Florida Gulf Coast University Fall 2020 COVID-19 Plan

PROTECTING THE NEST

Approved by Florida Gulf Coast University Board of Trustees on June 9, 2020.

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- Ensure delivery of high-quality coursework/programs which lead to high-quality degrees,
- Sustain our core superstructure and infrastructure,
- Minimize the possibility of layoffs, furloughs, program eliminations, or other serious displacements.

A Healthy Campus Environment
FGCU will seek to mitigate risk for the campus and community through:
- Infection prevention strategies outlined by the FDOH and/or CDC
- A campus COVID-19 education campaign to influence positive health behaviors
- Mandatory COVID-19 training for all students, faculty, and staff
- Personal responsibility for sanitization and health practices
- Surveillance/screening capabilities
- A sound infection prevention and control strategy
- Phased return of employees to campus
- Accommodations for vulnerable populations

A Healthy Community Environment
Engage campus-based and visiting community partners to understand and mutually support health and sanitation goals. Includes entities engaged with Service Learning, Career Services, Athletics, Internships, Practicums, Clinicals, and other community partnerships.

COVID-19 Virus Testing
Based on a controlled phased return to campus of employees and students. COVID-19 testing protocol will be based on test availability, processing capacity, current CDC and other scientific guidance, and administration of the testing program.
- Symptomatic testing will continue on campus as it has since the onset of the pandemic.
- Asymptomatic testing will be offered to students and employees prior to and as they return to campus.
    - State insurance plans cover 100% of the testing cost for employees.
    - Students will have a variety of options including private insurance, Florida Department of Health, state mobile testing sites, and a program to be established with FGCU healthcare partners.

Contract Tracing and Surveillance
- FGCU will continue to work closely with the Florida Department of Health, regarding campus risk assessment and contract tracing. According to Florida Statute, the FDOH retains authority for contract tracing.
- A screening app with CDC recommended questions will be provided to students, faculty, and staff to check their health status each day. Those with symptoms will be referred to Student Health Services or Human Resources for further screening and/or testing.
- An FGCU Risk Assessment Team will regularly monitor the status of the campus health environment using defined metrics, enabling campus leaders and the FDOH to quickly respond to noted increases in symptoms.

Academic Program Delivery
FGCU intends for 50% of all courses to be offered in a face-to-face format with priority being given to undergraduate classes which rely on experiential learning (labs, studios, clinicals), courses mainly taken by freshmen, or senior capstones/seminars. All courses will prepare for the possibility of 100% remote instruction in asynchronous or synchronous formats.

Florida Gulf Coast University
Fall 2020 COVID-19 Plan

The COVID-19 pandemic is an unwelcome, but effective instructor, who requires Florida Gulf Coast University, FGCU, to look with new perspective on its mission to prepare students for "successful lives as responsible, productive and engaged citizens." FGCU is an open place where people of all backgrounds come to learn how their unique talents combined with acquired knowledge and practiced application can sustain themselves and improve conditions in their community and beyond. FGCU "emphasizes innovative, student-centered teaching and learning, promotes and practices environmental sustainability, embraces diversity, nurtures community partnerships, values public service, encourages civic responsibility, and cultivates habits of lifelong learning and the discovery of new knowledge". This approach to learning and engagement of knowledge demonstrates that this time of uncertainty is a unique living laboratory for students, faculty, staff, and the community to explore and examine solutions to present day issues.

While the instructional approach, social interactions, and extracurricular activities may be different in the fall, FGCU remains a place to look at the world scientifically, engage new ideas with an entrepreneurial spirit, care for the vulnerable with compassion and purpose, and collaborate to reach our goals.

Flexibility and innovation are essential elements of the FGCU fall plan. It is understood that due to a continued decrease in COVID-19 related hospitalizations and cases in the nation, state, and community progressive stages standardization may occur throughout the fall semester. Likewise, a resurgence of COVID-19 in these areas or on FGCU's campus may require a full or partial return to remote work and instruction. This plan allows for the changes needed to best support the University goals in a variety of circumstances.

University Objectives for COVID-19 Response

o Protect the health, safety, and well-being of our students, faculty, staff, and community,
o Ensure delivery of high-quality coursework/programs which lead to high-quality degrees,
o Sustain our core superstructure and infrastructure,
o Minimize the possibility of layoffs, furloughs, program eliminations, or other serious displacements.

A commitment to these objectives will enable FGCU to continue to meet the Board of Governor's academic performance and student success goals.

Approach

To effectively meet the stated objectives, Florida Gulf Coast University is following applicable Executive Orders and closely consulting guidelines issued by federal, state, county, and local entities. Listed below are a few of the key elements under consideration.

White House Coronavirus Task Force - Opening Up America Again Plan

On April 16, 2020 President Trump's Coronavirus Task Force outlined the plan for Opening Up America Again. The Emergency Advisory Council considered the state and regional gating criteria for each of the proposed phases. It is hypothesized that SW Florida will likely be in Phase 2 or potentially Phase 3 as FGCU readies for the start of fall semester classes on August 17th.

For each phase, specific application and consideration is given to physical distancing protocols, social gathering and event participant limitations, remote work prompts, and anticipated openness of public services and commerce in the SW Florida area.

Governor DeSantis - Executive Order 20-112

On April 29th, Governor DeSantis issued Executive Order 20-112, which adopted several responses related to Phase 1 of Opening Up America Again. The Emergency Advisory Council considered continued stay at home measures for senior citizens and other vulnerable populations, limitations on group gatherings, physical distancing, use of personal protective equipment (PPE), screening protocols, and a 25% occupancy level of specific limited businesses. Florida Phase 1 began Monday, May 4th.

On May 9th, 2020 Governor DeSantis issued Executive Order 20-120 Expanding Phase 1 Safe. Smart. Step-by-Step. Plan for Florida's Recovery. Executive Orders 20-123, May 14, 2020, and Executive Orders 20-131, May 22nd, 2020, expanded on Full Phase 1. Executive Order 20-139 further opened Florida on June 3rd beginning Phase 2 of the recommendations by the Task Force to Re-Open Florida. This order encourages social distancing and safety protocols, continues to encourage health measures for senior citizens and those with underlying conditions, expands group congregation up to 50 persons, and provides some travel exceptions for commercial activity and students. Orders effective by dates in order, May 11th, May 18th, May 22nd, and June 3rd, 2020.

Board of County Commissioners - Lee County

On May 19th, 2020 Lee County issued Emergency Resolution 20-05-03 Ninth Extension of State of Local Emergency Countywide. Resolution is on a week by week extension with next meeting on May 26th, 2020.
On May 1st, 2020 Lee County issued Emergency Order 20-02 Providing for Temporary Regulations for Outdoor Seating. To promote appropriate social distancing Restaurants in Lee County may utilize up to 2,000 square feet of available outdoor space to provide social distancing. Must comply with provisions in Executive Order 20-112. Order in effect until five days after State of Florida permits Restaurants to operate at 100% capacity.

Centers for Disease Control and Prevention (CDC)

The CDC is the leading national public health institute in the United States. It issues regular guidance regarding health concerns including COVID -19. Specific COVID-19 guidance includes but is not limited

to Institutes of Higher Education, Sanitation, PPE, travel, worker safety, and interim guidance for businesses and workplaces.

Florida Department of Health (FDOH)

On March 1th, 2020 Governor DeSantis issued Executive Order 20-51 Establishes COVID-19 Response Protocol and Directs Public Health Emergency. Executive Order 20-51 directs the State Health Officer to follow the guidelines established by the CDC in establishing protocols to control the spread of COVID-19 and educate the public on prevention. Order 20-51 also designates the Florida Department of Health as the lead state agency to coordinate emergency response activities among the various state agencies and local governments.

FDOH provides guidance and recommendations on what one needs to know about COVID-19 in Florida. Provides resources to review one's symptoms, information about testing, guidance to cleaning and social distancing and what one needs to know if one is positive for COVID-19. FDOH provides up to date state and county-specific information on Florida's COVID-19 Data and Surveillance.
https://floridahealthcovid19.gov/

A HEALTHY AND SAFE CAMPUS

The foundational priority of Florida Gulf Coast University's Fall 2020 COVID-19 Plan will be the health and safety of all students, faculty, staff, vendors, volunteers, and visitors. While much remains unknown about the COVID-19 virus, tests, and treatments, FGCU will seek to mitigate risk for the campus and community based on the knowledge and resources available at the time.

Risk Mitigation will be centered around:
- o Infection prevention strategies outlined by the FDOH and/or CDC
- o A campus COVID-19 education campaign to influence positive health behaviors
- o Mandatory COVID-19 training for all students, faculty, and staff
- o Personal responsibility for sanitization and health practices
- o Surveillance/screening capabilities
- o A sound infection prevention and control strategy

Infection Prevention Strategies

The social distancing guidelines and other safety and health recommendations issued by the Centers for Disease Control and Prevention (CDC), Florida Department of Health and applicable governing entities that are in place during the fall 2020 semester will be implemented for campus facilities and will include procedures for enforcement. It should be noted that due to the ever-evolving nature of the pandemic, overlapping advisories and orders can conflict with one another. FGCU will make deliberate and thoughtful decisions considering all available orders and advisories.

Health and safety at FGCU is a shared responsibility for all involved. All students, employees, vendors, volunteers, and visitors will be subject to new policies, procedures, and oversight designed to promote a safer and healthier environment for teaching, learning, and working, including strategies to protect individuals at higher risk for developing adverse outcomes of COVID-19.

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Employee Phased Return to Campus

FGCU will phase in a return of employees to campus in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment), and testing capabilities for COVID-19.

FGCU will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated by the University and controlled by the Provost, Vice Presidents, and Deans.

Return to the Workplace Guidelines

Staffing:

Once staff return to work on-campus, there are several options to consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

Remote Work: Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of COVID-19. These arrangements, which must be approved by the immediate supervisor, can be done in a full or partial day/week schedule as appropriate.

Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments can schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with common workspaces.

Staggered Schedules: The beginning and end of the workday typically bring many people together at common times. Staggering reporting and departure times by at least 30 minutes will reduce employees gathering in common areas.

The need to reduce the number of people on campus to meet social distancing requirements, is likely to continue for some time. Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty, staff and students, as well as the communities we serve. Below is an example timeline that could change based on the guidance and local conditions. A proposed timeline if conditions continue to improve is included in Appendix E.

Example Timeline:
Phase I: June, 25% - 30% of Staff and Faculty return to campus
Phase II: July, 40% - 70% of Staff and Faculty return to campus
Phase III: August, 70% - 100% of Staff and Faculty return to campus

Special Accommodations for Vulnerable Population:

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

> Older adults (aged 65 years and older)
> People with HIV
> Asthma (moderate-to-severe)
> Chronic lung disease
> Diabetes
> Serious heart conditions
> Chronic kidney disease being treated with dialysis
> Severe obesity
> Being immunocompromised

Staff and Faculty members whose health condition falls within one of the CDC High Risk Categories or is pregnant may seek a Temporary COVID-19 Workplace Adjustment by contacting Human Resources at HR@fgcu.edu or 239-590-1400, select '1' for benefits.

Little Eagles Learning Center:

As we prepare for the fall semester, the health and well-being of our Little Eagles Learning Center families and staff are of our highest priorities.

The Little Eagles Learning Center supports the fall return of FGCU students and staff by nurturing and caring for their children in a safe and lifelong-learning environment. The center offers high-quality early care and education for up to 58 children between 6 weeks and 5 years old.

In the interest of limiting the opportunity for transmission to this vulnerable community, we are taking the following precautionary measures:

- Implement social distancing strategies
- Intensify cleaning and disinfection efforts
- Modify drop off and pick up procedures
- Implement screening procedures upon arrival
- Maintain an adequate ratio of staff to children to ensure safety
- Ensure a roster of substitute caregivers who can fill in if staff members are sick
- When feasible, staff members and older children should wear face coverings within the facility

Note: Cloth face coverings will NOT be used on babies and children under age two.

Staff and Faculty Telecommuting/Remote Work Program Guidelines

Telecommuting/remote work is an arrangement in which an employee performs their regular work at their home, for a specified portion of the workweek, or the entire workweek. The program may be utilized at the departmental managers' discretion and is not an employee benefit or right. Telecommuting is intended to create flexible conditions that will enhance the capability of both the

employee and the university to meet/exceed the stated goals and objectives more effectively for students, faculty, and staff.

To encourage a healthy return to campus, employees will continue to be encouraged to work remotely until their supervisor indicates a return to campus. Employees may also be asked to perform their work with a combination of on campus and remote work based on needs of the department to adhere to social distancing guidelines. Employees with documented vulnerabilities to COVID-19 will work with their supervisor and Human Resources as stated above.

Technology Requirements and Training for Staff:

To best meet work demands, minimum technology requirements outlined in Appendix B will be considered as the supervisor determines telecommuting/remote work for employees. For additional information reference:

Faculty/Staff Remote Work Access Guidelines - Appendix B
Faculty/Staff Work from Home Technical Requirements – Appendix B

To best accommodate the time and talent of employees, training for faculty and staff on Microsoft Teams will begin on June 1 and will be delivered using on demand video. Additional technology training may be accessed at the ITS Training site.

Travel Guidelines

In accordance with CDC and FDOH guidelines, FGCU may continue to discourage non-essential university travel. Travel that is deemed essential requires approval by the appropriate Vice President. No travel reimbursements will be issued without approval.

International travel must be pre-approved by the University President. Employees should be aware that they could find their movements severely restricted in international travel, including re-entry into the United States.

Employees are ***strongly encouraged to minimize personal travel***. Employees who do travel should inform themselves of advisories, restrictions and related quarantines upon return to Florida issued by the CDC, Executive Orders of the Governor of Florida, and the Florida Department of Health. Based on guidance in place at the time, FGCU may require returning employees to self-quarantine for 14 days. Supervisors and employees should have these conversations when discussing leave time.

Public Transportation/FGCU Shuttle

When using public transportation, including the FGCU shuttle, wear a mask before entering and avoid touching surfaces with your hands when possible. Upon disembarking, wash hands or use alcohol-based hand sanitizers with greater than 60% ethanol as soon as possible and before removing mask.

FGCU Shuttle: The three housing routes, North Lake, SoVi, West Lake, will operate for the fall. FGCU will work with the vendor to determine appropriate safety procedures for the drivers and passengers. This may include limiting capacity and requiring masks be worn due to close proximity of riders.

LeeTran: Route 60 services a route to FGCU. Go to www.leegov.com/leetran for updates on route, schedule, and Covid-19 updates.

Classroom, Lab, and Multi-purpose Room Capacity

Classrooms, Labs, Computer Labs, and Multipurpose have been evaluated for 25%, 50%, and 100% capacity. Fall semester capacity for all campus facilities will be determined by campus leadership based capacity, health, and social distancing guidelines available throughout the semester. To present a consistent capacity guideline for the FGCU community, the capacity will be applied to all campus facilities including common areas, dining locations, athletics facilities, campus recreation areas, multi-purpose rooms, building lobbies, and other applicable spaces.

Spaces that are not generally utilized for classes, may be used to ensure social distancing for classes. The use of technology to simulcast to multiple rooms may be employed to to fulfill a compliance standard for classes with a demonstration component.

Information regarding current capacity level will be communicated to the campus through a variety of means including signage, social media, official email memos, sanitation stations, and websites.

A HEALTHY COMMUNITY ENVIRONMENT

The health and safety of the campus is a shared responsibility among students, employees, vendors, volunteers, visitors, and surrounding community members. Every individual coming to FGCU's campus will accept personal responsibility for his/her actions by following CDC, FDOH, and University advisories and guidelines. FGCU will support prevention and mitigation strategies developed by the Florida Department of Health for other infectious diseases that may worsen symptoms or are similar to COVID-19, such as influenza.

Personal Protection Measures

Face Masks/Cloth Face Coverings:

Face masks or face coverings are encouraged to be worn by anyone on campus when in the presence of others and in public settings where social distancing measures are difficult to maintain. This includes students, faculty, staff, vendors, and visitors.

Appropriate use of face masks or coverings is critical for minimizing the risk of infection. The mask or cloth face covering is not a substitute for social distancing.

One cloth face covering will be provided to all employees and students which may be supplemented with personal masks or face coverings.   Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again.

Disposable masks may only be worn for one day and then must be placed in the trash. Disposable masks will be provided to departments in limited quantities to issue to visitors as needed.

Disposable masks and face coverings will be available for purchase in the University Bookstore and in vending machines on campus.

N95 masks:
N95 masks are only required for those who work in areas with high risk of contracting COVID-19 due to frequent or prolonged exposure to aerosols or droplets from COVID-19 confirmed or suspected patients. N-95 masks may also be required for other reasons to comply with statutes or guidelines unrelated to COVID-19.

If an N95 mask is needed, workers must:
- Complete the required training on the Respiratory Safety program provided by Environmental Health and Safety
- Take their completed Medical Questionnaire to a Healthcare practitioner
- Submit the completed and signed Medical Recommendation Form to their Supervisor
- Successfully pass the fit-test with the specific respirator they will wear through Environmental Health and Safety
- Follow all instructions regarding the use and handling of the respirator
- Wear the respirator when appropriate to provide necessary protection

Gloves:
According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene.

Handwashing and other basic prevention measures:
- Frequent and thorough hand washing is encouraged throughout the day. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Those who are sick or experiencing any symptoms of illness should stay home.
- The mouth and nose should be covered with a tissue when one coughs or sneezes or use the inside of the elbow.
- Hands should be immediately washed with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer.

Protective Barriers:
Countertop Protective Shields will be installed at various locations on campus that have frequent or prolonged contact with clients.

Surface Wipes:
Disposable surface wipe stations will be installed in every classroom, computer lab, multipurpose room, common area and other identified areas on campus with a high level of traffic.

It will be *the personal responsibility* of faculty, staff, students, visitors, and vendors to utilize the surface wipes provided by the University to wipe any surfaces they feel should be cleaned prior to or after coming into contact with that surface.

Hand Sanitizer:
Hand Sanitizer stations will be located at campus building entrances and near the elevator of each building.

It will be *the personal responsibility* of faculty, staff, students, visitors, and vendors to wash their hands frequently and/ or utilize the hand sanitizer provided to maintain healthy hygiene practices.

Cleaning and Sanitation:
Cleaning and sanitation practices will adhere to CDC guidance for schools. University facilities, including classrooms, office spaces, housing locations, food service facilities, social activities/public space, and research equipment and laboratories will be assigned levels of cleaning based on the frequency of use and type of activity taking place in each area.

Cleaning and sanitation of common areas, high touch surfaces, and other areas identified as potential areas for spread of COVID-19 will be increased on a daily basis. Additional deep cleaning will be provided as needed for areas with special needs.

Enforcement:
Enforcement will be conducted through the current campus student and employee processes for coaching and discipline.

STUDENT ENGAGEMENT AND SERVICES:

Athletics:
FGCU Athletics sport participation will return to campus following the appropriate CDC, NCAA, and University guidelines. FGCU Athletics will follow all NCAA and ASUN requirements for recruiting, workouts, and practices, including any travel restrictions and parameters related to COVID-19. Athletics will open locker rooms to student athletes and resume normal laundry operations with modified sanitation and cleaning protocols to protect employees, volunteers, and athletes.

FGCU Athletics will initiate and maintain infectious disease education, screening, and isolation efforts for student athletes per NCAA guidelines.

Athletic facilities will remain closed to outside groups and users until other campus facilities are open to users. Until further notice, all athletic facilities will remain locked throughout the day and only authorized users will be allowed into athletic facilities.

Campus Recreation:

When intramural activities resume, some sports will be restricted due to physical distancing standards. Spectators will be capped for events and only one event will be scheduled per evening to reduce spectators. Sports Clubs will resume practices, games, and other activities with appropriate crowd control and physical distancing measures. Travel will be subject to University guidelines.

Outdoor Pursuits will be limited to day trips within 4 hours.

Enhanced cleaning protocols will be in place at all facilities including patron access to cleaning wipes and hand sanitizer.

CAPS:
- CAPS will continue to offer limited in-person sessions that will increase as guidelines allow.
- Students seeking services will be encouraged to do so online and by phone. Students can register for services through our established online procedures.
- Counseling, therapy and consulting services will be conducted virtually in addition to in person sessions. Where possible, appointments will be conducted virtually.
- Individual, group counseling and therapy along with psychiatry will continue using the TAO ZOOM platform.
- Where possible, group sessions will be offered in person practicing appropriate physical distancing standards.
- Clinical staff will sanitize high touch areas in addition to the normal University cleaning.

Prevention and Wellness:
- The University Victim Advocate will continue to meet with students in person if requested.
- Peer Educator meetings will be held with 50% of the Peers signing in virtually and 50% of the Peers attending meetings in person using a rotating schedule.
- Wellness Coaching will be done in spaces where distancing can be achieved.
- Tabling events will be done allowing for safe distancing, and minimizing hands interaction.
- Outdoor events will be planned for the fall semester following all necessary guidelines. Alternative virtual plans will also be planned for these events.

Housing and Residence Life:

Occupancy:
- 4592 of the 4752 spaces in residential housing are either a single unit or a single suite/apartment where the person has their own bedroom. All these units will be assigned as usual with one person per bedroom.
- The capacity for the remaining 160 spaces will be adjusted to be single bedroom occupancy
  - 40 of these spaces will be kept offline for University quarantine/self-isolation needs
- The additional 120 spaces will be offered at the standard cost of a 4-bedroom single in North Lake Village (unless occupant was contracted at the lesser 2-bedroom quad rate, in which case the rate will be the 2-bedroom quad rate)
- 64 Units in South Village are a single person occupancy (studios or 1-bedroom privates)
  - These rooms will be held for assignment and reserved for ADA or medical needs

- A procedure will be setup with the assistance from Student Health Services and Adaptive Services to offer these spaces to residents who have a medical condition that may put them at an additional risk to COVID-19

Housing Move-in Process:

South Village:
- In order to enhance physical distancing, South Village is recommending shifting from a 4 day move-in process to a 6 day move-in process (Vast majority will occur over 4 days instead of 2)
- Shifts will be done in groupings of no more than 40 people per building at a time (building occupancy is 400-530)

North Lake Village / West Lake Village:
- Check-in can occur on a normal schedule. Each building is separate and no building has a capacity that exceeds 48 people. Also, there are no elevators (except for 2 buildings), only open stairwells
  - Other check-in provisions:
    - All patrons will be encouraged to wear masks in common areas
    - Only residents will be allowed in check-in lines
    - Check-in stations will be equipped with cleaning supplies and spaced to increase physical distancing
    - Elevators will only allow one family at a time
    - All common areas will be locked except for public restrooms and laundry rooms
    - Volunteers will be restricted to FGCU community members
    - Check-in procedures will limit touch points and where possible, technology will be used in its place. Students will be able to initially check-in via swiping ID card and key cards will be completed in advance of arrival

Meetings/Events:
- Meetings will take place in public meeting spaces where physical distancing guidelines can be met.
- Will utilize MS Teams and Zoom for meetings where needed.
- Larger events will be shifted to outdoor locations. New guidelines will be imposed utilizing the following:
  - Food served and giveaways will be individually packaged
  - Drinks will also be individually packaged, or self-serve
  - Indoor events will be held in common spaces where physical distancing guidelines can be met

Student Health Services:
- Office hours will remain limited with all sick appointments triaged via TeleConsult with APRN to prevent potential exposure. Hours will be expanded to meet demand as campus resumes normal operations.
- Students needing COVID-19 testing will be sent a prescription by email to a local healthcare provider.   Once negative results are confirmed, the student can schedule in person appointment at student health.

- Screening over the phone and upon arrival to Student Health will continue. Additionally, all students will be required to wear a mask at all times while in Student Health Services.
- Provisions will be made to reduce seating in public areas:
  - Waiting Area / Lobby – capacity will be reduced to 50%
  - Check out seating – capacity will be reduced to 50%
  - Two check-out windows will be utilized, one for sick patients and one for well, to reduce exposure
  - Appointment capacity will be determined based on current health guidelines. Additional time will be required for:
    - Additional screening procedures
    - Additional cleaning between patients and changing of PPE by staff
    - Increase time for in-house testing of flu, strep, and other tests normally conducted.
- Tele-consultations will continue until further notice
- Nutrition visits will continue virtually until further notice
- Medication – students will be provided the option to collect medication without entering Student Health Services
- Meetings / Events
  - STI testing will be suspended inside Student Health Services until further notice. Testing will be made available outside the facility on a weekly basis.
  - Medical support groups will meet weekly via Zoom
  - Flu clinics will continue via an outside vendor only
  - Dental services will resume in September with new restrictions

Campus Life:

- Continue Care resources and assistance remotely.
- Assist with the University wide major marketing campaign regarding health, respect, and safety.
- Develop plan for weeks of welcome programs that include virtual options to abide by current gathering and social distancing guidelines.
- Provisions will be made to reduce seating in public areas:
  - Waiting Area / Lobby – capacity will be reduced to 50%
  - Fishbowl, MLD Center and other public spaces will reopen with reduced capacity to allow for necessary physical distancing guidelines
  - Fraternity and Sorority Life recruitment will take place in the fall semester over an extended time period to allow for physical distancing guidelines along with any room capacity restrictions. Some activities will be moved to outdoors
  - Student Leadership meetings will be held where physical distancing guidelines can be followed. Increase use of virtual resources like MS Teams and Zoom will be used to help support these guidelines
  - Tabling events will be done allowing for safe distancing, and minimizing hands interaction
  - Outdoor events will be planned for the fall semester following all necessary guidelines. Alternative virtual plans will also be planned for these events
  - Conduct and care meetings will provide alternatives to be done via Zoom where requested

CAMPUS EDUCATIONAL STRATEGY:

Mandatory Training:
FGCU will require all students, faculty, and staff to complete a brief mandatory training to inform them of the COVID-19 health and safety practices. The training will be conducted online by accessing a video or similar learning platform that can be accessed easily by students, faculty, and staff.

Completion of the video training must be completed by August 29th, the end of second week of the semester.

COVID-19 Communication Plan:
The Public Information Group of the Emergency Advisory Council will provide accurate and timely communications on FGCU decisions and actions regarding COVID-19.
- Communications will be designed to inform, educate, direct, support, and connect internal constituents including students, parents, faculty, staff, alumni, vendors, and campus visitors, as well as external constituents including the general public and media.
- In conjunction with the Division of Student Success and Enrollment Management, and the Office of Human Resources, the Public Information Group will identify opportunities and develop communications that connect the campus community while its members are remotely dispersed.
- Generating and placing positive FGCU/COVID-19 stories of people and activities will be further expanded, with outreach to traditional and social media as well as internal and external audiences. Existing public information activities, such as President Martin's regular video updates, will continue, and will be complemented by other campus community members' participation.
- A public education campaign on FGCU's safety and health rules on COVID-19 will be developed and launched for the above referenced internal and external constituents. In addition to the educational component, a thematic "family" of signage, stickers, and other such materials will be developed and installed across the campus for clear, current, and consistent direction on mask wearing, social distancing spacing, and occupancy rates allowed in facilities, in accordance with CDC guidelines.

Types of Communications:
- Public information and direction on the health, safety and welfare of the physical community, and the campus community of students, faculty and staff;
- Announcements about changes to campus operations and academic coursework delivery;
- Guidance and support for employees including work location, assignments, training, professional development, staffing adjustments to meet fiscal needs, etc.;
- Fiscal information and related directed actions, including the current hiring, travel and purchasing freezes;
- Opportunities and support for students, faculty and staff who may be displaced from their usual responsibilities and activities, including such things as the employee Talent Share Program, and virtual commencement ceremony; and
- Campus-wide educational campaign to provide direction regarding mask wearing, social distance spacing, and facility occupancy rates.

Methods of Communications:

Communication regarding recommended health and safety practices as well as the types of communications mentioned above will be repeated through a number of communication channels including signage, email/text messaging, University websites, social media channels, publications, sanitation stations and other means available to FGCU.

SCREENING, COVID-19 VIRUS TESTING, AND CONTACT TRACING

A robust COVID-19 risk assessment and screening program in conjunction with a continued partnership with the local Florida Department of Health will assure that prevention and containment strategies are implemented effectively and efficiently. An effective surveillance and containment strategy for COVID-19 includes education, screening, testing, contact tracing, and isolation measures.   FGCU has partnered with the Florida Department of Health, LeeHealth, NCH, and NeoGenomics Laboratories to determine the most relevant implementation strategies for FGCU.

Screening:

A screening app with CDC recommended questions will be provided to students, faculty, and staff to check their health status each day. Students who note symptoms will be referred to Student Health Services for further screening and employees will be referred to Human Resources and their private healthcare provider.   Temperature screening solutions performed on a random basis are also being considered.

Testing:

FGCU will implement a testing program based on a controlled phased return to campus of employees and students. The testing protocol will be based on test availability, current scientific guidance from reputable resources, as well as internal and external resources available to perform collection, processing, and administration of the testing program.

Symptomatic testing will continue on campus as it has since the onset of the pandemic. Those showing symptoms associated with COVID-19 will be directed to self-isolate and be referred for COVID-19 testing. The required screening process will continue to identify and prioritize symptomatic individuals who warrant COVID-19 testing throughout the semester.

Asymptomatic testing will be offered to students, faculty, and staff as they return to campus. FGCU faculty and staff may obtain a COVID-19 test or antibody test through the state insurance plans at no charge.

Students may receive a COVID-19 test prior to return to campus through their private insurance, Florida Department of Health, state mobile testing sites, or through an FGCU program to be established with FGCU healthcare partners.   There are some students, faculty, and staff who may require COVID-19 tests based on current CDC guidelines, NCAA compliance, or due to requirements of clinical and practicums.

Those students who test positive will be asked to quarantine at home prior to coming to campus. A negative test result will be provided to Student Health Services prior to return to campus. For those who are unable to test prior to arriving on campus, FGCU will have an option to test during the first two weeks of the semester.

If a 14-day self-isolation and monitoring, continues to be required for those who have had close contact with a COVID-19 patient, those coming from international locations, or areas with high community spread, FGCU may request a negative test result upon completion of the 14-day isolation period.

Contact Tracing Local Healthcare Partners:

According to Florida Statute, the Florida Department of Health retains authority for contract tracing. FGCU will continue to work closely with the Florida Department of Health to implement best practices on campus. The FDOH will assign two liaisons to FGCU to assist with contact tracing and containment strategies on campus.

Additionally, FGCU will establish a COVID-19 Risk Assessment Team to regularly monitor the status of the campus health environment using defined metrics, enabling campus leaders and the FDOH to quickly respond to noted increases in symptoms, and confirmed COVID-19 cases. Two of the team members will be named as liaisons to work with FDOH. This partnership allows both FGCU and the Florida Department of Health to rapidly respond to identified areas of concern on the campus.

The Risk Assessment Team will regularly inform the Coronavirus Task Force and the Emergency Advisory Council of symptomatic trends, hot spots, COVID-19 confirmed cases, and advise regarding appropriate containment and preventive measures.

LeeHealth, NCH , and Neogenomics will continue to advise FGCU regarding the latest developments in testing resources, application of results, and other medical and scientific information to best inform plans for the fall semester.

Quarantine and Isolation:

Based on CDC and Florida Department of Health guidelines, there are four distinct groups that are required to isolate or quarantine for 14 days or until a negative test result is produced. They are:

- COVID-19 positive patients
- Symptomatic patients awaiting COVID-19 test results
- Isolation for those who have been in close contact with a COVID-19 person
- Isolation for those who have traveled internationally, returned from a cruise, or are arriving from a location with high community spread. This may include other conditions as identified by the CDC, Department of state, FDOH or other governing body.

FGCU will encourage faculty, staff, and students to isolate off campus. The Office of Housing and Residence Life will provide quarantine and isolation areas for students who do not have alternate locations off campus.

COVID-19 patients will be asked to quarantine for 14 days and return to campus upon a negative test result.

Quarantine/Isolation Procedures:

FGCU understands that students isolating in campus housing may require wrap around services to recover quickly and maintain academic studies. Isolation and quarantine rooms will be stocked with thermometers, wipes, hand sanitizer, and toilet paper. Food delivery services will be arranged for students who are on a university meal plan. Additional food, cleaning, medication, and other services will be determined on a case-by-case basis related to severity of illness and time of isolation.

All staff who need to enter the isolation rooms will be trained on appropriate PPE guidelines. Student check-out procedures will be established to ensure proper health and safety guidelines are followed.

Student Health Services staff will monitor students remotely on a daily basis. Counseling and Psychological Services will also be made available for students. Access to wi-fi and technology requirements to maintain studies while under quarantine will also be assessed for each student.

ACADEMIC PROGRAM DELIVERY

Guiding Principles for Academic Instruction:
1. Preserve as much of the existing Fall class schedule as possible while observing public health recommendations
2. Create flexibility for students, faculty, and staff in vulnerable populations to fulfill their responsibilities while remaining safely distanced
3. Utilize campus facilities for in-class instruction wherever it can be done safely, giving priority to classes with experiential components and those where distancing can easily be done
4. Align with local guidelines for determining capacities in enclosed spaces where people remain in place for a period of time (e.g. restaurants, theatres)
5. Create variety and flexibility in instructional formats wherever possible, to allow instructors to adapt to changing circumstances as needed

Course Instruction

Due to the anticipated continuation of social distancing measures and limitations on group gatherings, FGCU will use a combination of face-to-face, remote, hybrid, and hyflex instruction modalities to provide quality instruction for students while reducing the number of students on campus and in the classroom

setting.   Courses will remain in their currently scheduled location and time period to allow for maximum flexibility based on the possibility of changing conditions throughout the semester.

The four possible scenarios for social distancing and classroom capacity include:
- o 100% remote instruction
- o 50% classroom occupancy – mixed types of instruction
- o 25% classroom occupancy – mixed types of instruction
- o Normal fall schedule of classes

FGCU intends for **_50% of all courses_** to be offered in a face-to-face format with priority being given to undergraduate classes that:

- Heavily rely on practice and/or "high-touch" experiential learning, such as labs, studios, clinicals
- Are mainly taken by new FGCU students, particularly incoming freshmen
- Are senior seminars or capstone experiences

Flexibility will be important during the fall semester as schedules and delivery modes may need to be adjusted in reaction of the evolving health conditions on campus and in the SW Florida area. _All courses will prepare for the possibility of 100% remote instruction in_ asynchronous or synchronous _formats_ so that professors may adjust more easily if conditions so dictate.

Student Learning Experience:

The FGCU remote instruction plan takes into account both the student learning experience as well as the institutional delivery of courses. Staples of the fall semester will include essentials such as lecture capture closed captioning, online collaboration for students, student interaction with Canvas, and other technologies unique to each discipline.

Student assistants will be trained to support professors teaching with web conferencing technology in remote and/or hyflex formats to allow the professor to focus more on delivery of the curriculum and less on the operation of web conferencing technology. This will also provide a more natural experience for students taking the course and encourage classroom interaction which is so vital to the learning process.

Procedures for internships, clinicals, and other field, laboratory and studio experiences will undergo continuous evaluation to weigh the benefits of experiential learning delivery methods with maintaining a healthy environment.

Research:
University research will continue under guidelines issued by the University for the health and safety of campus.

Student Minimum Technology Requirements:
Student technology requirements will be communicated to students in the course catalogue listing in Banner as well as in each course syllabus.

Communication will be provided to incoming students and their parents, particularly freshmen during summer Orientation. This information will also be featured prominently on student centered web pages such as https://www.fgcu.edu/online/studentresources/technolgyrequirements

Student minimum technology requirements are outlined in Appendix C.

Technology Training for Students:

High school students have been exposed to and used a variety of online instruction during the spring semester of 2020. However, the University demands combined with new technology may be intimidating and a significant learning curve for some students.   Training will be provided to best position students to utilize instructional technology for learning, and engage in the classroom experience, peer interaction, and communication with their professor.

Training for students on Microsoft Teams and AppsAnywhere will begin on June 15 and will be delivered using on demand video.
Students will be enrolled into the *FGCU Orientation to Online Course Success*, a self-paced orientation in Canvas, and have access to the *Canvas Student Demonstration Course*.

Faculty Technology Training:

Technology refinements combined with faculty and staff training are designed to leverage available technology to produce quality remote work and remote/online instruction. Faculty technology training and support by ITS and Digital Learning includes:
- o Canvas (Intro and Intermediate) – Register at https://bit.ly/2AtJft9
- o Canvas Conferences – https://www.fgcu.edu/digitallearning/canvas#Conferences
- o Lecture Capture in the Classroom –
- o Kaltura for lecture recording and upload to Canvas – Register at https://bit.ly/2AtJft9
- o Respondus products (Test Generator, Lockdown Browser and Monitor) https://www.fgcu.edu/digitallearning/respondusCheckbox Survey Tool – Request training from http://survey.fgcu.edu/checkbox-training-request.aspx
- o Microsoft Teams –
- o Apps Anywhere – video tutorial in Canvas https://fgcu.instructure.com/courses/517382

Support with development and teaching of courses is provided by Digital Learning and the Lucas Center. Included in the professional development offerings are:

- o One-on-One Consultation with your Instructional Designer – https://www.fgcu.edu/digitallearning/#ContactYourInstructionalDesigner
- o Online Learning Academy – Register at https://bit.ly/2AtJft9
- o Hybrid Teaching Academy – Register at https://bit.ly/2AtJft9
- o Remote Teaching Academy – Register at https://bit.ly/2AtJft9

- o Hyflex/Simultaneous Teaching Academy – Register at https://bit.ly/2AtJft9
- o Preparing to Teach Remotely – Register at https://bit.ly/2AtJft9
- o Course Design Academy
- o Weekly Professional Development Video Conversations
- o New Faculty Academy

Academic Space Plan:

Classroom and Lab Capacity:

Classrooms, Labs, Computer Labs, and Multipurpose Rooms have been evaluated for 25%, 50%, and 100% capacity. Fall semester capacity for all campus facilities will be determined by campus leadership based on local, state, and federal guidelines including capacities, health, and social distancing guidelines.

Spaces that are not generally utilized for classes, will be considered for social distancing. This may include the use of technology to simulcast to multiple rooms or to fulfill a compliance standard or social distancing requirement.

Social Distancing:

For situations that arise where social distancing of six feet or more is not available, all person should wear face coverings. This may include work in research labs under sanctioned guidelines, waiting for classrooms to become available, elevator use, passage in hallways and sidewalks.

APPENDIXES

APPENDIX A – FGCU Member List

On April 23, 2020, President Martin announced that the University's Emergency Advisory Council (EAC) chaired by Ruth Rodrigues, was charged with developing COVID 19 plans for the fall semester. The plan integrates recommendations from the seven functional teams, noted below as well as the Coronavirus Task Force chaired by President Mike Martin.

Coronavirus Task Force	
Dr. Mike Martin	University President
Dr. James Llorens	Interim Provost
Susan Evans	VP and Chief of Staff
Steve Magiera	VP Admin Services & Finance
Katherine "Kitty" Green	VP, Advancement
Dr. Mitch Cordova	VP, Student Success & Enroll Mgmt.
Vee Leonard	VP & General Counsel
Dr. Mike Rollo	Sr. VP, Strategy & Program Innovation
Steven Moore	Director, Public Safety
Ruth Rodrigues	Director, Emergency Management
Brian Fisher	Assoc VP, Student Engagement
Cherise Schmitt	Dir, Student Health Services
Brian Bozza	Medical Director
Mike McDonald	Asst VP Acad Aff Int'l Prog
Sara Stensrud	Assistant VP Human Resources
Jameson Moschella	Dir, Housing & Residence Life

Emergency Advisory Council		
Ruth Rodrigues	Director, Emergency Management	Chair
Human Resources		
Sara Stensrud	Assistant VP Human Resources	Team Lead
Vee Leonard	VP & General Counsel	
Toni Busby	Asst Dir, EE Relations / Engmt	
Tracy Malach	Manager, Benefits	
Corrie Bright-Kerrigan	Director, Adaptive Services	
Finance		

June Gutknecht	University Controller	Team Lead
David Vazquez	Asst VP, University Budgets	
Maryan Egan	Director, Procurement Services	
Joe McDonald Jr	Assoc VP, Admin Svcs & Finance	
Academic		
Dr. Michael McDonald	Asst VP Acad Aff Int'l Prog	Team Lead
Dr. Chuck Lindsey	Dean/Assoc Professor	Team Lead
Danielle Rosenthal	Head Library UX & Technology	
David Jaeger	Dir, Instructional Technology	
Dr. Annemarie Connor	Assistant Professor	
Sven Hahues	Sr Dir, Infrastructure & Ops	
Dr. Jamie MacDonald	Professor/Faculty Senate President	
Dr Rebecca Totaro	Associate Dean/Professor	
Dr Kazuo Nakatani	Professor	
Dr. Bill Reynolds III	Director of the Lucas Center	
Diane Kratt	Director/Instructor III	
Dr Loureen Downes	Program Dir/Assoc Professor	
Dr Charles Wang	Professor	
Facilities		
Eric Balmer	Director, Campus Reservations	Team Lead
Michael Miller	Associate Athletics Director	
Rhonda Holtzclaw	Dir, Environ Health & Safety	
Amy Swingle	Director, Campus Recreation	
Jeremy Brown	Assoc Dean, Library Services	
Antoinette Biffar	Business Manager I	
Tom Mayo	Director, Facilities Planning	
Jim Hehl	Asst VP, Physical Plant	
Joe McDonald	Assoc VP, Admin Svcs & Finance	
Public Information		
Susan Evans	VP & Chief of Staff	Team Lead
Kyle McCurry	Dir, Media & Public Relations	
Jeffrey Garner	Asst VP, Mktg and Comm	
Deborah Wiltrout	Assoc VP Mktg & Communications	
Monique McKay	University Ombuds	
Student		
Brian Fisher	Assoc VP, Student Engagement	Team Lead
Dr Jon Brunner	Sr Dir, Coun & Wellness Srvcs	
Jameson Moschella	Dir, Housing & Residence Life	
Cherise Schmitt	Dir, Student Health Services	
Amy Swingle	Director, Campus Recreation	
Andy Cinoman	Assoc VP, Academic Engagement	

Lisa Johnson	Assoc VP, Enrollment Managemnt	
Technology		
Mary Banks	Associate VP & CIO	Team Lead
Ann Rose	Assoc Director, Technology	
Luis Ceron	Assoc Dir, Research & Tech	
Dr David Jaeger	Dir, Instructional Technology	
Sven Hahues	Sr Dir, Infrastructure & Ops	
Jonathan Corliss	Dir, Business Applications	
Tim Shannon	Asst Dir, Univ Help Desk	
Testing		
Michael Estes	Sr Assoc Athletics Director	Team Lead
Dr. Mitch Cordova	VP, Student Success & Enroll Mgmt.	
Ruth Rodrigues	Director, Emergency Management	
Cherise Schmitt	Dir, Student Health Services	
Brian Bozza	Medical Director	
Dr. Ann Cary	Dean/Professor, Marieb College Health & Human Services	
Dr. Scott Michael	Professor, Biology	

APPENDIX B – Faculty/Staff Remote Work Access Guidelines

Who:
The guidelines specified in this document apply to all University employees (faculty, staff, and persons-of-interest) that require access to network resources and/or data from Florida Gulf Coast University premises. This includes but is not limited to employees working remotely or from home.

Purpose:
The purpose of this document is to formalize the FGCU's approach to remote access (including work from home) in ways that promote effective access to online resources for FGCU employees while also ensuring necessary information security. This guideline describes the supported approaches to connectivity, data storage, collaboration, and more. Also, included is a remote access self-assessment checklist to help you identify the IT requirements based on the FGCU resource you need to access (see appendix 1). Appendix 2 lists the IT hardware and software supported requirements for remote access.

Content:
1. Connectivity (connect to FGCU resources remotely):
There are several supported ways to connect and access FGCU resources and data from off campus locations. The method used to connect depends which FGCU resources and data you are accessing. For more information please check here:

> 1. Publicly Accessible Sites/Resources via a web browser can be accessed from a personally owned device (POD) connected to the internet through a web browser. This includes but is not limited to Canvas, Gulfline, and Email.
> 2. Internal Resources can be accessed through one of two ways. If you have any questions, please contact Information Technology Services (ITS).
>> a. A laptop computer provided to the user by his/her department which meets the minimum hardware requirements stated.
>>> i. Virtual Private Network (VPN) is required to access any internal or non-publicly accessible FGCU resources and sites from off campus locations. Click here for information on how to use the VPN.
>> b. Utilize a personally owned device (POD) for remote access through any web browser on any device such as personally owned laptops, computers, and tablets.
>>> i. Virtual Private Network (VPN) is required to access any internal or non-publicly accessible FGCU resources and sites from off campus locations. Click here for information on how to use the VPN.

2. Data Storage (files and documents):
All FGCU related files and documents must be stored in accordance to the restricted data policy. Examples of storage includes your departmental file shares, or private share folders. This not only provides data security for those files and documents but also allows you to access those files from FGCU and when working remotely. ITS recommends you use your departmental share folder, or OneDrive for Business for **non-restricted data**. Click here to find out more about restricted data.

3. Collaboration Tools:
Office 365 offers several collaboration tools to help you collaborate on documents, spreadsheets, and presentations with other people. Use the Office365 collaboration tools such as Teams and OneDrive to collaborate with others.

> 1. Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, and file storage (including collaboration on files).

Teams is a great way to collaborate with coworkers, committee members, and employees in other departments. For more information on how to use Teams for collaboration <u>click here</u>.

2. OneDrive is a place to store files and share files. You can collaborate on files shared in OneDrive with those you shared the files with. Click here for information on how to share files with OneDrive.

4. Video/Audio Conferencing:

Host and participate in meetings while working remotely with Microsoft Teams, the supported video conferencing tools.

1. Microsoft Teams can be used for video and audio conferences. It can be used on mobile devices, desktops, and laptops. <u>Click here</u> to learn how to make video and audio calls with Teams.

2. Audio Conferencing allows users to initiate a conference call. To set up an audio conference, please contact ITS and we will help you schedule a conference call.

3. Canvas Conferences is available for synchronous and asynchronous instruction. To use this, simply log into Canvas, and click on the Conferences link. For more information please <u>click here</u>.

5. Telephony (FGCU Office phone number):

When working remotely there are a couple of ways to stay up to date with calls being placed to your FGCU office phone number.

1. FGCU office phone numbers can be forwarded to a personal mobile phone or landline. <u>Click here</u> for instructions on how to forward your office phone number.

2. If your phone number has voicemail capabilities, you can listen to voice messages as they are delivered to your FGCU email. <u>Click here</u> for more information on available voicemail features.

6. Support:

All the services listed above are supported by Information Technology Services. For assistance with any of the items call the University Help Desk at 239-590-1188 or email us at <u>helpdesk@fgcu.edu</u>

Glossary

<u>Virtual Private Network (VPN)</u>: FGCU's Virtual Private Network (VPN) provides safe and private access to the University's network while off campus. This is useful if you are not on campus and need access to University resources.

<u>Personally, Owned Device (POD)</u>: A computer or mobile device not procured or issued to an employee through FGCU. Personally, owned includes that are fully owned by the employee.

<u>Two-Factor Authentication (2FA)</u>: 2FA increases the safety of your account by requiring an additional layer of security that helps minimize the risk of comprised credentials caused by phishing, social engineering, and password attacks. Increased security measures on your account by requiring two steps to log in to your FGCU services: something you know (your password) and something you have (a physical device, like your smartphone). To enroll or manage your 2FA settings please visit the DUO enrollment page <u>here</u>.

<u>Sensitive Data</u>: Information that in isolation may not present any specific risk to the confidentiality, integrity or availability of university operations, resources, or constituents but if combined with other data could represent inappropriate risk.

<u>Restricted Data</u>: Information that if lost, disclosed, or inappropriately modified could cause significant impact to the confidentiality, integrity, availability of university operations, resources or constituent.

<u>Web Based</u>: These are resources which are accessible via a web browser through an internet connection from anywhere.

<u>Internal Resources</u>: These are resources which are only available when on campus connected to the FGCU network or via VPN. These are not publicly accessible resources.

<u>Collaboration Tools</u>: Tools that help a group of people collaborate on documents, projects, tasks, etc.

OneDrive: Personal storage to allow storing of non-restricted data in FGCU's O365 cloud environment. This is available to all FGCU staff/faculty and students. It is accessible via web browser (Visit https://www.fgcu.edu/email) and via the OneDrive client app. OneDrive offers users a simple way to store, sync and share various types of files, with other people and devices on the internet.

Microsoft Teams: Available to all FGCU personnel via the University's O365 environment and is accessible via web browser and via the Teams client app. Microsoft Teams supports IM conversation, sharing of documents with colleagues and group collaboration tools including online meetings and video chats for up to 250 simultaneous participants.

Audio Conferencing: Audio conferencing, allowing users to initiate a conference call.

Call Forwarding: A telephony feature to redirect a telephone call to another destination, such as your mobile phone.

Remote Access Self-Assessment Checklist

Please review the Remote Access checklist below to assess if you have the technology requirements needed to work remotely. Depending on the FGCU resource you need access to, Two-Factor Authentication (2FA) will be required. To enroll or manage your 2FA settings please visit the DUO enrollment page here.

Check all the FGCU resources you primarily need to access to determine what you need to access those resources

Data Classification	FGCU Resource	Access Requirements
Level 1 – Public	▪ Public websites ▪ Gulfline ▪ Canvas ▪ FGCU Email ▪ OneDrive ▪ Microsoft Teams	Personal Device or FGCU managed system
Level 2 - Internal	▪ File shares	Personal Device with VPN or FGCU managed system with VPN
Level 3 - Restricted	▪ Banner ▪ Student Data ▪ Financial Data ▪ Research Data ▪ Health Data ▪ Personal Identifiable Data ▪ Other Sensitive or Confidential Data ▪ Administer Servers ▪ Administer Applications ▪ Administer Databases ▪ Call Centers (Support Center, OneStop, Online, etc)	FGCU managed Desktop accessible via the VPN

Minimum Hardware Requirements for Workstations

These are the minimum supported hardware requirements for workstations at FGCU.

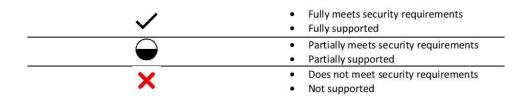| Tech Specs	Dell*	Apple
Processor	Intel Core i5	Intel Core i5
Chip	Dell TPM 2.0	NA
Memory	8 GB	8GB
Storage	250GB SSD	250GB SSD
Graphics	Intel HD Graphics	Intel HD Graphics
Operating System	Windows 10 Enterprise	MacOS High Sierra

*All systems must be business models like the Dell Latitude. Consumer models such as Inspirons are not supported

To purchase a computers that meets these requirements, please visit
https://www.fgcu.edu/its/staff/computerconfigurations

Supported Remote Access Matrix

Below is a matrix to assist you to identify which of the remote access options best fits your needs based on the resources you are trying to access remotely.

	FGCU Managed Desktop via VPN	FGCU Managed Laptop via VPN	Personally Owned Device
Publically Accessible Sites / Web Based Resources	✓	✓	◑
Collaboration and Productivity Tools	✓	✓	◑
Internal Resources	✓	✓	◑
Access to Restricted Data	✓	✗	✗

✓	• Fully meets security requirements • Fully supported
◑	• Partially meets security requirements • Partially supported
✗	• Does not meet security requirements • Not supported

Faculty/staff work from home technical requirements

In order to effectively work from home, staff/faculty attempting to do so should have a minimum set of technology in order to do so effectively. This technology may be supplied by each department or may consist of personally owned devices.

Recommendations

Each person wishing to work from home should follow these guidelines for an understanding of what may be required to work from home.

Specifications

These are minimum specifications that should be considered. Higher specifications will provide a better experience.

- Laptop using current generation Intel Core Series (i3, i5, i7, i9) or AMD Ryzen equivalent processor
- Memory: 8GB RAM
- Storage: 256GB hard drive
- Docking station for the laptop
- 21" or larger monitor
- Web cam, microphone, and speakers
- Wireless internet (WiFi)
- Windows 10 or Mac OS X
- High speed Internet access (minimum 10-25mbps download speed)

Additional Recommendations

- Consider buying a keyboard cover for use with your own computer in case you bring it to public areas, or are using a public computer in a lab
- FGCU does not support tablet devices, mobile phones, or Chromebook devices as primary work from home devices
- Faculty – check if you have specific requirements for software that you are using to teach your curriculum

Other Resources:

- FGCU provides students, staff and faculty a free copy of Microsoft Office. For more information on how to obtain this, please visit:
- ITS has a list of standard configurations that can be used for working at home and at the office. More information: https://www.fgcu.edu/its/staff/computerconfigurations

APPENDIX C – Student Minimum Technical Requirements

Student Computing Requirements
Please note: Individual colleges may have their own computing requirements. Please talk to your college to see if your college has additional requirements.

Access to and on-going use of a computer is required for all students. Florida Gulf Coast University recommends each student entering a program, to acquire computer hardware and software appropriate to his or her degree program. Competency in the basic use of a computer is required. Coursework will require use of a computer and a broadband connection to the internet, academic advising and registration can be done by computer, official university correspondence is often sent via e-mail and other services are provided that require access through the Internet.
While the university offers access to computer software through its physical and virtual computer labs, most students will be expected to own a computer. The cost of meeting this requirement may be included in financial aid considerations.

Recommendations
While every students' experience is unique, the following are general recommendations to consider when purchasing a computer for your time at FGCU.

Specifications
These are minimum specifications that should be considered. Higher specifications will provide a better experience.
- Processor: Current generation Intel Core Series (i3, i5, i7, i9) or AMD Ryzen equivalent
- Memory: 8GB RAM
- Storage: 256GB hard drive
- Web cam, microphone, and speakers
- Wireless internet (WiFi)
- Windows 10 or Mac OS X
- High speed Internet access at home
- *Please talk to your college to see if your college has additional requirements.*

Additional Recommendations
- Consider buying a keyboard cover for use with your own computer in case you bring it to public areas, or are using a public computer in a lab
- FGCU does not recommend students rely on tablet devices, mobile phones, or Chromebook devices as their primary computer.
- Consider purchasing an extended warranty and accidental damage protection for the duration of your academic pursuits.
- Some academic programs may require the use of Windows based applications. If purchasing an Apple computer, ensure you have at least 64GB of free space. More information can be found at https://support.apple.com/en-us/HT201468

Other Resources:
- FGCU provides students, staff and faculty a free copy of Microsoft Office. For more information on how to obtain this, please visit:

- Students/staff and faculty may obtain software and hardware from vendors at a discounted rate
  - Dell student page - https://www.dell.com/en-us/member/shop/delluniversity/cp/delluniversity
  - Microsoft student - https://www.microsoft.com/en-us/store/b/education
  - Apple student - https://www.apple.com/us-hed/shop
- The university provides access to many applications via AppsAnywhere. For more information please visit: https://www.fgcu.edu/its/appsanywhere/

Process for Faculty to Request Remote Instruction Accommodation

Requests from faculty to convert their Fall 2020 teaching assignments to remote instruction will be reviewed using the following criteria, which are based on the provisions of the Families First Coronavirus Response Act (FFCRA).

- Faculty with high-risk factors
    - o Age (65+ as defined by the CDC)
    - o Health Condition (immune deficiencies)
- Faculty who are pregnant
- Faculty living with high-risk family members
- Faculty caring for family members who are high-risk
- Faculty with childcare issues

To request an amended teaching assignment for Fall 2020:

Step 1: Contact the HR Benefits Team to make a request for remote instruction. HR will advise the faculty member on needed documentation, based on the reason for the request. Questions HR will ask:

1. Reason for request
    a. If medical condition for self or family member, will request medical documentation from the Faculty member
    b. If childcare issues, will request proof of child's age
    c. If general safety concerns, will counsel that all precautions are being taken and not a qualified reason to instruct remotely

Step 2: HR will ask Faculty member to complete the Request for Remote Instruction form and return it along with supporting documentation to HR for review.

Phase 1 – Request is complete, reasonable and within scope. Move to Step 3.

Phase 2 – Request is incomplete, unique and/or outside scope. Seek additional details from faculty member and/or consult with Adaptive Services if necessary before moving to Step 3.

Step 3: Applications will be consolidated and sent to Dr. Llorens and Dr. Barringer for review and decision. The Benefits Team will strongly encourage the faculty member to inform their Chair and/or Supervisor of the request if they haven't already done so. The Benefits Team will send a courtesy email to the Chair and/or Supervisor of the faculty member informing them of the pending request.

Step 4: Faculty member and supervisor are notified of the decision.

If FGCU is not able to accommodate remote instruction, leave options will be discussed with Faculty member. If Faculty member does not qualify under FFCRA, Faculty member will be eligible to use leave accrual and/or leave without pay. If it is leave without pay, the Faculty member will be required to submit payment for state and FGCU sponsored benefits/insurance.

Under the FFCRA, an employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. has been advised by a health care provider to self-quarantine related to COVID-19.
3. is experiencing COVID-19 symptoms and is seeking medical diagnosis
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2).
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Sample email to Department Chair/Supervisor:

This email serves as notification that Dr. _____ submitted a request for remote instruction for Course # _____ Section # _____ for the Fall 2020 Semester. This request is currently under review with the Provost Office. We anticipate a decision within 2 weeks. If you have any information you'd like to share regarding this request, please feel free to do so.

Please feel free to contact us if you have any questions or would like to discuss.

Thanks,

Florida Gulf Coast University

Request for Remote Instruction—Fall 2020

Date: _____   University ID: _____

Faculty Member Name: _____

College / Department Name: _____

Reason for Request: _____

Please attach documentation to support this request

Ability to teach course online: _____

Please specify any needs for assistance and/or enhanced technology for remote instruction:

_____

For Faculty who use instructional assistants or other student workers, please state how they will be utilized in this format: _____

_____

Please indicate information related to the course for this request:

Course Number(s)	Section Number	Title	Credit Hours

_____   _____
Faculty Member Signature   Date

Requests for remote instruction beyond the Fall 2020 Semester will be evaluated at a future date.

Return form with documentation to Human Resources at HR@fgcu.edu with supporting documentation no later than July 1, 2020.

PHASED RETURN OF CAMPUS EMPLOYEES
PROPOSAL 5.25.20

Proposed phase dates and actions are dependent on CDC and FDOH guidelines and applicable governing bodies orders and guidance at the time. FGCU will also consider COVID-19 community spread for SW Florida, the state of Florida, and other communities of interest to FGCU.

Phase 1 – June 15th   25 – 30% of staff return to campus
Support Considerations:
- Face coverings available for employees
- PPE Kits available for departments
- Physical Plant can identify departments with increased cleaning needs
- Faculty/Staff technology training begins – predominantly remote
- Little Eagles Learning Center opens at reduced capacity (up to 50%)

Phase 2 – July 6th   40 - 70% of staff return to campus
Support Considerations:
- Remote work guidelines approved and communicated to supervisors
- Accommodations for vulnerable persons clearly outlined
- Increased cleaning and sanitation levels supported
- Surface wipes and hand sanitation stations in areas needed – limited based on population of buildings and use of common spaces
- Physical barriers in place for receptions areas that need them
- Room capacity and social distancing guidelines for meetings clearly communicated and posted in rooms.
- Faculty/staff technology training continues – predominantly remote. In-person training may commence per room capacity and social distancing guidelines.
- Little Eagles Learning Center opens at reduced capacity (up to 50%)

Phase 3 – July 27th   70 - 100% of staff return to campus
- Limited dining available
- Increased Physical Plant cleaning and sanitation in department and common areas
- Surface wipes and hand sanitation stations in areas of increased need
- Student leaders may begin training on campus (perhaps 30% limit)

Phase 4 – August 3rd – August 7th   100% employee return to campus with identified accommodations for remote work.
- August 7th - Faculty return to campus
- Limited student integration begins on campus including student training
- Housing may choose for students to move in earlier with special conditions. For example: International students or others who may need to quarantine on arrival with no other options for housing.