distancing.

4. Stevens may require non-invasive temperature monitoring for entrance to in-person student events if Stevens determines it is necessary or appropriate. Students with a fever of 100.4 degrees Fahrenheit or higher will be required to contact Student Health Services immediately for further instructions. COVID-19 PCR testing or self-isolation may be required.
5. Smaller gatherings that can be hosted safely while providing for social distancing will be considered on a case-by-case basis and must be approved by the Director of Student Life (for undergraduates) and the Director of Graduate Student Life (for graduate students).
6. Undergraduate and Graduate Student Life staff will collaborate with the Office of University Events to limit occupancy at student events and meetings and to promote health and safety precautions and social distancing for student clubs and student organizations.
7. An active and engaged student life community will be promoted using social media.

Meetings, Events, and Programs

1. Meetings may be held in person for no more than 10 people, as long as participants are six feet apart and do not exceed the occupancy limits for the meeting room. This limit may change based on guidelines from the State of NJ and Stevens policies.
2. Meeting participants must wear facemasks and practice social distancing.
3. In-person meetings must be held in higher capacity spaces to allow for appropriate distances (six feet) between individuals.
4. If social distancing is not possible, meetings and events must be conducted remotely and participants may not meet in person.

Space Reservation and Building Access

1. Requests for space and event approvals will only be permitted for small gatherings of 10 participants or less in rooms that allow for social distancing of six feet. As guidance from the State of NJ changes, these numbers may be adjusted.
2. Card-swipe access to campus buildings will be suspended for students and student groups to limit the number of participants at events and meetings.
3. The Office of Student Life (Undergraduate and Graduate) staff will monitor “gathering size” guidelines for meetings, events, and programs to promote social distancing and follow state and local guidance.

Student Center Access and Office Space

1. Access to office space in the Student Center for most student organizations will be suspended during the fall 2020 semester due to social distancing limitations.
2. An exception will be made for student media organizations that require access to special equipment in their offices, which may request access to their office space for one student at a time.
3. Depending upon NJ guidelines and Stevens procedures, larger spaces in the Student Center may be used if students adhere to social distancing and occupancy limits.
4. Non-invasive temperature monitoring may be required for entrance into the Student Center if Stevens determines it is necessary or appropriate. Students with a fever of 100.4 degrees Fahrenheit or higher will be required to contact Student Health Services immediately for further instructions. COVID-19 PCR testing or self-isolation may be required.

Club Sports

See Section on Athletics and Recreation.

Performing Arts at Stevens

The Performing Arts are an important part of extracurricular life at Stevens. Productions, performances and arts groups of all types, including orchestras, bands, choirs, and theater have been impacted by COVID-19 social distancing guidelines. Stevens will follow all guidelines to mitigate the spread of COVID-19, including limiting the numbers of people who may gather in any location and promoting social distancing. It is also the personal responsibility of each individual in the Performing Arts community at Stevens to join together to protect themselves and members of the Stevens community by following all health and safety guidelines to mitigate the spread of COVID-19.

In order to support a safe performing arts experience for students, the following guidelines have been put in place:

1. All students will be bound by the Stevens Health Honor Code. (In addition, all students will be required to comply with all Stevens' health-related policies and protocols. Students who do not adhere to this Honor Code will be subject to disciplinary action up to and including suspension and expulsion.
2. Participants must wear facemasks or face coverings whenever possible and follow all Stevens COVID-19 policies and procedures. Students who are unable to wear a face covering for medical or other reasons, should contact the Office of Disability Services to receive a written waiver of this requirement. Students may be required to show this written waiver when on the Stevens campus, in Stevens buildings or in Stevens leased properties.
3. Non-invasive temperature monitoring may be required for entrance into the Music Room or other venues if Stevens determines it is necessary or appropriate. Students with a fever of 100.4 degrees Fahrenheit or higher will be required to contact Student Health Services immediately for further instructions. COVID-19 PCR testing or self-isolation may be required.
4. Performances of all types may be recorded and/or live streamed (rather than performed before live audiences) to promote social distancing.
5. An active and engaged performing arts community will be promoted using social media.
6. The Office of University Events will collaborate with the Offices of Undergraduate and Graduate Student Life to promote health and safety precautions and social distancing for all performing arts student clubs such as SDS, Off Center, Floctaves, etc.

Instrumental Ensembles (including orchestra, jazz band, concert band)

1. Large string ensembles may be divided into smaller groups that can safely rehearse and perform while social distancing (quartets, quintets, etc.).
2. Participants must maintain a social distance of six feet at all times. Additional precautions (such as barriers) may be implemented, if necessary and feasible.
3. Some rehearsals may be relocated to DeBaun Auditorium to provide for increased capacity and social distancing.
4. If social distancing is not possible, practices, rehearsals and performances must be conducted remotely and participants may not meet in person.
5. All performances will be recorded and/or streamed. Live audiences may not attend performances until further notice.

Vocal Groups and Voice Lessons

1. Vocal groups will rehearse, practice and perform remotely and may not meet in person until further notice.
2. Voice lessons will continue to be provided online.
3. Recitals and performances may be recorded and/or streamed online, remotely.

Theater Performances

1. Plays and readings may be rehearsed and performed if proper precautions and social distancing requirements can be met.
2. Musical productions will be transitioned to remote format, whenever possible to comply with social distancing guidelines.
3. All performances may be recorded and/or streamed. Live audiences may not attend performances until further notice.

Access to DeBaun Auditorium

1. Card-swipe access to DeBaun Auditorium will be suspended for students and student groups to limit the numbers accessing DeBaun Auditorium at one time.
2. DeBaun Auditorium will close its audience seating and will suspend all performances with in-person audiences for fall 2020.
3. Non-invasive temperature monitoring may be required for entrance into the Debaun Auditorium or other venues if Stevens determines it is necessary or appropriate. Students with a fever of 100.4 degrees Fahrenheit or higher will be required to contact Student Health Services immediately for further instructions. COVID-19 PCR testing or self-isolation may be required.
4. Participants in DeBaun Auditorium activities must maintain a social distance of six feet at all times and wear face masks or face coverings.
5. DeBaun Auditorium will suspend all events and use by non-Stevens third parties, including local graduations, City of Hoboken and community events, for the fall 2020 semester. A decision about Spring 2020 will be made by December 1.
6. The Office of University Events will reduce all non-arts events at DeBaun Auditorium (student organization fundraisers, department meeting and lectures, etc.). All activities held in the theater must conform to Stevens COVID-19 policies and procedures.
7. The Office of University Events will monitor “gathering size” guidelines for rehearsals and recorded/streamed performances to promote social distancing and follow state and local guidance.

Access to Music Room in Howe Center, 4th Floor

1. Card-swipe access to the Music Room on the 4th Floor of the Howe Center will be suspended for students and student groups to limit the number of people accessing the Music Room at one time.
2. Non-invasive temperature monitoring may be required for entrance into the Music Room or other venues if Stevens determines it is necessary or appropriate. Students with a fever of 100.4 degrees Fahrenheit or higher will be required to contact Student Health Services immediately for further instructions. COVID-19 PCR testing or self-isolation may be required.
3. Students may not store their instruments or personal items in the Music Room. Special consideration will be made for large instruments that will not fit within the residence halls (string bass, drum set, tuba).

4. Small rehearsal rooms will be closed during fall 2020. Open rehearsal hours will also be suspended for fall 2020.
5. Smaller string ensembles must schedule use of the Music Room with the Office of University Events.
6. Participants in Music Room activities must maintain a social distance of six feet at all times, wear face masks or face coverings and abide by occupancy limits.

Graduate Student Life

All Graduate Education units, including the Office of Graduate Student Life will be available to students during regular business hours for drop-in visits and scheduled meetings, both in-person in the office and online via Zoom. In-person meetings will take place in the conference room, so adequate social distance can be maintained. Guidelines for visitors and appointments will follow that of that noted in Section **Error! Reference source not found.. Error! Reference source not found..**

The Office of Graduate Education will continue to provide graduate students with access to programs, services, and resources that support academic and professional development and promote connectivity, health and wellness, and personal growth.

The following is a list of programming that will be offered following university guidelines for social distancing.

Academic Programming

- [Graduate Career Services](#)
- [Writing & Communications Center](#)
- [Master's Student Support](#)
- [Doctoral Student Support](#)

[Student Life Programming](#)

- Social Activities
- Health and Wellness Activities
- Weekly Student Leader Engagement

[Academic Support Services](#)

- Academic Advising Appointments will be conducted remotely, via Zoom. Students can schedule an appointment through Calendly or simply drop in during designated Walk-In Office Hours.
- Undergraduate to Graduate Information Sessions-4x weekly information sessions will be held via Zoom.
- Gathering Signatures and Submitting Academic Forms: Forms will continue to be collected online, with Graduate Academics and Student Success (GA&SS) staff coordinating the gathering of signatures and submission to the Office of the Registrar on students' behalf.

- Graduate Student Tutoring Program-GA&SS will continue the graduate student tutoring program to pair students in need with tutors.

Student Life Support Services

- Graduate Student Emergency Fund
- Student Advocacy
- CARE Team
- Health and Wellness Checks

Bookstore

Stevens Bookstore is managed by Barnes and Noble Education and will follow all NJ laws and regulations and Stevens guidelines for reopening. The Stevens Bookstore plans to reopen with limited occupancy and social distancing when students return to campus. Floor markings and plexi-glass dividers will be installed to mitigate the spread of COVID-19.

Bookstore staff will follow all health and safety and cleaning and disinfection guidelines, including wearing masks, frequent handwashing, social distancing and reporting COVID-19 symptoms and infection to Stevens Health Services. The staff will follow all Stevens guidance regarding testing and assist with contact tracing of COVID-19 positive staff members.

Non-invasive temperature monitoring may be required for entrance into the Bookstore if Stevens determines it is necessary or appropriate.

During Orientation in August, the Stevens Bookstore plans to allow students, faculty and staff to pick up their orders at an outdoor location on campus to promote social distancing and avoid lines and crowding in the Bookstore.

Within the Bookstore, the following will be implemented:

- The Bookstore will strongly promote online ordering and pick-up as an option.
- Shoppers and visitors must wear face masks and abide by social distance guidance.
- The main entrance of the Bookstore will be restricted to incoming traffic only.
- There will be a greeter at the main entrance controlling the number of people allowed in the Bookstore and directing shoppers who are picking up web orders.
- A socially-distanced waiting area will be provided in either the outside hallway or within the Bookstore.
- The back door of the Bookstore will be for outgoing traffic only.
- Plexi-glass partitions will be used at the register between cashier and shopper.
- Floor fixtures will be reduced and reorganized to create a one direction path through the store.
- All textbooks will be kept in the back storage room and provided to the student or faculty member upon request.

Stevens Identification Card (DuckCard) Requirements

Students, faculty and staff are required to have their Stevens Identification Cards (DuckCard) with them while on campus or in Stevens-leased properties and to display their DuckCard at all times. Stevens has

initiated this requirement in order to limit the access of non-Stevens individuals to campus and Stevens leased-properties during the COVID-19 pandemic. Visitors, vendors, and contractors who wish to access the Stevens campus must follow specified guidelines.

All students, faculty and staff will be required to upload their photos to the DuckCard website to receive a Stevens DuckCard. Due to COVID-19 social distancing guidance, the DuckCard Office will not be able to take in-person photos. Information regarding how to upload a photo, can be found on the DuckCard's Office myStevens page [here](#).

DuckCards will be distributed as described below.

Incoming Freshmen and Transfers:

- Students who upload their photos by July 31, 2020, will have their DuckCards mailed to their home address.
- Varsity Athletes who do not upload their photo by July 31, 2020 will receive their DuckCards upon check-in from the Athletics Department.
- All other incoming freshman and transfer students who do not upload their photos by July 31, 2020 will receive their DuckCards either at move-in for residential students or during the Orientation check-in processes for commuter students.

Incoming Graduate Students:

- Students who live in the United States, who upload their photos by July 31, 2020, will have their DuckCards mailed to their home address.
- Students who reside outside the United States and those who upload their photos after July 31, 2020, may pick up their DuckCards at a table on the lawn outside the Howe Center. See hours and location [here](#).

Replacement of Lost or Stolen Stevens DuckCards

- Students, faculty and staff who have lost or had their Stevens DuckCard stolen must [deactivate](#) their card immediately and email duckcard@stevens.edu for a replacement card. The fee for the replacement of a lost Stevens DuckCard is \$20 and payable by DuckBills. For payment instructions and information on picking up your replacement DuckCard, visit the DuckCard Office' myStevens page [here](#).

8. Transportation *(if applicable)*

- **What is the institution's plan for transportation on campus?**

Stevens Shuttle

Stevens students and employees have come to rely on the Stevens Shuttle to transport them to and from the Hoboken Terminal, the 9th St. light rail station, and various Stevens-leased housing locations. Presently, the shuttle service is not in operation but will be phased in as more people occupy campus. Shuttle service will continue in the 2020-2021 academic year, with provisions put in place to promote rider health and safety. These provisions and responsibilities will be shared by the university, our shuttle provider, and by the riders themselves, as personal responsibility is a cornerstone to all public health planning. Stevens will also encourage faculty, staff and students who are able to walk or bike to campus to do so, since shared spaces in shuttles and other means of public transportation may present a risk.

To minimize the spread of the COVID-19 virus, the shuttle service provider will implement deep cleaning with thorough disinfectants and operational protocols. In addition, the university is instituting protocols for its ridership to follow, including seating plans and signage with instructions describing safe riding practices. The number of shuttles available to Stevens is limited but every effort will be made to rotate in-service vehicles to allow for more frequent disinfecting. The shuttle provider must also comply with all applicable law and requirements imposed by the State of NJ on transit.

Stevens currently utilizes 14-passenger vans for its shuttle service. To allow for physical distancing, there will be a passenger limit on each shuttle which will reflect applicable governmental guidelines for public transit use. At this time, and until further notice, each shuttle will be restricted to six passengers, which is below 50% occupancy. A sign indicating maximum capacity, along with a seating chart, will be posted in each vehicle indicating physical distancing guidelines. Signs will also be affixed to seats being taken out of service. Stevens may increase the number of vehicles in the shuttle program, if warranted by demand, to account for the reduced occupancies.

All shuttle passengers will be expected to follow safe and healthy practices, which will be posted in each shuttle. Riders will be required to wear face coverings, be advised to wipe down surfaces, follow the posted seating plans, and instructed to not enter the shuttle if they are symptomatic. Signage will be posted to this effect. Further, Stevens will implement an in-person campaign at campus shuttle stops that will encourage riders to monitor for symptoms and to not board if they have any common COVID-19 symptoms. The boarding procedure on Stevens Shuttles is already contactless. Shuttle windows will be opened, when possible, to increase ventilation.

The Stevens Shuttle service will not be in operation until the beginning of the Fall 2020 semester, subject to the protocols described above.

Commuting to Campus

Stevens realizes that many Employees who normally use public transportation may choose to drive to campus for reasons related to COVID-19. Though parking on campus is limited, Stevens will make available various parking options for the 2020-21 academic year, including annual, semester and daily parking

passes.

Employees who are unable to drive to campus and have concerns about using public transportation should discuss such concerns with their supervisor or the Division of Human Resources. While no accommodations may be assured on this basis, Stevens may be able to offer flexibility, including on parking, depending on the individual circumstances of an employee's work responsibilities and other factors.

- **What is the protocol for transporting sick students who may reside on campus to essential appointments?**

Stevens has a detailed procedure for assisting students living in Stevens housing who become ill. See Section 2 for more information.

- **What additional mitigation strategies will the institution take for shared transportation?**

Campus vehicles which are shared (Campus Police, Facilities, Athletics, and Residence Life) will be cleaned at the end of each day and disinfected during the day between shifts. Cleaning wipes will be provided in each vehicle. The Campus Police courtesy ride program is suspended until further notice.

Stevens participates in JerseyBike, a bikeshare program operated by P3GM in Hoboken. P3GM is responsible for cleaning measures that promote the safety of their riders.

9. On-Campus Dining *(if applicable)*

- What is your plan for food service and dining operations, including compliance with health and safety standards, as well as applicable Executive Orders?
- If you have on-campus student housing, how will those in isolation/quarantine access dining services?
- How will dining employees be trained on appropriate sanitization and social distancing practices and protocols?
- How will institutions limit the number of individuals in a single facility, both indoors and outdoors, in accordance with the state occupancy guidelines?

In order to promote a healthy and safe environment for the Stevens community, additional measures regarding food and catering services have been instituted. Stevens, in close collaboration with Compass One, our dining and catering vendor, will follow all applicable health and safety guidelines to mitigate the spread of COVID-19, including promoting social distancing and providing additional cleaning services. Stevens will work to educate our community on COVID-19 safety precautions and emphasize that it is also the personal responsibility of each individual to protect themselves and members of the Stevens community by following all health and safety guidelines to mitigate the spread of COVID-19.

In order to support a safe dining experience, Stevens will follow all guidance from the State of NJ, including but not limited to social distancing and limited occupancy requirements. The following guidelines have been put in place:

Stevens Dining

1. Facemasks or face coverings will be required in all Stevens dining locations except when eating or drinking.
2. Social distancing of 6 feet must be observed in all dining facilities and occupancy of all dining locations will be limited to allow for social distancing. Design strategies will be implemented to provide food distribution in a manner which supports social distancing.
3. Stevens may institute a reservation or appointment system for dining in Pierce Dining Hall to avoid crowding and allow for social distancing, and to adhere to occupancy guidelines.
4. Stevens may require non-invasive temperature monitoring for entrance to dining facilities if Stevens determines it is necessary or appropriate. Students with a fever of 100.4 degrees Fahrenheit or higher will be required to contact Student Health Services immediately for further instructions. COVID-19 PCR testing or self-isolation may be required.
5. Mobile ordering, contactless service and payment, takeout meals, pre-packaged meals, pick up service and meal delivery will be offered.
6. All food will be served by Dining staff who are required to wear a facemask or face covering and gloves. Self-service will be eliminated from all dining venues.
7. Strict cleaning, sanitizing and disinfecting protocols will be followed with multiple cleanings per day in all dining venues. Pierce Dining Hall may be closed for 30 minute intervals during non-peak hours to allow for deep cleaning.
8. Dining staff will follow all Stevens health and safety guidelines, including but not limited to the following:
 - a. Wear a face mask or face covering and gloves at all times.
 - b. Wash hands with soap regularly.

- c. Practice social distancing of 6 feet.
- d. Monitor health for COVID-19 symptoms and take their temperatures twice daily.
- e. Self-isolate and notify supervisors and Stevens immediately if experiencing COVID-19 symptoms, including a fever of 100.4 degrees Fahrenheit or higher, cough, shortness of breath or difficulty breathing, new loss of taste or smell, sore throat, repeated shaking with chills, or muscle pain.
- f. Dining staff who test positive for COVID-19 or have close contact with someone with COVID-19 or COVID-19 symptoms must self-isolate and inform their supervisor and Stevens immediately.
- g. Dining staff who test positive for COVID-19 must provide information about their close contacts to Stevens to allow for contact tracing.
- h. COVID-19 testing, temperature monitoring, quarantine and self-isolation may be required if Stevens determines it is necessary or appropriate

Stevens Catering

1. Mobile ordering, contactless service and payment, takeout meals, pre-packaged meals, pick up service and meal delivery will be offered. Self-service buffet-style catering will be eliminated.
2. Facemasks or face coverings will be required at all catered events except when eating or drinking.
3. Non-invasive temperature monitoring may be required for entrance into catered events, if Stevens determines it is necessary or appropriate. Anyone with a fever of 100.4 degrees Fahrenheit or higher will not be permitted to enter the venue and will be required to contact their medical professional or if a student, to contact Student Health Services, for further instructions. COVID-19 PCR testing or self-isolation may be required.
4. Scheduling and set-up for catered events must be approved by the Office of University Events (OUE) and must follow social distancing guidelines. Occupancy of rooms will be limited.
5. Catering staff will follow all Stevens health and safety guidelines, including but not limited to the following:
 - a. Wear a face mask or face covering and gloves at all times and wash hands with soap regularly.
 - b. Practice social distancing of 6 feet.
 - c. Monitor health for COVID-19 symptoms and take their temperatures twice daily, with the first temperature taken before arriving at Stevens.
 - d. Self-isolate and notify their supervisor and Stevens immediately if experiencing COVID-19 symptoms, including a fever of 100.4 degrees Fahrenheit or higher, cough, shortness of breath or difficulty breathing, new loss of taste or smell, sore throat, repeated shaking with chills, or muscle pain.
 - e. Catering staff who test positive for COVID-19 or have close contact with someone with COVID-19 or COVID-19 symptoms must self-isolate and inform their supervisor and Stevens immediately.
 - f. Catering staff who test positive for COVID-19 must provide information about their close contacts to Stevens to allow for contact tracing.
 - g. COVID-19 testing, temperature monitoring, quarantine and self-isolation may be required if Stevens determines it is necessary or appropriate

10. Study Abroad and International Travel *(if applicable)*

- What is the institution's plan for study abroad programs, domestic and international travel?
- How will the institution communicate with students and employees regarding changing travel restrictions?

Study Abroad

In accordance with the university's policies on international travel, Stevens will suspend all study abroad and international exchange programs for the fall 2020 semester. Additional information about programs for the Spring 2021 semester will be announced later in the year as more information is available.

Travel

Employee travel for Stevens' business purposes is suspended until further notice unless such travel is deemed essential by divisional leadership or a dean. Employees should be mindful of the CDC's and the U.S. State Department's COVID-19 travel advisories for personal and essential business travel.

An Employee intending to travel for business purposes should submit a request in writing to their divisional vice president or dean at least 30 days prior to the travel date and before booking non-refundable travel arrangements. The divisional vice president or dean will respond within one week of the request. Employees should not use Stevens' funds and will not be reimbursed for business travel not approved in advance.

If divisional leadership or a dean deems travel essential, and the travel is to a high-risk destination whether domestic or international (level 2 or above for reasons related to COVID-19 for international travel, as designated by the U.S. State Department), the traveler must take all necessary and appropriate precautions while travelling and self-quarantine for 14 days after they return home. If the traveler becomes sick during their travel, they should follow the instructions in Section 2 above and in Section VII.

While Stevens cannot restrict personal travel, we do ask that Employees consider their travel plans carefully in light of recent increases in COVID-19 infection outside the tri-state area. In addition, employees must follow all guidance from the State of New Jersey regarding [travel to states with widespread COVID-19 infection](#) and self-quarantine for 14 days upon your return.

11. Athletics *(if applicable)*

- What is the institution's plan for resumption of athletic programs on campus?
- What is the institution's protocol for mandating frequent screening and testing for coaching staff and student-athletes?
- What are the written protocols for student-athlete and staff orientation/trainings regarding the transmission of COVID-19 and the handling of high-touch items?
- How will the institution limit equipment-sharing?
- How will the institution ensure team meetings are socially distanced with general safeguarding protocols?
- What is the institution's quarantine/isolation protocol for student-athletes who have tested positive for COVID-19, come into contact with those who have tested positive, or who have developed symptoms?
- How will the institution limit nonessential visitors, staff, volunteers, vendors, and media?
- How will student-athletes and athletic staff be educated on policies and protocols prior to arrival on campus?
- What are the institution's protocols for traveling for games or hosting teams in competition?
- How will the institution work with local, state, and conference partners to ensure the safety of student-athletes, employees, and other athletic stakeholders? If you submitted a plan to your conference, please share as an attachment.

It is the personal responsibility of each individual to protect themselves and other members of the Stevens community by following all health and safety guidelines to mitigate the spread of COVID-19. With respect to physical education, athletics and recreation, Stevens will follow additional health and safety policies and procedures, guided by the NCAA, the Middle Atlantic Conference and relevant public health authorities.

Physical Education Courses

To provide for social distancing, physical education (PE) courses will be transitioned to an on-line format for the initial weeks of the fall semester. Instructors will contact students enrolled in PE courses to inform them of the revised content of the courses. After this initial phase, some low-risk and no contact PE classes may be transitioned to an in-person format.

PE courses that are transitioned to in-person format will be required to adhere to health and safety precautions to mitigate the spread of COVID-19.

Students who cannot complete their PE requirements and are expected to graduate in December 2020 or May 2021, may request a waiver of the PE graduation requirement by contacting their academic advisor or Undergraduate Academics.

Varsity Athletics (NCAA Division III)

Before coming to campus, all varsity athletes will be required to be tested for COVID-19 no more than 5 days before their planned arrival on campus. Stevens strongly recommends that all varsity athletes avoid travel, crowds, social events, gatherings, and other activities that might result in COVID-19 infection for at least 14 days before their arrival and throughout the semester.

Varsity athletes traveling from states that have been identified as high risk by the Governors of New York, New Jersey, and Connecticut, must self-quarantine for 14 days upon arrival in New Jersey. In coordination with Student Health Service and the Office of Residential and Dining Services, the Sports Medicine staff in Athletics will work closely with varsity athletes from these states to provide guidance regarding quarantine and testing.

Additional COVID-19 testing may be required if Stevens, the NCAA, the MAC League, or public health authorities determine it is necessary or appropriate.

Stevens may require non-invasive temperature monitoring of varsity athletes for practice, games or for entrance into the Schaefer Athletic Center if Stevens determines it is necessary or appropriate. Students with a fever of 100.4 degrees Fahrenheit or higher will be required to contact Student Health Services immediately for further instructions. COVID-19 PCR testing or self-isolation may be required.

Face coverings need not be worn during athletic activity, but face coverings must otherwise be worn inside Schaefer Athletic Center or in outside athletic facilities when proper social distancing cannot be maintained.

Stevens will follow the NCAA's COVID-19 guidance, including its three phases for Resocialization of Collegiate Sport, as discussed in the following three documents:

- [NCAA Core Principles of Resocialization](#)
- [NCAA Core principles of Resocialization: Frequently Asked Questions](#)
- [Resocialization of Collegiate Sports: Action Plan Considerations](#)

Every NCAA sport has different risks and levels of contact. The NCAA has placed the varsity sports at Stevens in the following categories:

- High risk: Soccer, Field Hockey, Volleyball, Wrestling, Basketball, Lacrosse
- Moderate risk: Baseball, Softball, Swimming, Fencing
- Low risk: Tennis, Cross Country, Indoor Track and Field, Outdoor Track and Field, Golf

In each Phase, Stevens will follow the NCAA's guidance in addition to further policies and procedures, as discussed below. Certain sports will be limited by the restrictions of the relevant Phase.

Phase 1: Expected to Begin August 17th

- Small group practice sessions will be limited to less than 10 student-athletes.
- Practice and strength and conditioning will be limited in duration. Initially, practice will be limited to 1 hour per day and strength and conditioning will be limited to 45 minutes per day (with one day off for every 7 days). These durations are subject to change by the Sports Medicine Staff.
- Conditioning will not be allowed during practices (except for conditioning that is consistent with skill work).
- All physical activity will be non-contact.
- Student-athletes must practice proper hygiene and Stevens will properly sanitize shared equipment.
- Student-athletes will use auxiliary outdoor athletic training and strength and conditioning space.

Phase 2: Expected to begin August 31st

- Small group practice sessions will be limited to less than 50 student-athletes.
- Practice and strength and conditioning will be limited in duration. Practice will be limited to 1.5 hours per day and strength and conditioning will be limited to 45 minutes per day (with one day off for every 7 days). These durations are subject to change by the Sports Medicine Staff.
- Conditioning will not be allowed during practices (except for conditioning that is consistent with skill work).
- All physical activity will be non-contact.
- Student-athletes must practice proper hygiene and Stevens will properly sanitize shared equipment.
- Student-athletes will use auxiliary outdoor athletic training and strength and conditioning space.
- Indoor athletic training treatments and indoor strength and conditioning may begin by appointment only.

Phase 3: Expected to begin September 14th

- Full team practice with contact may begin.
- Locker rooms may reopen for team use.
- The Sports Medicine Office may open to normal usage.
- The varsity weight room may open to normal usage.
- Competition may begin.

Stevens will develop written protocols and conduct student-athlete and staff orientation/trainings regarding the transmission of COVID-19 and the handling of high-touch items, such as shared sports equipment, water bottles, etc. Equipment sharing must be avoided, whenever possible. All team water coolers will be eliminated.

All team meetings will be held virtually whenever possible. If meetings cannot be remote, they will be socially distanced with general safeguarding protocols in place. Team huddles, high-fives, handshakes, and spitting are prohibited.

Nonessential visitors, staff, volunteers, vendors, and media will not be permitted at athletic events, practices or meetings unless approved in advance by the Athletic Director. No spectators will be permitted at indoor athletic events or practices and all State of NJ occupancy and other restrictions regarding indoor/outdoor venues will be observed.

Stevens will issue protocols for traveling for games, and hosting teams in competition which shall include appropriate pre- and post- travel testing, and the potential for rearranging team schedules in the event of unsafe conditions for travel.

Sports Medicine

Stevens will seek to provide the highest level of care while following all national, state, and local healthcare guidelines and medical practices. Specifically, Stevens will follow National Athletic Trainers' Association [guidance](#).

Personal Protective Equipment; Medical Supplies

1. The Sports Medicine staff will wear proper face coverings, and gloves and eye protection and gowns as necessary. In addition, they will take their temperatures regularly (at least twice per day) and once before arriving at the Stevens campus. They will monitor themselves for COVID-19 symptoms and self-isolate at home and contact their health professional and Stevens Student Health Services if they have a fever of 100.4 or higher or have any COVID-19 symptoms.
2. The Sports Medicine staff must be tested for COVID-19 no more than five days before return to campus. Additional testing may be required if Stevens determine it is necessary or appropriate.
3. The Sports Medicine staff will follow all Stevens health and safety guidelines.
4. The Sports Medicine staff will use non-contact infrared thermometers, a pulse oximeter and other medical supplies (including biohazard containers and bags), as needed.
5. Sports Medicine facilities will be cleaned and sanitized frequently.
6. Hand sanitizer will be available, and the Division of Facilities and Campus Operations will provide cleaning wipes.
7. Face coverings need not be worn during athletic activity, but face coverings must otherwise be worn inside Schaefer Athletic Center or in outside athletic facilities when proper social distancing cannot be maintained. Please see Section 1 for more information.

Education and Training

- Coaches and other Athletics staff will receive prevention education prior to returning to campus. The campus-wide education, communication and signage plans will include athletes, coaches, sports medicine staff and all athletic staff and facilities.
- Student-athletes will receive COVID-19 prevention education during their virtual compliance meetings.

Student-Athlete Return to Campus Initial Screening Procedures

- Student-athletes will complete summer medical paperwork online through the Athletic Training System. Sports Medicine staff will identify those student-athletes who may be at severe risk for complications from COVID-19 and will consult with the team physician.
- Student-athletes, coaches and other athletics staff must complete and return the Stevens Athletics Staff/Student-Athlete COVID-19 screening form no more than five days in advance of returning to campus. This form will certify that:
 - The individual had no high-risk exposure to COVID-19 for at least two weeks before returning to campus.
 - The individual did not have any COVID-19 symptoms for at least two weeks before returning to campus.
 - If travel back to campus will involve physical distancing challenges (e.g., air or commuter bus travel), the individual will complete a local off-campus or campus-designated self-quarantine before returning to athletics or be tested for COVID-19 upon arrival in NJ.
 - If an athlete is traveling from a [state identified as having a high risk of COVID-19 infection](#), the athlete must self-quarantine for 14 days.
- All Stevens student-athletes must be tested for COVID-19 before receiving clearance to participate in athletic activities.

Continuous Screening

- Student-athletes will be required to complete a daily form which includes symptoms of COVID-19 and a temperature check before arriving to campus in addition to any self-monitoring required generally by Stevens.
- If the form demonstrates a potential risk, the sports medicine staff will contact Stevens Health Services immediately and follow all recommendations, which may include self-isolation or COVID-19 testing.
- Student-athletes may be tested for COVID-19 at any time during the return to sport process as well as during the academic year if Stevens determines it is necessary or appropriate.

Confirmed Cases

If a student-athlete tests positive for COVID-19, Student Health Services will be notified immediately, and the student-athlete will be isolated in a University-sponsored isolation room (for residential students) or at home. Stevens and the student-athlete will cooperate with all contact-tracing measures coordinated by local and state public health authorities.

Club Sports

Stevens will follow NCAA Resocialization of Collegiate Sport guidelines for club sports (as discussed above), however, it is likely that participation in club sports will be delayed until NCAA Phase 3 or later. Priority for the resumption of club sports may begin with low risk sports. Sports not listed in the Varsity Athletics section above will be evaluated by the Sports Medicine Staff to determine risk level.

Students and staff participating in club sports are required to follow all Stevens health and safety guidelines, including social distancing and wearing of masks. Please see Section 1 for more information.

Schaefer Athletic Center, Including the Fitness Center and Pool

Only Athletics and Recreation staff, varsity athletes and cleaning staff may enter the Schaefer Athletic Center until NCAA Phase 3 at the earliest. Students, faculty, and staff who need to access the Schaefer Athletic Center must receive written approval from the Director of Physical Education, Athletics and Recreation to enter the Schaefer Athletic Center. Once Stevens has entered NCAA Phase 3, Stevens will review all health and safety guidelines to determine if the Schaefer Athletic Center can reopen safely while limiting occupancy and providing for social distancing.

Upon reopening the Schaefer Athletic Center, Stevens will work to protect the health and safety of those using the facility by:

- Requiring the wearing of face masks or face coverings when not engaged in athletic activity or in the pool.
- Requiring that participants sign a statement attesting to their health, that their temperature is under 100.4°F and that they have no symptoms of COVID-19 and have not had contact with anyone who has tested positive for COVID-19 or who has COVID-19 symptoms.
- Limiting the occupancy of spaces to promote social distancing.
- Implementing additional cleaning and disinfection procedures.
- Allowing only students (no faculty and staff) to use the facilities of the Schaefer Athletic Center, including the pool, gym, and fitness center.
- All third-party or external use of the Schaefer Athletic Center, including the fitness center and pool, is suspended until further notice.

12. Other Information *(Optional)*

If your institution would like to provide additional information about the restart plan or other campus areas not listed above, please include here. This may include, but is not limited to, such items as adjusted academic calendars or plans for extracurricular activities.

Additional information and guidance for students, faculty, and staff may be found on the Stevens' [Stronger. Safer. Stevens. website](#) to be launched on July 8, 2020.

Appendices A (Health Honor Code) and B (Sample Classroom Seating Plan) are attached.

Appendix A

Stevens Health Honor Code

The COVID-19 pandemic has generated unprecedented challenges for Stevens and the broader world. As members of the Stevens community, Stevens students, faculty and staff are responsible for monitoring and maintaining their own health in order to protect the health and wellbeing of the entire community. Stevens takes the health and well-being of our community very seriously and encourages members of our community to use the [EthicsPoint](#) system or to notify the Dean of Students (Undergraduates) or the Director of Graduate Student Life (Graduate) of instances of non-adherence to the Health Honor Code.

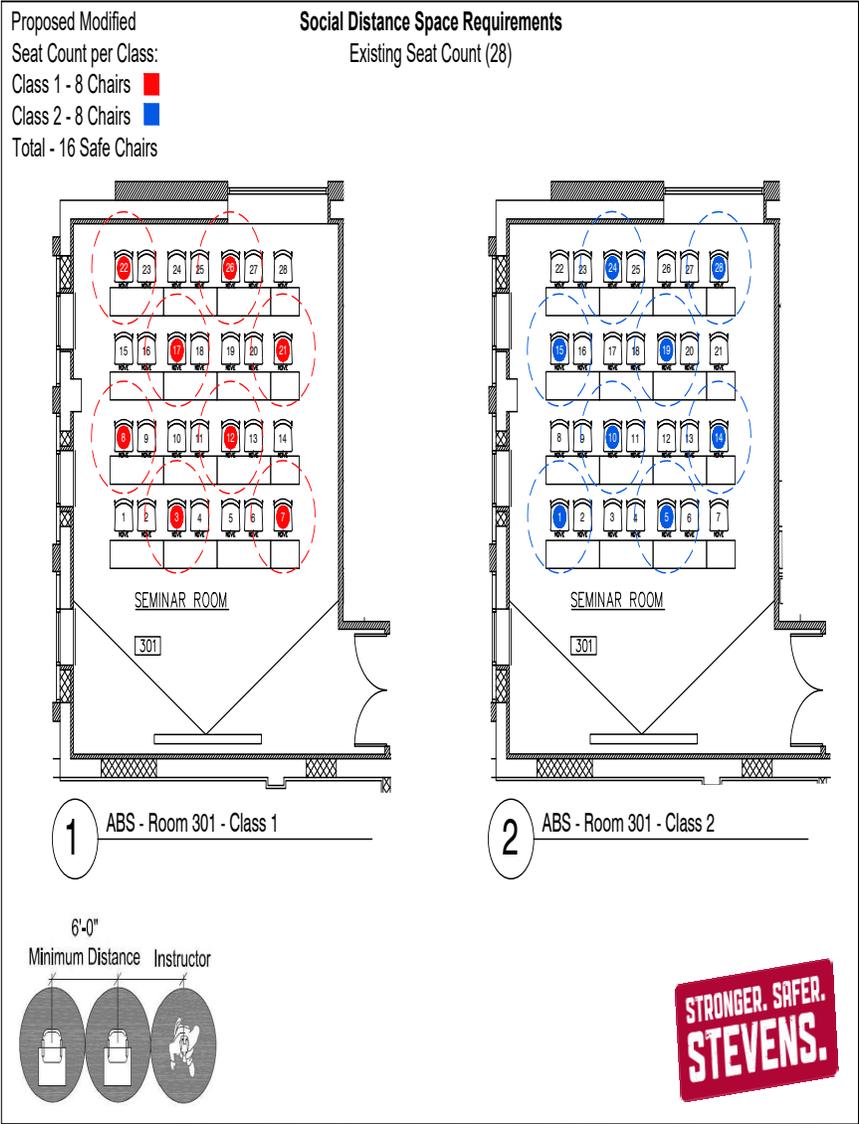
As a member of the Stevens community, I will abide by the Stevens Health Honor Code by following these principles:

1. **I will notify Stevens Health Service immediately if I or a close contact tests positive for COVID-19** and will self-isolate and participate in contact tracing as requested.
2. **I will get tested for COVID-19 (PCR testing) no more than five days before I arrive on campus** and will be tested again if directed by a medical professional or by Stevens. I will provide my test results to Stevens.
3. **I will monitor myself for symptoms of COVID-19**, take my temperature before leaving my home or residence hall room each day and again later in the day and will self-isolate and contact a medical professional or Stevens Health Services if I experience such symptoms or have a fever over 100.4°F.
4. **I will stay home if I feel sick** and monitor my symptoms and temperature.
5. **I will leave campus or self-isolate in my residence hall room** if I feel sick.
6. **I will self-isolate and notify Stevens Health Services** immediately if I have been exposed to someone who has tested positive for COVID-19.
7. **I will maintain proper social distancing**, especially when indoors or in areas where individuals tend to travel or congregate and abide by all occupancy limits.
8. **I will wear a face covering** when on Stevens campus and in buildings or in Stevens leased properties.
9. **I will wash my hands often with soap and water** or use hand sanitizer (if soap and water are unavailable).
10. **I will receive all recommended vaccinations**, including the influenza vaccine (unless I am unable to do so for medical reasons).
11. **I will avoid non-essential travel to areas with a high risk of COVID-19 transmission** as determined by the State of New Jersey and will quarantine for 14 days when I return from a high-risk location.

12. **I will avoid unnecessary travel, gatherings and events** that might pose a high risk of COVID-19 transmission to protect myself and those in the Stevens community.
13. **I will cooperate with non-invasive temperature monitoring** and will return home or to my residence hall room if I have a fever of 100.4 F or higher.
14. **I will be respectful of others** by keeping my clothing, belongings, personal spaces and shared and common spaces neat and clean and by refraining from physical contact with others.
15. **I will follow all Stevens policies and procedures for COVID-19, and will follow directional signs and the instructions** of students, faculty and staff working to protect the Stevens community.
16. **I will not discriminate** against any person on the basis of illness or disability.

Appendix B

Sample Classroom Seating Plan



**Stevens Institute of Technology
Restart Plan – Additional Information
July 23, 2020**

Your restart plan should align with the “Restart Standards for all New Jersey Institutions of Higher Education,” and Executive Order No. 155. Based on our review, we could not discern your plans for:

Trainings for dining employees on appropriate sanitization and social distancing practices and protocols.

Compass One Dining Plan

Health, Safety, Training, Cleaning and Sanitization Plans

1. Compass One will designate one management staff person for each shift to be responsible for responding to monitoring all health, safety, cleaning and sanitization protocols and address any COVID-19 concerns.
2. Compass management will notify the Stevens contact if any Compass One staff member has symptoms of or tests positive for COVID-19, or if they were exposed to someone with COVID-19.
3. Compass One Staff will be required to take the following precautions:
 - a. Staff will be tested for COVID-19 no more than 5 days before coming to campus and must provide results to Stevens.
 - b. Staff will receive a daily wellness check to include self-reported illnesses and a contactless temperature check.
 - c. Personal Protective Equipment will be provided by Compass One to all staff.
 - d. Face masks or coverings will be provided by Compass One and must be worn at all times by associates.
 - e. Gloves, provided by Compass One, are to be worn at all times when handling food.
 - f. Staff will be required to wash hands and change gloves every 30 minutes, or less.
 - g. Staff will be discouraged from using public transit when possible.
4. Cleaning and Sanitization
 - a. Plexi health shield barriers will be installed at all registers and points of service.
 - b. Staff will be required to continuously clean tables, chairs and all high-touch surfaces with CDC-approved sanitizer.
 - c. Sanitizer stations will be available at the entrances and exits and in the production areas for students and staff.

- d. Upon closing for the day, the Compass One team will disinfect the entire facility utilizing Diversey disinfectant.
- e. Back of house cleaning procedures will take place every 30 minutes. The culinary team will clean and sanitize surfaces and high-touch areas constantly.
- f. Compass One will supply hand sanitizer with at least 70% alcohol on every table
- g. CDC recommended signs, will be posted in highly visible areas such as entrances and restrooms. The signs offer information on protection measures, including handwashing and how to effectively use face coverings.
- h. Dining venues may be closed for 30 minutes at non-peak times to allow for cleaning.

5. Compass One Staff Trainings

- a. ServSafe COVID-19 safety training will be provided for both managers and all food handlers.
- b. Ongoing trainings will be covered at pre-shift meetings to provide the most up-to-date procedures.
- c. Close coordination with local health departments on best practices will occur weekly.
- d. Working through its purchasing company, FoodBuy, Gourmet Dining will ensure that vendors follow all Stevens safety protocol for their drivers and other associates. Delivery drivers will be discouraged from entering buildings and are required to wear masks.
- e. Staff trainings will cover the following:
 - Mask, hand wash and glove requirements
 - Tobacco & cell use policy changes
 - Cough and sneeze etiquette
 - Guest interactions
 - Cleaning policies and procedure changes
 - Social distancing expectations of associates
 - Wellness, symptoms/temperature checks process
 - Compass One managers will conduct wellness checks of staff clocking in.
 - Staff are not permitted in the preparation areas prior to symptom checks.
 - Utilize Stevens guidelines for any staff showing symptoms of illness.

6. Shared spaces for Compass One staff, like break rooms, will be closed or their usage staggered to maintain social distance. Compass One will also provide additional cleanings of these spaces throughout the day. Wipes and sanitizers will be provided in all shared spaces. Sanitizer will be provided in staff break rooms and locker rooms. Table/chair arrangements will be modified in break rooms and/or locker rooms to facilitate social distancing.

7. Procedures for Food Prep Areas
 - a. Rearrange and organize workstations to facilitate social distancing.
 - b. Staff schedules, with possible third shift, may be implemented to achieve proper social distancing, if necessary.
 - c. Individual stations will be set up to avoid assembly line production.
 - d. Back of house cleaning procedures will take place every 30 minutes. The culinary team will clean and sanitize surfaces and high-touch areas constantly.