

# UNF. BETTER. STRONGER.

## BLUEPRINT FOR RETURNING TO CAMPUS, FALL 2020

### EXECUTIVE SUMMARY

During the past few months, the COVID-19 pandemic has created extraordinary challenges impacting our daily lives in a myriad of ways. Throughout this difficult time, the University of North Florida (UNF) community has shown tremendous strength and resiliency and has demonstrated extraordinary courage in navigating this changed landscape. As we prepare for our future, specifically the return to campus in the fall, we remain focused on continuity and safety with the goal of emerging as a better, stronger university.

Beginning in March 2020, the University rapidly implemented a multitude of changes to ensure the health and safety of our community and the continued success of our students. UNF faculty successfully transitioned courses to remote learning and continued their steadfast commitment to teaching excellence. Our students exhibited incredible perseverance through unprecedented challenges to finish the spring semester strong. Residential housing was significantly reduced to successfully prevent the spread of the virus, housing and dining refunds were delivered to those affected, and essential services continued to ensure student well-being and academic support. The UNF Student Emergency Relief Fund was established to provide immediate financial assistance to students most in financial need.

At UNF, we are dedicated to our student-centered mission “to create the next generation of thinkers, leaders, and problem solvers with the knowledge and experience to uniquely change the world.” The University is coordinating closely with local, state, and federal officials and the Florida Board of Governors on plans to return to campus instruction for the fall 2020 semester. This transition will be conducted thoughtfully and carefully with the health and wellness of returning students, faculty, staff, and visitors as the top priority. As we welcome back students to campus this fall, we are committed to providing them with the enriching educational experience they have come to expect, including small class sizes, individualized attention, experiential learning opportunities, and strong job placement.

As we plan for the fall semester, UNF’s current recommendations include a mix of remote and in-person classes, as well as courses that include a combination of the two formats. The University will prioritize experiential courses for face-to-face instruction and will develop remote contingency plans for all courses in the event a second wave of the pandemic emerges.

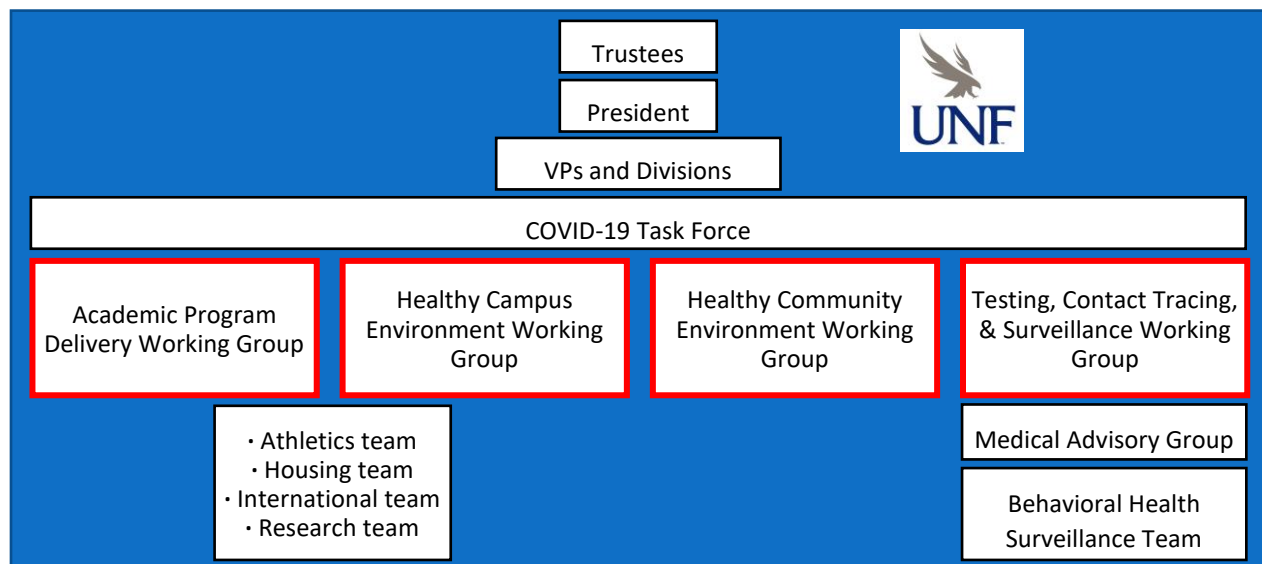
UNF will also establish capacity limits for all classrooms, reduce class sizes, and/or move selected classes to larger on-campus venues in efforts to promote social distancing.

To further promote the health and wellness of the Osprey Community, the University will require all students, faculty, and staff to wear masks in common indoor areas on campus, as well as outdoors when social distancing is not possible. All faculty, staff, and students will undergo mandatory safety training as well as training on how to maintain a healthy environment. The emphasis will be on shared responsibility. Faculty, staff, and students share in the responsibility to keep our campus safe and healthy. Daily screening via an app will be required for faculty, staff, and students coming to campus and screening will also be required for all vendors and campus visitors.

In addition, staff will clean all campus buildings using CDC/EPA-approved cleansers for COVID-19, and Student Health Services will work closely with the Florida Department of Health and local healthcare partners to plan and execute screening, testing, and contact tracing procedures. UNF will also work closely with faculty, staff, and students who identify themselves as higher risk. This may include modifications to schedules, minimizing presence on campus, remote work, or remote instruction and learning.

UNF has developed occupancy guidelines for residence halls, will reserve space for students who need to quarantine, and will reconfigure common areas to further promote social distancing. The full array of student services and engagement activities will continue through a combination of on-campus and remote platforms, prioritizing the health and wellness of the campus community. Large social events and activities will be restricted and there will be no study abroad in the fall semester.

Planning and operations for the fall 2020 semester are being overseen by the UNF COVID-19 Task Force. The task force has created four distinct COVID-19 working groups to finalize operational strategies and detailed action plans to address the five State University System (SUS) blueprint priority areas. These essential teams are comprised of faculty, students, administrators, and staff, all of whom will work together to ensure a thoughtful and responsible approach to safely reopening the campus. Special area teams have also been created, including a Medical Advisory Group with representatives from regional hospitals and health agencies, and Behavioral Health Group with representatives from across our campus community.



It is important to note that UNF's plan will evolve as the status of COVID-19 and our understanding of best practices to address the virus advance. This is not intended to address every question that students, faculty, staff and families will have. Nor does it provide all the details on the hundreds of issues and decisions that will continue to be made as we approach the fall semester. Our plan is intended to provide an overview of our strategy and plans as guided by the SUS blueprint. Over the next weeks and months, UNF will continue to incorporate essential feedback and recommendations from faculty, students, and staff across the university to ensure a healthy and successful return to campus.

## OPERATIONAL STRATEGIES

On May 28, the Florida Board of Governors approved the State University System Blueprint for Reopening Campuses for fall 2020. The blueprint highlighted five key strategic priorities:

- 1. Healthy Campus Environment**
- 2. Healthy Community Environment**
- 3. COVID-19 Virus Testing**
- 4. Contact Tracing and Surveillance**
- 5. Academic Program Delivery**

### 1. HEALTHY CAMPUS ENVIRONMENT

To ensure and maintain a healthy campus environment, UNF is coordinating closely with local, state, and federal officials to further ensure plans reflect current guidance for addressing the health and wellness of returning students, faculty, staff, and other members of the Osprey Community.

The University is developing and operationalizing new policies, procedures, and plans for the start of the fall semester to address the required health measures and oversight necessary to promote a safer and healthier campus. Adherence to vital public health practices will include hand hygiene, physical distancing, mask wearing in common indoor areas of campus and when social distancing cannot be maintained outdoors, proper cough/sneeze etiquette, frequent cleaning of common and high traffic areas, and symptom assessment. Key highlights of these practices follow.

#### **SOCIAL DISTANCING**

- University will develop physical distancing guidelines for all public spaces consistent with the Centers for Disease Control and Prevention (CDC), state, and local guidelines. Appropriate signage, training, and expectations will be provided. As a general rule, and as presently recommended by the CDC, a six-foot distance should be kept between individuals. Facemasks will be required of individuals in classrooms and common areas and when social distancing cannot be maintained.

- Individual plans, including procedures for enforcement, will be developed for all academic and non-academic facilities. Facilities include classroom buildings, administrative building, libraries and museums, housing, athletic venues, food service and retail establishments, recreation venues, transportation, and public facing venues.
- Residence life is an important and vital component to the UNF student experience. Our normal residency population is approximately 3,500 students and all UNF housing is university owned and operated. There are no public, private housing partnerships. In the fall, housing occupancy will be adjusted to assist with social distancing, safety, and health. Adjustments will include no more than two students per bedroom, no more than four students per bathroom, and private bedrooms for dorms with communal restrooms. Overall occupancy will be reduced some seven percent compared to normal occupancy rates and some eleven percent compared to fall 2019 occupancy rates. Other safety protocols will be instituted such as limiting guests. Education and training of the shared responsibility for cleaning and the health and safety of residents in shared spaces will be provided and regularly communicated.
- Facility use agreements for various campus space will include appropriate vernacular to communicate UNF requirements and expectations with respect to adherence to all applicable safety and health procedures.
- All plans for campus space will include reduced occupancy standards, physical distancing guidelines consistent with CDC guidelines, mandatory requirements for face coverings, and cleaning plans consistent with CDC guidelines.
- Increased signage will be put in place across to clearly communicate UNF's health and safety expectations. Signage will include reminders of social distancing, occupancy requirements, any changes to ingress or egress, and any seating restrictions.
- Plexi-glass dividers will be ordered for public facing offices, retail spaces, as well as other facilities as conditions warrant.

## **FACE COVERINGS**

- Face coverings will be required in common indoor spaces and in outside areas where physical distancing is not possible. Face coverings will not be required in private offices.
- Efforts will be made to secure an adequate, initial supply of face coverings for those faculty, staff, and students who otherwise do not have their own face coverings when first returning to campus in the fall. Additional disposable masks will be made available in key departments and locations across campus for emergency use. The bookstore and convenience stores will also have facemasks available for purchase.

## **PERSONAL HYGIENE**

- Hand sanitizing stations will be located throughout the campus, including each classroom.
- All faculty, staff, and students will be encouraged to bring their own hand sanitizing supplies to campus as part of the broader program on campus safety.
- Cleaning wipes for departmental and classroom use will also be provided as available.

## **CLEANING AND DISINFECTING**

- Cleaning protocols will be developed for and tailored to all buildings and their specialized spaces.
- The various campus entities—physical facilities, housing operations, athletics, dining services, shuttle transportation, and environmental health & safety—will assume responsibility for the regular, widespread, and thorough cleaning of their respective areas of campus.
- Public building spaces and high touch areas will be cleaned by university staff in accordance with CDC guidelines and at least daily on instructional days. This will include nightly disinfection of classrooms using electrostatic sprayers and approved CDC chemicals.
- Hand sanitizing stations will be available in public spaces and will be provided in each classroom.
- Faculty, staff, and students will bear responsibility to properly clean and disinfect their personal space and personal items frequently. When needed, University will provide specialized cleaning supplies.
- To minimize the risk of virus spread and increase indoor air quality (IAQ), building Heating, Ventilation, and Air Conditioning (HVAC) system operations will be adjusted to increase airflow circulation through buildings and introduce the maximum outside air inside the occupied space.
- All building HVAC system air filters at UNF meet the current CDC recommended ASHRAE Minimum Efficiency Reporting Value (MERV) 13 rating. Filters will be changed according to pre-determined schedules.

## **HIGHER RISK INDIVIDUALS**

- University will work closely with faculty, staff, and students who have self-identified as high risk for the virus. University will work these individuals as necessary to modify schedules, minimize presence on campus, work remotely, learn remotely, etc. All reported health information will be kept confidential consistent with applicable laws.

## **HEALTH SCREENING**

- University is developing a smart phone, screening app for use by members of the the Osprey Community. The app will serve to walk members through a series of questions to self-determine if the member is cleared to come to campus or whether they are advised to stay home and/or seek medical advice. The app will also include notifications or instructions for contacting the appropriate department(s) when actions such as staying at home or seeking medical advice is recommended.
- University will develop screening and at-risk testing protocols, as outlined further in the COVID-19 Virus Testing section of this document.

## **INSTRUCTIONAL FOOTPRINT**

- University will reduce in-person instructional footprint, including classrooms with limited capacity, develop hybrid class formats, and continue remote classes when possible to limit the overall footprint of individuals on campus and help promote social distancing. Additional information is provided in the instructional section of this document.
- University will utilize larger capacity venues for instruction where possible. The use of larger venues will allow classes to properly space students and remain face-to-face.

## **TRAINING AND EDUCATION**

- All students and faculty/staff will be educated and trained in the requirements and expectations for the new health and safety procedures and the use of PPE on the campus and the consequences for non-compliance of these university policies.
- University will develop mandatory training for faculty, staff, and students. This training will be based on current CDC, Florida Department of Health, and UNF specific guidelines. The training will be delivered through a combination of online, in-person, and written material. Emphasis will be placed on not only health specific guidelines but also the shared responsibility of all members of our UNF community.

## **ENFORCEMENT**

- Enforcement will be addressed through Human Resource and other University polices and guidelines, including the Student Code of Conduct. Procedures and oversight design will have a focus on the expectations of shared responsibility within the UNF community and key contacts for questions, concerns about enforcement.
- An online form will be available for faculty, staff, and students to report locations or examples of social distancing congestion to assist with the identification of additional, potential problem areas.

- Continued education and communication will be on-going stressing the shared responsibility among faculty, staff, students, vendors, and visitors to create a safe campus and the expected behavioral changes and enforcement requirements of all individuals involved. Education will occur at all levels within respective colleges, non-academic and academic departments, as well as university behavioral committees.

## **ATHLETICS**

- A comprehensive athletic plan has been developed consistent with the guidelines of the blueprint and the principles expressed in the University plan. The athletic plan includes testing and screening of all athletes, limited air travel to events, and enhanced cleaning.
- Training rooms will be limited to a designated number of athletes and trainers at one time, depending on the room size, training stations, etc. Training rooms will be cleaned between sessions. Occupancy restrictions will be posted.
- Spectators for athletic events will be limited in accordance with our conference (Atlantic SUN or ASUN Conference) and community guidelines.
- Athletic venues will be cleaned according to CDC guidelines to prioritize the safety of athletes and visitors. Prescreening of the safety procedures in place at the host institution will be a determining factor in UNF decisions to travel and compete.
- The ASUN conference is currently developing guidelines for competition and tournament play. However, institutional guidelines will take precedence should they be viewed as more rigorous.

## **STUDENT ORGANIZATIONS**

- All Student Affairs departments, along with the Office of Fraternity and Sorority Life, Recreation and Wellness, and Student Government currently recognize the shared responsibility they have in developing programs for promoting and educating all members of the Osprey community on creating a safe campus. The shared responsibility will also be extended to include all student clubs, organizers, and chapters and their university advisors.
- The Office of Fraternity and Sorority Life has developed plans that include education of the Greek community, registration of all events, and assurance of abiding with all venue guidelines and CDC guidance. Plans for recruitment and training of all members have also been developed. Additional steps will include virtual chapter meetings, increased communication, and registration of events and activities to ensure all regulations are followed.
- The Office of Fraternity and Sorority Life will work with the national chapter(s) to ensure proper guidelines are developed and enforced. There will be a shared

responsibility for chapter and member conduct in adhering to university health safety guidelines.

- Student Government has developed plans for all student-group gatherings, adjustments in all service areas to accommodate appropriate physical distancing, training, and continued remote servicing. Student Government face-to-face meetings will only be held at locations that can ensure proper social distancing. Student Government will also continue to hold virtual meetings.
- Intramurals are prepared to be flexible with the timing and start dates of sports given the uncertain conditions at this time. This could include some sports starting later in the semester with sports more conducive to social distancing (e.g. tennis, corn-hole, golf) starting earlier in the semester.

## **VENDORS, VISITORS, AND MEMBERS OF THE PUBLIC**

- All vendors, visitors, and members of the public will be expected to abide by University health and safety protocols, policies and procedures.
- Expectations will be clearly communicated and posted where appropriate.
- Facility use agreements, contracts, independent contractor agreements, etc. will be amended as appropriate to include current UNF health and safety requirements and expectations.
- Enforcement of requirements and expectations will be monitored by University personnel. Violations of policy can include banning from campus or dissolution of contract.

## **2. HEALTHY COMMUNITY ENVIRONMENT**

UNF Marketing and Communications, working with key stakeholders across the Osprey Community, will develop and execute both mass and custom, targeted communications outlining and reinforcing guidelines during all stages of reopening. Key highlights follow.

### **CAMPUS COMMUNICATIONS**

- All communications will consistently reinforce the University's commitment to the health and wellness of the entire community, as well as our shared responsibilities. Creative will be developed to showcase a unified commitment among university leadership, student body, faculty, and staff.



- A cohesive, creative theme of “UNF. Better. Stronger.” will be developed to highlight unified messaging and engage audiences across all communication platforms. These messages will help educate and reinforce detailed health and wellness protocols, including remote versus on-campus work and learning, social distancing, masking, potential testing, reporting, cleaning and sanitizing, personal hygiene, meeting spaces, capacity limitations, and travel restrictions.
- Communication platforms will include, but are not limited to, email to students, faculty, staff, parents, alumni, donors, and boards; alerts through UNF website(s), Canvas and myWings (the UNF intranet); social media posts with links to detailed plans on Facebook, Twitter, and Instagram; updates on the UNF coronavirus website; health and wellness signage across campus; press releases to external media; and targeted emails to housing, on-site vendors and partners, affiliates, and others.
- Communications will consistently emphasize the personal and shared responsibility of following all health and wellness protocols. These include, but are not limited to, parents and guardians reinforcing guidelines to their UNF dependents, faculty members to their students, staff to their fellow staff, administrators to their vendors, and student and faculty organizations to their members.
- Targeted communications will be developed and disseminated to all parents and guardians of UNF students, engaging them to support health and wellness guidelines. Parents and guardians will also be asked to play a critical role in checking on how the student is feeling, encouraging the student to be tested if not well, and further encouraging the student to get his/her flu shot as well as having proper insurance and vaccinations.
- Communications will work closely with Environmental Health & Safety, Facilities Operations, and on-site vendors to design and install temporary signage and social distancing floor graphics across campus. Marketing and Communications team will design and produce flyers and other signage for entrances, lobbies, and other common areas (e.g., bathrooms, elevators, stairways) of on-campus residence halls, as well as classrooms, administrative and faculty offices, other on-campus buildings, shuttle services, and outdoor areas.
- Collateral tool kit (i.e., one-page overview, infographics, protocol highlights) will be developed for university departments to easily download and share with both internal and external constituents.
- Messaging will be targeted to students, including international students and athletes, well in advance of the fall semester regarding the CDC recommended COVID prevention measures (e.g., quarantining, testing, avoiding large gatherings) students need to follow for a period of at least two weeks prior to returning to campus.

## **EXTERNAL PARTNERS & COMMUNICATIONS**

- UNF will work closely with governmental leaders, business owners, and health care providers in the surrounding community to ensure shared responsibility and to promote the health of the campus and its surrounding community.
- University has established a Medical Advisory Team comprised of partner healthcare systems in the greater Jacksonville community to provide guidance and feedback on UNF's health and wellness policies and procedures. The advisory team includes representatives from the Mayo Clinic, Baptist Health, Ascension/St. Vincent's Health Care, HCA Healthcare (Memorial and Orange Park), Flagler Health, and UF Health.
- University has established a Behavioral Health Surveillance task force to focus exclusively on the promotion of healthy behaviors (e.g., mask wearing, hand hygiene, social distancing) to help ensure the health and safety compliance of all constituencies and thereby mitigate the spread of the virus on our campus. This team includes representatives from the Department of Public Health, Counseling Center, Housing and Residence Life, Recreation and Wellness, General Counsel, Dean of Students, Marketing and Communications, Disability Resource Center, and UNF student body.
- All communications will reinforce CDC guidelines, BOG guidance, and partnerships with local and state elected officials, including the mayor, state representatives, and council members.
- Comprehensive list of key external stakeholders in our community will be developed with whom UNF will share university guidelines (Mayor's office, Jacksonville Chamber of Commerce, Mayo Clinic, Baptist Hospital, nearby retailers/restaurants at Town Center).
- Concise summary (printed and downloadable) of university safety protocols and recommendations will be developed and shared with these key external stakeholders for support of implementation. Protocols highlighted will include, but are not limited to, remote vs. on-campus work and learning, housing and classroom guidelines, social distancing, masking, potential testing, reporting, cleaning, personal hygiene, meetings, capacity limitations, travel, etc.
- Communications team will utilize relationships with local media outlets and reporters to help share university messages with the greater community for awareness, encouragement, and support of university operations.
- FAQs and summary of university protocols on unf.edu with unique URL link will be developed to further share communications with external parties as well as our on-campus communities.
- Detailed protocols for all aspects of campus readiness and activity levels will be shared with on-campus vendors and partners, shuttle services, UNF Bookstore, Community First Credit Union, UNF Eye Center, USPS Mailroom, UPS, business

services, foodservice and catering partners, etc. Protocols will include, but are not limited to, social distancing, masking, potential testing, reporting, cleaning, personal hygiene, and capacity limitations.

- University will work closely with state/local departments of health and major health care providers (Mayo Clinic, Baptist Health, Ascension/St. Vincent's, HCA Memorial and Orange Park, Flagler Health, and UF Health Baptist Health) to coordinate best practices and assist on potential testing and contact tracing, and when needed, acute-care partners for individuals testing positive for the virus.
- Health and wellness guidelines will be clearly and prominently displayed in multiple areas around campus including, but not limited to, high visitor traffic areas through signage, banners, posters, etc.
- University communications statements and talking points regarding new health and wellness guidelines will be developed and disseminated to faculty, staff, and students to utilize and share with prospective visitors before their arrival on campus.

## **ENFORCEMENT**

- Working closely with Human Resources, Office of Dean of Students, General Counsel and the University Police Department (UPD), the Marketing and Communications team will help establish and publicize consequences for non-compliance of relevant national, state, local guidelines, and university policies in addition to communicating the benefits of compliance.
- All students, faculty, staff, on-campus vendors and partners, and all other visitors will be expected to adhere to the UNF health and wellness guidelines.
- UPD will continue to be a valued partner in protecting the health and safety of all campus members and with assisting in educating campus members on policies and procedures consistent with ensuring the health and safety of everyone in our Osprey community.
- UPD will be available when called on to peacefully assist faculty and staff of the University with compliance of UNF health and safety protocols.
- Non-compliance violations by students should be reported by Osprey community members to Student Conduct and all violations by faculty and staff should be reported to Human Resources.
- Visitors, vendors, and contractors on campus who refuse to adhere to University health and safety policies and regulations may receive warnings and may be asked to leave campus.

## **PREVENTION AND MITIGATION**

- UNF will support prevention and mitigation strategies developed by the CDC and Florida Department of Health for other infectious diseases that may worsen or are similar to COVID-19, such as influenza.
- The UNF Crisis Management Team will work closely with the Florida Department of Health and other local and state officials to support prevention and mitigation efforts and conducting training exercises for addressing various emergency pandemic situations.
- University will proactively monitor the CDC and Florida Department of Health guidelines for infectious diseases and develop communication campaigns to support recommendations.
- Communications will provide detailed prevention and mitigation guidelines for social distancing, masking, potential testing, reporting, cleaning, personal hygiene, capacity limitations, travel, etc.
- Assessments of current university health care services and capabilities will be developed to determine needed resources. University will also rely on established community partnerships for addressing needs and to share campus information in an effort to also keep northeast Florida safe and healthy.
- All members of the Osprey Community will be asked to personally monitor body temperature and other prominent symptoms on a daily basis.
- Members of the community who travel internationally or to any known hot spot will be restricted from returning to campus unless tested or quarantined for the CDC recommended time period (currently 14 days). UNF will follow CDC, DOH, and other state and federal guidelines for identifying hot spots. Similar screening of vendors, partners, and visitors will also be strictly enforced.
- Students employed off campus will be highly encouraged to wear face masks when interacting with others at work and to frequently wash hands while at work. Students off campus for other purposes are also highly encouraged to follow recommended health and safety protocols.
- University will identify and communicate partnerships with local health care providers and pharmacies that offer vaccines and treatment of other potential infectious diseases. UNF is developing relationships with relevant vendors and healthcare providers to ensure adequate supplies of flu vaccines can be made available and flu shots can be administered to faculty, staff, and students.
- Student Health Services will be offering a limited supply of free flu shots to students, faculty, and staff. All students, faculty, and staff will be strongly encouraged, if not mandated, to receive flu shots at appropriate outlets as their health conditions permit.

### **3. COVID-19 VIRUS TESTING**

Members of the UNF community will collaborate with our local healthcare and SUS partners to plan and execute screening of all faculty, staff, and students prior to a return to campus, and plan and execute diagnostic and/or antibody testing of select groups of faculty, staff, and students prior to a return to campus. Key highlights follow.

#### **GENERAL TESTING**

- University will provide access to diagnostic testing for COVID-19 prior to (or upon) initial arrival on campus for all UNF athletes, coaches, and training staff (some 400 individuals); and all faculty, staff, and students who self-report COVID-19 symptoms. In addition, with advice from state agencies and our medical advisors, UNF will develop COVID protocols for all foreign and domestic students traveling from identified infection hot spots.
- University supports the Florida State Department of Emergency Management recommendation that asks faculty, staff, and students to seek testing at one of the many private and public sites prior to returning to campus in the fall or when returning from hot spots. A physician's referral may be required.
- Student Health Services (SHS) has acquired 3000 IgG and IgM (antibody) test kits and is prepared to test first responders and health care clinicians both on campus and throughout the Jacksonville community. Administration of any remaining tests to other groups is yet to be determined.

#### **SCREENING**

- Faculty, staff, and non-residential students will be required to complete a screening survey (via the previously described mobile app) prior to initial arrival on campus and on any day thereafter in which the individual comes to campus.
- Students residing on campus will be required to complete the screening prior to arrival for move-in and, subsequently, prior to leaving their rooms for the first time each day when attending on-campus classes or activities.
- Screening will be used to assess risk for, likelihood of, and symptoms of COVID-19 infection and will include body temperature as well as survey questions that address a variety of risk factors of possible exposure (e.g., symptoms, travel locations).
- Department of Public Health faculty and external partners with expertise in epidemiology (e.g., Florida Department of Health-Duval County [FDOH-D]; Mayo Clinic) will determine the criteria (e.g., number of positive cases, hospitalizations) to be used for identifying hot spots and will also monitor online hot spot information

(e.g., Johns Hopkins COVID-19 Dashboard at <https://coronavirus.jhu.edu/map.html>). This determination will be ongoing as hot spots change.

- All faculty, staff, and students who are traveling on behalf of the university must first request and receive permission to travel from their respective unit and will be required to self-isolate or undergo diagnostic testing if travel involves regions with elevated COVID-19 cases. Unless deemed absolutely essential by the unit, university-sponsored travel will be prohibited if the need to subsequently isolate interferes with the person's university-mandated responsibilities.

## **HOT SPOTS**

- University will identify residential students arriving from hot spots and, based on their initial screening, provide access to diagnostic testing and/or self-isolation.
- All faculty, staff, and students will be required to self-report (a) travel to regions identified as hot spots; (b) exposure to individuals with active COVID-19 infection; and (c) positive COVID-19 test results.
- The Centers for Disease Control (CDC) Tracking and Tracing protocols will be used to assist with the mitigation of hot spots on campus.
- Isolation and quarantine protocols have been established and will be enacted as required. This includes residential options for on-campus housing as well as residential instructions for recuperating at home.

## **LOCAL PARTNERSHIPS**

- Once per week, the UNF COVID Healthcare Coordinator will assess healthcare capacity in the greater Jacksonville region via the *Agency for Health Care Administration* website which tracks the number of hospital beds available by county.
- UNF will establish memorandums of understanding with our regional hospitals and health care systems for potential testing (on- and off-campus) and other, possible healthcare needs.
- Should the UPD need to call the Jacksonville Fire and Rescue Division (JFRD) for a medical transport of a possible COVID-19 patient, JFRD will communicate with local hospitals and health care providers as to the best, medical destination for care of the patient. If the patient under investigation (PUI) is a member of the Osprey community, the responding UPD officer will notify Human Resources in the case of a faculty or staff member or will notify Student Health Services in the case of student.

## **SUS PARTNERSHIPS**

- The SUS Student Health Services Directors will continue to meet regularly (either virtually or in-person, as conditions permit) to discuss needs and share resources. Additionally, UNF has a representative on the SUS Clinical Advisory Committee focused on testing and tracing.
- UNF will continue to explore partnerships with other SUS institutions, including the University of Florida. The UNF Brooks College of Health maintains a close working relationship with the University of Florida via its service entity UF Health, which operates healthcare and testing facilities throughout the Jacksonville region.

## **4. CONTACT TRACING AND SURVEILLANCE**

Members of the UNF community will collaborate with our local healthcare and SUS partners to (a) plan and execute contact tracing and surveillance activities on campus, (b) plan and execute isolation/quarantine protocols for residential students, and (c) plan and execute strategies aimed at the promotion of health behaviors (e.g., mask wearing, hand hygiene, social distancing) that are critical in our efforts to prevent the spread of infection on our campus. Key highlights follow.

### **CONTACT TRACING**

- Tracing will be accomplished collaboratively with the FDOH-D. FDOH-D will be responsible for tracing outside the campus, while trained faculty, staff, and students will be responsible for tracing on the campus.
- University has identified a colleague from FDOH-D with whom we will collaborate during any contact tracing process.
- University will maintain up-to-date faculty, staff, and student records to assist the FDOH-D with required personal information.
- University's COVID-19 Healthcare Coordinator is authorized by the Florida Department of Health to direct tracing activities on the UNF campus.
- Student Health Services staff members will be trained to perform and teach tracing activities. To date, five SHS staff members have completed training in contact tracing.
- Detailed protocols for the collection, maintenance, and use of contact tracing information will be forthcoming from UNF's Tracing and Surveillance Working Group.

## **ISOLATING/QUARANTINING**

- The UNF COVID-19 Healthcare Coordinator and the Senior Director of Housing and Residence Life have identified an appropriate residential facility on our campus, and have set aside what is anticipated to be an appropriate number of rooms (approximately 10), for the isolation or quarantine of residential students. This facility provides direct outdoor access from each room as is conducive to use for isolation purposes. This facility will ease service delivery and minimize proximal interactions. The facility will also contain a satellite clinic operated by Student Health Services with the assistance of our School of Nursing students.
- University will provide isolated residential students with food delivery, laundry, and personal shopping services as needed. Online academic services, as well as telehealth services (SHS and the Counseling Center), will be accessible. UNF will ensure that the isolated students will have the necessary technology and equipment they need for remote learning.
- Depending upon the severity of the resident student's symptoms, UNF medical personnel in consultation with external medical advisors will determine whether it is best for the residential student to remain on campus, be transported to a local healthcare facility, or be encouraged to convalesce at home.

## **RESPONSE TO SIGNIFICANT INCREASES**

- Public Health faculty and external partners with expertise in epidemiology (from FDOH-D and the Mayo Clinic) will utilize the CDC formulas to calculate infection thresholds and make recommendations to the university's President and COVID-19 Task Force regarding the tightening of behavioral restrictions.

## **ADDITIONAL TEST AND TRACING SUBCOMMITTEES**

- In addition to the efforts addressing the points raised in the SUS Blueprint, the UNF Testing, Tracing, and Surveillance Subcommittee is responsible for the formation and integration of the following two groups:

Medical Advisory Group – members of our partner healthcare systems in the greater Jacksonville community will largely comprise an advisory group that will provide guidance and feedback for the university regarding policies and procedures related to COVID-19 assessment, treatment, isolation/quarantine, contact tracing, and reintegration. The senior medical director for Florida Blue will join representatives from the Mayo Clinic, Baptist Health, Ascension/St. Vincent's, HCA (Memorial and Orange Park), Flagler Health, and UF Health as members of the advisory group.



Behavioral Health Surveillance Team – campus members will comprise a working group that will focus exclusively on the promotion of healthy behaviors (e.g., mask wearing, hand hygiene, and social distancing) critical in our efforts to prevent the spread of infection on our campus. The team will consist of representatives from the UNF Department of Public Health, Counseling Center, Housing and Residence Life, Recreation and Wellness, General Counsel, Dean of Students Office, Marketing and Communications, Disability Resource Center, and student body.

## 5. ACADEMIC PROGRAM DELIVERY

UNF is committed both to delivering the highest quality academic programs and taking every step possible to ensure the health and wellbeing of the entire campus community. We will leverage our size and the commitment of our faculty and staff to offer a personalized experience to every student. UNF will utilize a dynamic combination of in-person and technology-driven approaches to course delivery that will be customized to meet the needs of our faculty and students. The use of mixed-mode instruction, lecture capture, scheduling of courses in non-traditional spaces and under-utilized time blocks, plus other mechanisms and alternative pedagogies will allow for both the optimal delivery of each course and a fully immersive personalized university experience for each student. Key highlights follow.

### TECHNOLOGY

- University will use technology to deliver classes in a variety of modes including hybrid combinations of face-to-face and online delivery. This combination will reduce densities of student groups and facilitate social distancing while utilizing the optimal combination of pedagogical tools. UNF will work to make sure that students receive a rich personalized experience, especially in required and more challenging courses, regardless of delivery mode.
- All course sections, including those taught face-to-face, will have a shell in Canvas, our learning management system, to facilitate communication and allow for submission of assignments and student feedback electronically and thereby mitigate the potential spread of the virus.
- The relatively small class sizes at UNF help to mitigate mass gatherings of students. Only 13% of UNF classes have 50 or more students and we have no classes of more than 200 students. For the fall semester, larger classes (50+ students) will be scheduled in rooms with sufficient physical space to allow for social distancing, or they will be delivered remotely, or they will be hybrid classes combining both in-person and remote instruction as described below. Every effort will be made to continue a personal experience for all students in all courses.

- Many courses, including large course sections, will use an enrichment hybrid model in which (a) the lecture portion of classes remains online and in-person recitation sessions or other enrichment activities are offered by the faculty during the scheduled class time, or (b) enhanced academic support sessions are offered, and/or (c) students are divided into smaller cohorts in-person to optimize social distancing. The academic program delivery team is working with department chairs and faculty to develop creative pedagogies designed to optimize learning by discipline and by subject.
- University will shift from having 75-80% of courses taught face-to-face (remaining 20% distance learning) as was the case in previous years to a more even split in fall 2020, with an estimate of no more than 50% of courses delivered in-person to promote social distancing and limit potential transmission of the virus. The remaining courses will be offered either via distance learning or remote instruction. Distance Learning courses consist of those that had been previously planned and identified as such in the schedule (including charging the DL fee, which supports faculty training as well as course development, testing, instructional support, and review), with extensive preparation and course development. Remote Instruction courses are those that had been scheduled as face-to-face but will be delivered real-time via technology (large lecture courses, for example) to promote social distancing and a healthy campus environment.
- Consistent with the focus of UNF's strategic plan on student success and our tradition of offering our students a personalized experience, faculty will be encouraged to use technology and other creative methods to engage students as they provide "office hours" and other avenues for student interaction.
- Technology-based options for internships, study abroad courses, and other experiential learning opportunities will be deployed as possible and appropriate. Faculty members continue to explore simulations for practical experiences, telepresence-based work in businesses, virtual study abroad experiences offered by international universities, and other options.
- The full array of academic support-related services, and student engagement activities (tutoring, supplemental instruction, career counseling, advising, etc.) will be offered in a variety of modalities. The University is allocating additional resources to these areas to support the success of our students. UNF will offer our full orientation program in hybrid format beginning on August 14<sup>th</sup>, which is prior to the start of fall semester, and launch an exciting range of social activities including Flight School—where new Ospreys learn about UNF campus culture and traditions—in a variety of formats. We will continue to expand face-to-face programs as conditions become even more favorable.
- UNF faculty and staff will leverage technology and the growing familiarity with virtual platforms (e.g., Zoom) to incorporate the expertise of professionals both nationally and internationally to enhance the curriculum of our courses and the mentoring of our students.

## **HIGHER RISK INDIVIDUALS**

- University will work closely with faculty, staff, and students who have identified themselves at higher risk. This may include modifications to schedules, minimizing presence on campus, remote work, or remote instruction. All student health information will be kept confidential consistent with applicable laws.
- The use of mixed-mode instruction will support remote attendance for vulnerable persons and those who are recommended to or choose to isolate as is possible (see above).
- A significant percentage of classrooms are equipped with high-end technology, such as lecture-capture capability, that will enable faculty members to record and make face-to-face components of courses available virtually. As the remaining classrooms are outfitted, instructors will rely on Canvas to share course content and laptop capabilities to broadcast lectures.
- Department chairs are working with their faculty to align instructional assignments with individual faculty needs and capabilities whenever possible. Training in teaching remotely and in the use of techniques such as lecture capture will be provided to faculty. The Center for Instruction and Research Technology (CIRT) will provide support and guidance for faculty members utilizing technology in their courses.
- Remote and virtual options for internships, practica, and other courses with experiential learning components will be made available as possible and allowable by best practices and accreditation standards.
- Remote academic support and related services (tutoring, Supplemental Instruction, career counseling, advising, etc.) will be available to those individuals unable to come to campus. The additional resources being allocated to these areas by the university will ensure these vital services remain easily accessible regardless of mode of delivery.

## **CLASSROOMS**

- Class sizes and classroom densities are being evaluated to optimize social distancing guidelines. As mentioned previously, UNF teaches relatively few large lecture courses and our average class size is also relatively small. This will facilitate dispersing or separating students while maintaining the personal interaction that is the hallmark of the UNF experience. Some of our larger classes will be transitioned to remote instruction, and smaller courses will incorporate protocols to reduce densities and facilitate social distancing.
- Classrooms will be equipped with additional technology to support lecture capture and mixed-mode delivery wherever possible. This will provide face-to-face and online delivery simultaneously in courses and allow students to utilize the mode that is most suitable for them. Mixed-mode delivery may not be appropriate or possible for certain

courses, such as practica or science labs, which have an integral experiential learning component or curricular components required for accreditation.

- Classroom densities will be reduced by using spaces larger than enrollment or by rotating groups of students to attend on different days as possible and appropriate. Within the classroom, steps will be taken to maintain a safe environment through social distancing. These steps may include rearranging workstations, removing some furniture, or making only alternating seats available for student use.
- We are also exploring larger venue spaces across campus (e.g., conference center spaces, student government meeting spaces, athletic facility spaces) to transform into classrooms as we seek to adhere to distancing protocols.
- All rooms utilized for face-to-face instruction will have enhanced cleaning and sanitizing protocols.
- Signs will be posted in classrooms and other indoor spaces with social distancing guidelines. Guidelines will be developed to promote safe ingress and egress from classrooms, and measures will be taken to ensure that students do not congregate before or after classes. Communications will be sent to students emphasizing the importance of following health and safety protocols.
- In-person instructional space will be prioritized for courses with laboratory, clinical, and performance learning outcomes consistent with disciplinary learning best practices and accreditation standards. These includes science labs, engineering labs, academic learning centers, health-care courses that require skills assessments, and others.

## **ACADEMIC SCHEDULES**

- Dates for the start and end of the fall 2020 semester (August 17 and December 11, respectively) remain unchanged.
- UNF will transition face-to-face courses to remote instruction on November 30<sup>th</sup>, which is immediately following the Thanksgiving weekend. University housing, dining, and support services will remain open to the completion of the semester, December 11<sup>th</sup>. Monday through Wednesday prior to Thanksgiving (November 23-25, inclusive) will be scheduled as instructional days to provide additional opportunities for class meetings prior to the transition to remote learning.
- Faculty members teaching face-to-face courses in fall are encouraged to provide robust assessments of student learning throughout fall semester and reduce reliance on final exams during the last week of the semester. Courses with experiential learning components (for example, labs and practica) may have in-person sessions after Thanksgiving as needed, which will be facilitated by having fewer people on campus. Instructors of these classes are nevertheless encouraged to provide all

opportunities for in-person instruction and assessment prior to Thanksgiving if possible (for example, by holding an additional class meeting on Friday or Saturday).

- Traditionally under-scheduled timeslots will be used to accommodate courses that need additional in-person meetings under lower-density conditions. This has been an ongoing priority for UNF in prior semesters. The expectation is that we will shift from having most of our classes taught during the middle of the day to a more even distribution of classes. Computer modeling will be used in these rescheduling efforts.
- Faculty members will work with department chairs and CIRT to develop contingency plans that will include the preparation for remote instructional delivery for all courses after Thanksgiving. To re-emphasize, courses such as labs that have an integral experiential learning component would be prioritized for continued face-to-face engagement of students, even if other courses are transitioned to remote. The extensive training that is being made available to all faculty will ensure optimal delivery of course content in any instructional mode, providing for a smooth transition.

## **TRAINING**

- Faculty teaching in online, remote, and hybrid modalities will complete ongoing and planned training in the use of blended learning strategies and the Canvas Learning Management System.
- There will be increased capacity in multiple training courses for faculty teaching distance learning and remote courses this fall, providing appropriate targeted support for different needs and experience levels.
- University will partner with national organizations such as Educause, Online Learning Consortium, and Quality Matters to provide additional resources and training to faculty who will teach in blended modalities.

## **WELLNESS SUPPORT**

- Academic Advisors, the Persistence Advocacy Team, the SOS Behavioral Intervention team and other offices across campus will proactively contact students as well as promptly respond to students who have expressed health concerns or anxiety arising from the pandemic to provide them with necessary support and assistance.
- The Undergraduate Studies team will also work to support students experiencing challenges related to remote learning and engaging through virtual platforms. Robust academic support, including tutoring, Peer Assisted Student Success sessions, and greater use of remote learning coaches will be available to help students excel academically.

- Recreation & Wellness, Student Health Services, and the Counseling Center will provide resources for the entire campus community to promote mental and physical health and wellbeing. Resources will provide support for a full range of topics from stress and anxiety management to healthy eating and personal hygiene.

## **CONTINGENCY PLANNING**

- Building flexibility into course curricula and frequent communication to all members of the UNF community (students, faculty, and staff) will facilitate a rapid and effective adaptation of teaching and learning to changing health scenarios.
- Every course will have a plan in place for rapid transition to periods of remote instruction during the semester if needed. Plans include preparation for remote instructional delivery after Thanksgiving.
- Every course will have a plan in place for accommodating faculty or students who may become ill or need to self-quarantine during the semester to ensure continuity of instruction and education.
- Resources, such as online proctoring services, will be ready to deploy as needed.
- All academic support services and student engagement activities will be poised to shift immediately to full remote delivery if needed.

## **ONGOING PROCESS . . .**

This living document is intended to provide an overview of our strategy and plans based on current understandings and as guided by the State University System’s blueprint. Over the coming months, the UNF COVID-19 Task Force, working groups, advisory teams, and area teams anticipate refining, sharing, and shaping the plans necessary to safely return faculty, staff, and students to campus in the fall. Throughout the process, our UNF teams will continually seek out and incorporate essential feedback and recommendations from our Osprey family to ensure everyone is responsible for the content and execution of your plan for a healthy and successful return to campus. The focus will remain on **continuity** of education and **safety** of our communities, and we all will continue to stress the **shared responsibility** necessary among faculty, staff, students, and others to create and preserve a healthy and safe campus environment for everyone. As the diagram below shows, we will continue to create listening and learning opportunities so we can best navigate this new challenge before us. As we work together, so too will we emerge **better, stronger**. We are Ospreys.

**APPROVED BY UNF BOARD OF TRUSTEES JUNE 8, 2020**

