Returning to the State System
Dixon University Center
Information & Protocol Guide
Introduction:
The Dixon University Center (DUC) is pleased to be preparing for the return of students, faculty, and staff for the Fall 2020 semester. We are working with partner institutions to accommodate plans regarding classroom density, social distancing, and cleaning requirements.

The health and safety of the students, faculty, staff, guests, and the surrounding community is our ultimate priority. This will be achieved through social distancing, masking, and self-screening as appropriate at the start of the fall semester and continuing on as the COVID-19 pandemic evolves.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.

To that end, we present the following information and protocol guide to ensure the health and safety of all.

Guiding Principles:

1. **The use of face coverings.** Everyone must wear a face covering in the Dixon University Center buildings, except employees working alone in a private office.
2. **Frequent hand washing.** In addition to encouraging our community members to wash their hands frequently, there are hand sanitizer stations in classrooms and in public areas throughout the Dixon University Center. Reminders will be posted about hand washing and avoiding touching one’s face after touching surfaces.
3. **Maintaining a safe space.** There will be reminders about social distancing on floors and walls throughout the common areas and public spaces. Classrooms and other spaces will have similar distancing requirements.
4. **Monitoring health on a daily basis.** It is important for all guests to monitor their own health by taking their temperature, watching for other symptoms and, if warranted, seeking help through their primary care physician or, if applicable, their university student health services. Symptoms may include, but are not limited to:
   a. dry cough;
   b. headache;
   c. sore throat;
   d. congestion or runny nose;
   e. muscle or body aches;
   f. new loss of taste or smell;
   g. nausea or vomiting, or diarrhea;
   h. chills;
   i. out-of-the-ordinary fatigue;
   j. shortness of breath or difficulty breathing.
Four Areas of Concentration:

1. Health & Safety:

   Our primary focus will be on the health and safety of our employees, students, faculty, university staff, and guests. In order to mitigate fear and assure everyone that the DUC is being as proactive as possible to provide a safe environment for their classes and meetings, we plan to implement the following health and safety measures in conjunction with the building custodial staff:

   - Face coverings are required. Everyone must wear face coverings. DUC employees that must work on-site will be provided with a face mask and gloves if needed. University staff, faculty, students, and others entering the buildings at the DUC suites must provide their own face covering. Individuals who are unable to wear face coverings due to a health condition or disability should be encouraged to be extra cautious about maintaining proper social distance and observing all other hygiene protocols.
   - Hygiene and Sanitation Protocols:
     - Cleaning protocols will be prominently displayed and will provide written/printed safety measures that are being taken to sanitize the facility.
     - DUC employee and janitorial staff cleaning schedules will be adjusted to match the increased need for sanitizing the public areas/bathrooms, etc.
     - The DUC will supply appropriate hand sanitizer, hand wipes, or hand soap for students, staff, tenants, meeting guests, and visitors.
   - The DUC will provide attendees with disposable sanitizing wipes in each meeting/classroom.
• Signage will be displayed encouraging “handshake-free meetings”, maintain 6 feet of social distance, and reminders of basic hygiene to include frequent handwashing, wearing masks, and covering coughs.
• DUC staff will clean table surfaces, door handles/push plates, light fixtures controls, keyboards and any frequently touched surfaces in the rooms before/after classes.
• DUC staff will stay up to date on CDC and State mandates as they relate to COVID-19.
• The DUC will encourage faculty and meeting clients to communicate all of the above to their students/prospective attendees and ensure, to the best of their ability, that all attendees are healthy on arrival and directed to not attend even if they have the slightest symptoms.
• Event organizers and class faculty must maintain contact information for participants in their programs. The DUC will maintain contact information for user groups in the event someone becomes ill and tests positive for COVID-19 post-event. This will allow the DUC to provide information to local public health authorities if contact tracing becomes necessary.

Students and employees must follow published protocols for reporting exposures, cases, and outbreaks of COVID-19

For individuals exhibiting symptoms:
• Must self-report symptoms and exposure to the appropriate university personnel;
• Must not report to work; class; clinical assignments; or attend or participate in institution-sponsored activities or events;
• Must self-isolate in accordance with current state and federal guidance;
• Must not enter campus buildings; and
• Are advised to consult with their medical provider about options for testing and necessary treatment.

For individuals who may have been exposed to COVID-19:
• Report if you have visited an area of high prevalence (domestic or international) in the previous 14 days;
• Report if you know you have been exposed to anyone, within the previous 14 days, who has tested positive for COVID-19; and
• Self-quarantine in accordance with current state and federal guidance.

Mutual reporting by universities and the Dixon University Center of suspected COVID-19:
• Universities or other groups using the DUC facilities who receive notification of positive COVID-19 cases among their participants shall ensure proper notification to the Pennsylvania Department of Health and notify their DUC liaison as soon as possible.
• DUC staff will notify universities or other groups if they are aware of a positive COVID-19 case that may have resulted in a significant exposure.
Requirements of employees

Where, when, and through which modality employees perform their duties is at the discretion of the Chancellor, applicable university president or appropriate designee, unless otherwise set forth in applicable collective bargaining agreements or policy. Any request for a departure from the assigned work function, schedule, location or modality may be considered only when the procedures below are followed:

1. Employees who wish to seek an accommodation or a modification of their current accommodation under the Americans with Disabilities Act (ADA) are directed to submit their request to their Human Resources. Employees are urged to contact Human Resources as soon as possible. As required by the ADA, if a medical condition is deemed a disability as defined under ADA, then a reasonable accommodation, if available, should be provided.

2. Employees who do not have a disability as defined under the ADA may seek a flexible work arrangement if the employee is at high risk for severe illness from COVID-19 as defined by CDC guidance.
   a. Employees are directed to submit a request for a flexible work arrangement to Human Resources by a date determined by the university/System office.
   b. Human Resources will validate requests in writing for flexible work arrangements, which shall include review of relevant medical and/or other relevant documentation to be submitted by the employee.
   c. Human Resources will send validated requests for flexible work arrangements to appropriate supervisor(s) to determine the impact on operational capabilities and whether a flexible work arrangement in duties, schedule, location or modality will be granted.

3. If a flexible work arrangement is not granted under 2 above, the regular leave rules shall apply. Accordingly, employees may request a leave option or options as provided in the relevant collective bargaining agreement/memorandum of understanding, or university/system policy

For faculty, none of the above shall preclude the requests for flexibility in time, location, and/or modality of alternate workload and/or teaching assignment that are typically made based on academic considerations and preference and not on disability or other health considerations. Such requests will be made and considered in the usual interactive manner with department chairs and deans. If faculty preference does not align with the plans or schedule, per Article VI.A. of the faculty collective bargaining agreement the dean makes the final decision about allowances within the operational needs of the university, but there is no obligation to change the delivery method of the faculty member’s course(s).
Requirements of all visitors

All visitors and guests must comply with the following rules. Noncompliance may result in being asked to leave and/or barred from all campus grounds and facilities:

- Follow Dixon University Center guidance regarding wearing face coverings in all buildings, public shared spaces on campus, or in areas where social distancing cannot be observed, or as otherwise directed by administration. Individuals unable to wear face coverings due to a documented health condition or disability must register for an accommodation as directed by the administration;
- Observe social distancing guidance such as tape on floors or sidewalks and practice social distancing wherever possible, including when using bathroom, shower, and locker room facilities;
- Shall not congregate in communal areas or gather in groups exceeding official local, state, or federal guidance for non-instructional activities;
- Visitors exhibiting symptoms are not permitted come on campus for any reason; and
- Visitors who have been exposed or have visited an area of high prevalence (domestic or international) in the previous 14 days are not allowed on campus.

2. Facilities & Classrooms

The DUC is anticipating, and will be prepared for, the following class/meeting scenarios, assuming social distancing is still a protocol:

- **Comprehensive Remote Classes & Meetings**
  - Instructor or presenter online or in classroom
  - Students or attendees online
  - One student in classroom if student has need

- **Hybrid Classes & Meetings**
  - Instructor or presenter in classroom
  - Some students or attendees in classroom
  - Some students or attendees online

- **In Person Classes & Meetings**
  - Instructor or presenter in classroom
  - Students or attendees in classroom
  - Follow limited seating capacity guidelines
2a. General Space Accommodations

- Ensure that strategies and interventions implemented do not prohibit access for students, faculty, tenants, or meeting guests with disabilities.
- Ensure all space accommodations follow ADA laws and regulations.

2b. Direct Customer Service Areas

- Place acrylic shields at the reception areas or employees will wear individual face shields.
- Use floor decals to assist with social distancing near the reception areas.

2c. Common Areas/Hallways/Areas Where People Often Wait or Congregate

- Use floor decals or wall posters to assist with social distancing in common areas, hallways, and locations where people may wait or congregate.
- Limit seating and access to computers in hallways, lounge areas, and other high traffic locations throughout the space.

2d. Classrooms

- Limit capacity that allows for 6’ social distancing in all classrooms in limited configurations. (See Appendix A).
- Remove chairs or tape off rows in computer labs and videoconferencing rooms to ensure social distancing.
- Schedule smaller classes and meetings in larger spaces, as available.
- Place portable acrylic shields near the podium in each classroom.

2e. User Agreements

- Update meeting room rental agreements and university LOU’s to include COVID-19 guidelines and protocols.

3. Classroom Audio Visual Support

With the expectation that many classes and meetings will be conducted virtually or in a hybrid model, as opposed to live, the DUC has taken the following steps to assure that client requests can be accommodated.

- We are prepared to assist our faculty and meeting guests in designing their class, meeting or webinar, determining what format works best with their objectives. The DUC has access to Zoom, as do PASSHE universities.
  - Zoom offers faculty and meeting clients many features including polling, panel discussions, creating breakout rooms for smaller group discussions, and use of annotations.
- Faculty will be provided Zoom access and support services as part of the agreement with the institution. The DUC will also offer the ability for practice
sessions prior to the meeting date to assure the client is comfortable with the format and flow of the meeting.

• If the client prefers another platform such as Webex, BlueJeans, Facebook Live or other, the DUC is prepared to support those as well, however, the platform must be provided by the client.

• Remote/hyflex learning can be supported in one of two types of classrooms:
  o Videoconference room – with existing audio and video
  o Standard classroom – with addition of a webcam; will not have audio to capture student comments/discussion; will only capture instructor at the podium through the microphone on the webcam

• In every scenario, regardless of the platform, the DUC is prepared to react quickly if circumstances dictate a change in the meeting format, taking a live event partially or fully online or vice versa.

4. Food & Beverage Service/Catering

Classes and meetings require use of an external catering company. To ensure the safety of all guests within our space, any classes and meetings serving food and beverage must adhere to the following:

• Offer boxed or served meals. Buffets are not allowed.
• Serve only pre-packaged foods that do not require a serving utensil.
• Stagger access to the table where the boxed meals are available.
• Stagger break times.
• Serve grab and go coffee, pre-poured by servers wearing masks and gloves.
• Use disposable flatware, cups, and plates.
• Continue to allow attendees to bring their own bag lunch, coffee, etc.

Timeframe:

• June 15, 2020 Begin ordering supplies
• TBD DUC employees return to office
• August 18, 2020 First night of classes