STRATFORD UNIVERSITY SAFE RETURN TO CAMPUS PLAN IN RESPONSE TO THE COVID-19 PANDEMIC

UPDATED + REVISED JANUARY 2022
I. OVERVIEW

The Coronavirus pandemic of 2019 (COVID-19) is a respiratory disease that has spread through our country affecting most aspects of our daily lives. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. Symptoms can include: shortness of breath or difficult breathing, fever of 100.4 or higher, headache, fatigue, loss of taste or smell, sore throat, nausea or vomiting.

The virus is thought to spread mainly from person-to-person through respiratory droplets produced when an infected person coughs or sneezes. It may also be possible that a person can get the virus by touching a surface that has the COVID virus and then touching their own mouth, nose or eyes. However, this is not thought to be the primary way the virus spreads.

Stratford University has diligently monitored the guidance of federal, state, local government, and public health authorities, so we could quickly adjust University operations to comply with any COVID-19 mandates appropriately, which included the temporary closing of our campuses and extending the timeframe for campus openings. To ensure the University continues to ensure the health and safety of all stakeholders we established a task force to research and create a protocol plan to support the openings of our campuses.

According to CDC the level of risk for COVID-19 transmission increase for institutions of higher learning as follows:

- Lowest Risk: faculty and students engage in a virtual-only instruction/learning
- More Risk: small in-person lectures/labs with individuals remaining at least 6 feet apart and not sharing objects (combination of hybrid and small in-person classes with staggered scheduling)
- Highest Risk: full-sized in-person classes and activities. Students are not spaced apart share classroom resources, etc.

Currently Stratford University is operating at a “More-Risk”, but still low-risk level as all ground courses are currently being instructed in a hybrid environment through the use of the LMS platform Moodle and video conference software Zoom. The campus return plan is to continue to the hybrid approach beginning through the end of Term 1, 2022, to maintain a low-moderate risk level. The below information is guidance intended for the planning purposes of opening our campuses and incorporating safety measures and protocol to minimize the risk of exposure and spreading of the virus to all SU stakeholders.

The COVID-19 pandemic is inherently unpredictable, therefore the University leadership team will continue to monitor local, state, and federal directives and adjust the protocol plan to align with any new directives to ensure the continued health, safety and wellness of our students, faculty and staff.

II. REPOPULATION OF STRATFORD UNIVERSITY CAMPUSES

Responsibilities for Stratford University Faculty and Staff
• Management: ensures the content of the protocols are managed effectively, and the protocols are reviewed and evaluated for effectiveness and updated as necessary.
• Employees: ensure protocols are understood and followed and assist management to ensure students are also following protocol.

Campus Phased Opening Approach
Campuses will continue to be open in a revised phased approach to allow the smooth transition of employees returning to campuses. Campus Directors (CD) will work with their team to ensure their campuses maintain appropriate staffing levels to meet the needs of our students. Campuses are also encouraged to staff a security guard for late afternoon/early evening campus hours. Campus Directors will create the Monday-Saturday campus operating schedule based on the schedule of labs and in-person lecture classes for Term 1 and Term 2 of 2022. This schedule will be communicated to the campus employees and students prior to the start of the upcoming term. It is highly suggested that Campus Directors post the schedules of each department near the main lobby for transparency.

Continuation of Revised Phase IV: Term 1, 2022
The plan will focus on a hybrid academic delivery model and will include a mix of in-person instruction for programmatic lab courses, hybrid delivery for non-lab classes with the continuation of remote instruction through Zoom and Moodle (8-weeks of the term via Zoom and 2-weeks in-person), and online only course options.
• All ground campuses (Alexandria and Woodbridge, Virginia and Baltimore, Maryland) will continue to be opened to welcome students for face-to-face lab and hybrid-course delivery for Term 1 of 2022. All campuses will operate with flexible/remote hours. Campus Directors will set each departmental schedule based on campus and student needs.
• Employees will be expected to adhere to the following on-campus schedule, with remote days managed by Campus Directors.
  o Week 9, 10 and 1 – Five days on Campus, 0 days remote
  o Week 2-8 – Three days on campus, two days remote

III. IV. PPE AND PHYSICAL DISTANCING PROTOCOL

Mask protocol: Face masks are required to be worn by any Stratford University visitor, staff, faculty, or student regardless of vaccine status. Those who have been vaccinated and received the booster shot, as well as those who have not been vaccinated at all, will be required to wear a face mask while on any Stratford University campus.

Hygiene protocol: Promote frequent and thorough hand washing for at least 20 seconds as recommended by the CDC; place hand sanitizer throughout building; encourage respiratory etiquette; maintain 6ft social distancing measures
Enhanced Sanitizing and Disinfecting: Cleaning crew to clean entire building daily; employees to wipe down work areas 1-2 times per day; front office personnel to wipe down high traffic touchpoints (tables, chairs, door knobs, light switches, elevator buttons, shared communication equipment – phones, keyboards; copy machines) at least 1-2 times per day

- Campuses to also be deep cleaned and sanitized at least one-time per month
- All disinfectant materials will follow the CDC and EPA guidelines
- List of cleaning products to be provided to Culinary for internal tracking reports

Other protocol: Encourage students, staff, and faculty to stay home if sick; discourage employees from using other’s phones, desks, work tools; maintain regular cleaning schedules

Physical Distancing Measures

Admissions and Financial Aid
- Continue with use of Zoom meetings for prospective students uncomfortable with meeting with Admissions Officers at the campus
- Minimize the number of guests a prospective student can have with them during appointment.

Faculty Work Areas
- Clean surfaces before and after work shift
- Maintain proper hand sanitizing and other personal hygiene protocol

Library
- Wipe down surfaces two-three times per day
- Ensure all students sign-in when entering the Library

Culinary, Health Sciences and Nursing Lab Areas
- Faculty to keep detailed class roster and maintain COVID-19 contact tracing notebook
- Students should wash hands immediately when entering lab classroom
- Encourage frequent changing of gloves (if applicable) and either washing hands or sanitizing throughout class period
- Minimize personal items in the lab to only what is needed for class; highly discourage use of personal cell phone – if working with phone during class – either change gloves and/or wash hands
- No eating in the lab
- Sharing of equipment is highly discouraged
- Cleaning protocols with detailed cleaning checklist

Non-Lab Classroom Areas
- Minimize personal items in the classroom to only what is needed for class; highly discourage use of personal cell phone – if working with phone during class – either change gloves and/or wash hands
- No eating in the classrooms
- Sharing of equipment is highly discouraged
Cleaning protocols with detailed cleaning checklist
• Faculty to keep detailed class roster and maintain COVID-19 contact tracing notebook

IV. PROTOCOL FOR MONITORING HEALTH CONDITIONS TO DETECT INFECTION

Since Stratford University is a commuter college (no dormitories) and the campuses will continue to follow a hybrid approach for delivery of education January – March 2022, the University, at this time will not offer on-site campus testing. However, the campus will provide local test sites for testing to direct employees and students if possible exposure to the COVID-19 virus has occurred (See link under Points of Contact).

Campus Surveillance and Contact Tracing

• **Students to Self-Screen**: students are encouraged to self-screen including at-home temperature checks prior to attending any class on campus. If a student is ill or running a fever they are directed not to come on campus and immediately contact their faculty and/or campus Student Success department for guidance on next steps.

• **Employees to Self-Screen**: if they experience symptoms of COVID-19 within 48-hours prior to shift start they should report their illness immediately to their immediate supervisor and follow CDC self-quarantine protocol. Self-screening should also include at-home temperature checks prior to coming to campus for each designated work shift. If an employer has a fever of 100 degrees or higher the employee is not to report to campus and alert their direct manager.

Management of Sick Employee or Student:

• If an employee or student indicates they are ill begin the question protocol: (1) do you have symptoms of COVID-19 such as difficult breathing, fever of 100.4 or higher, headache, fatigue, loss of taste or smell, sore throat, nausea or vomiting, (2) have you tested positive for COVID-19?

• If the employee or student is on campus immediately separate the individual (each campus has a designated room) with possible COVID-19 symptoms from all others on campus and send the person home. If the person is too ill to drive call a designated driver or local paramedic. Encourage the individual to follow the CDC Guidance for caring for oneself and others: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html

• Employees will be contacted within 24 hours by their direct supervisor or the human resources department for a follow-up on employee health status

• Students will be contacted by the campus president or student success department within 24 hours for a follow-up on student health status

Employees or Student Returning To Work After Positive Test

• **Time Based Approach** Recovery to include: (1) fever is gone without taking fever-reducing medicine; (2) respiratory systems have improved; (3) it’s been at least 7 days since a fever or symptoms existed
Test based approach: Allow three (3) days (or 72-hour) recovery to include: (1) fever is gone without taking fever-reducing medicine; (2) respiratory systems have improved; (3) Two negative test results collected 24 hours apart.

Follow contact tracing protocol: If an employee or student tests positive compile information on whom the employee was in contact two (2) days prior and notify those impacted – keep it confidential.

If a cluster of cases is identified the University will immediately notify local health department officials and all Stratford students and employees who may have come into contact with the infected person. Depending on the severity of the outbreak a campus may temporarily close and move all work and education delivery back to 100% remote environment.

V. POINTS OF CONTACT

Stratford University COVID-19 Contact
- Campus Coordinators (Campus Presidents and Designated Campus Management Team members)
  - Alexandria Campus President: Dr. Angele Esedebe (aesedebe@stratford.edu)
  - Baltimore Campus President: Chef Audrey Langenhop (alangenhop@stratford.edu)
  - Woodbridge Interim Campus President: Mrs. Ovette Finnell (ofinnell@stratford.edu)

State Health Department Contact Information
- Virginia Department of Health: https://www.virginia.gov/agencies/virginia-department-of-health/
- Maryland Department of Health: https://health.maryland.gov/Pages/Home.aspx

Local Health Agency Partners

Alexandria Campus
City of Alexandria Health Department
4480 King Street, Alexandria, VA 22302
703-746-4996
https://www.alexandriava.gov/Health
Director Alexandria Health Department, Dr. Stephen Haering

Baltimore Campus
Baltimore City Health Department
1001 E. Fayette St, Baltimore, MD 21202
410-396-4398
https://health.baltimorecity.gov/
Commissioner of Health, Dr. Letitia Dzirasa

Woodbridge Campus
Prince William County Health Department
9301 Lee Avenue, Manassas, VA 20110
703-792-6301
https://www.vdh.virginia.gov/prince-william/
Dr. Allison Ansher
COVID-19 Testing Locations
- U.S. Department of Health & Human Services
- Virginia Department of Health Testing Sites Locator
- Maryland Department of Health Testing Site Locator
  - https://covidlink.maryland.gov/content/testing/

VII. RESOURCES
- Center for Disease Control and Prevention: https://www.cdc.gov/
- Environmental Protection Agency: https://www.epa.gov/
- Occupational Safety and Health Administration: https://www.osha.gov/
- World Health Organization: https://www.who.int/