CSU CARES FOR YOU

CONCERNED. COMMITTED. CONNECTED.

Preparing for a Safe and Healthy Return to Campus
Dear Central State University Community -

The COVID-19 pandemic has fundamentally changed the way the world operates. This new normal requires that we all adapt how we interact with our colleagues, our workplaces, our places of worship, and even our family and friends. Colleges and universities across the country are adjusting long held practices to ensure that our most precious commodity – our students – can be welcomed back safely to our campuses. Central State University is no different. I, along with the Board of Trustees and university administrators, have worked tirelessly to identify best practices associated with minimizing health and safety risks to faculty, staff, and students. The CSU Cares document provides details on how we intend to reopen in the fall in a manner that is safe and that provides the rich Marauder experience that students have come to expect.

On-Campus Experience

Campus operations have been modified based on current conditions and in adherence to guidance provided by the Governor, the Ohio Department of Health (ODH), and the Centers for Disease Control and Prevention (CDC). Among the many steps recommended in CSU Cares are:

• Bringing awareness to and identifying early signs and symptoms amongst our population
• Development of testing protocols for symptomatic and high-risk students and staff
• Requiring face coverings for students and staff
• Designation of campus space for isolation and quarantine
• Campus-wide physical distancing requirements
• Increased sanitation and cleaning measures
• Phased return to work and student re-entry protocols

• Reduced density in residential halls, cafeteria, and academic buildings
• Student and staff welcome bundle that includes face coverings and hand sanitizer

Academic Instruction

Central State University will continue to provide a quality and well-rounded education for students. Our plan promotes the health and well-being of students by modifying the academic calendar and adjusting course delivery and classroom instruction. Among the steps recommended in CSU Cares are:

• In-person classes through November 24
• All classes to be completed remotely after Thanksgiving
• 50% Reduction in class size
• Offering courses in a variety of formats to include in-person, on-line, and hybrid

With our students’ best interest in mind, we must continue to move Central State University toward excellence. It is up to each of us to do our part to respond to this adversity. There is an African Proverb that reads, “If you want to go fast, go alone; if you want to go far, go together.” I have no doubt that we will meet and exceed the challenges that lie ahead for us. Thank you for your continued support.

In the Marauder Spirit,

Dr. Jack Thomas, President
Central State University
Central State University is taking great care to provide a safe learning and living environment for our students.

In March 2020, in response to the COVID-19 pandemic, Central State University (CSU) established the Institutional Response Team (IRT) - charged with assessing protocols and best practices for re-opening the campus.
The IRT represents a cross-section of multiple divisions, and is following guidance from the World Health Organization, Centers for Disease Control and Prevention (CDC), and the Ohio Department of Health (ODH). Recommendations made by the IRT will cover a multitude of campus operational areas to include online course delivery and instruction, guidance on physical distancing, modifications to residential life, health and safety protocols, and the potential resumption of fall athletic activities.

The IRT identified six (6) key areas to define best practices and develop reasonable procedures.

6 KEY AREAS ARE:

- Academics
- Facilities
- Health and Safety
- Communications
- Student Affairs and Enrollment Management/Student Re-entry
- Athletics and Intramural Activities

A sub-committee was formed to address each key area. Each sub-committee reported to the full IRT and shared recommendations on how to safely resume campus activities.
1. There is currently no vaccine to prevent or effectively treat COVID-19.

2. The most effective way to control illness is to avoid contact with infected individuals.

3. The virus is thought to spread mainly from person-to-person through respiratory droplets produced by coughing, sneezing, and breathing.

4. Early identification of illness - through symptom monitoring and temperature checks is vital to controlling the spread as is frequent hand washing, wearing face coverings, and physical distancing (at least 6 feet).

5. Individuals with pre-existing health conditions and who are older are at a higher risk for contracting COVID-19 and experiencing poorer outcomes.

6. Frequently touched surfaces (doorknobs, keyboards, phones, desks) should be regularly cleaned and disinfected.

7. Individuals who exhibit any of the known symptoms (fever, chills, cough, trouble breathing, loss of taste or smell) should be quarantined immediately.

IRT RECOMMENDATIONS

The University will implement modifications to all campus operations to safely resume functions and welcome back students, faculty, and staff. The recommendations made by the Institutional Response Team are based upon the most recent information and data provided by the country’s leading health organizations. As information and data change, the recommendations made by the IRT will be updated.
SCREENING & MONITORING

The IRT recommends that all CSU students and employees conduct daily self-checks BEFORE leaving their residence for campus activities. The IRT recommends using one of the approved online self-checkers below.

1. CDC Self - Checker
2. John Hopkins Self - Checker

IF EMPLOYEES OR STUDENTS are sick or exhibit any known symptoms, have tested positive for COVID-19, or have been exposed to someone who tested positive within the last 14 days, they should immediately self-quarantine and report this information to:

Human Resources (937-376-6018) and the Health Center (937-376-6134), respectively.
TESTING

CSU is partnering with the local health department to provide testing on the CSU Campus and will also partner with local community agencies to establish a mechanism where students and employees may access testing after arrival to campus.

Students from states affected by the Ohio travel advisory issued by the Ohio governor must provide documentation of a recent negative diagnostic COVID-19 test on arrival to campus. The test must be a diagnostic COVID test administered 7-10 days before the scheduled travel to allow for the receipt of the test results.

REMEMBER: Testing does not change treatment in any way, nor does it replace comprehensive infection control and prevention activities. For campuses to function safely, both students and employees need to practice preventive behavior that considers the health of the community in addition to their own.
FACE COVERINGS

All CSU faculty, staff, and students must wear face coverings, particularly in spaces where 6 feet physical distancing may be difficult to maintain.

CSU will provide a wellness bag to all students and employees which includes two reusable cloth masks.

REMEMBER: The spread of COVID-19 can be reduced when cloth face coverings are used along with other preventive measures including physical distancing, frequent handwashing, and cleaning and disinfecting frequently touched surfaces.
ISOLATION AND QUARANTINE

CSU students and staff who are COVID-19 positive must be immediately isolated in accordance with CDC standards. Known contacts, and those suspected of exposure, should self-quarantine in accordance with CDC standards.

ISOLATION

CSU has designated campus buildings for use as temporary isolation locations in the event that a student is not a candidate for hospitalization. COVID-19 positive students will be asked to return home to complete self-isolation.

QUARANTINE

Students who are suspected of exposure will be required to self-quarantine in their assigned rooms. If they reside in a double or suite, all students will be required to self-quarantine and be tested. Pending the test results, students must continue to self-quarantine and the appropriate steps will be taken (moved to isolation or hospital).

If there is more than one confirmed case of COVID-19 on campus, the University will initiate emergency response procedures in consultation with local and state health departments.
CONTACT TRACING

CSU Health Center personnel will report suspected and confirmed cases to the local health department and assist public health in follow-up of cases, such as identifying students sharing a classroom or residence hall room.

THE UNIVERSITY will protect the confidentiality of students and staff who are part of Case and Contact Investigations.

In the event a surge of cases overwhelms local health department resources, extra contact tracers, hired through the state of Ohio, can also be assigned to local efforts.
Employee Return To Work

FACULTY & STAFF

Return to work procedures have been developed for employees that promote physical distancing and minimize risk. Determinations will be made by supervisors and Human Resources for staff that can continue to perform their job duties remotely.

PHASE I - STAFF (JUNE)

Employees will begin to return in intervals as directed by immediate supervisors. Some office personnel will be able to return to physical office locations; others may be able to continue to work remotely until further notified.

Upon return to physical locations, office staff are expected to maintain personal hygienic work areas, wear face coverings, and practice physical distancing.

PHASE II - FACULTY AND ACADEMIC STAFF (JULY)

Open access of faculty and library staff to their offices.

Faculty and staff are expected to practice physical distancing, wear face coverings when in the presence of others, and maintain office hygienic practices. Using disinfectant or similar anti-bacterial wipes on high touch items (doorknobs, keyboards, office phones) is highly recommended.
RETURN TO WORK GUIDELINES

1. Any employee who has COVID-19 symptoms should contact their primary care provider, CSU Human Resources, and the University Health Center at (937) 376-6134. Do not come to campus if you are experiencing symptoms.

2. All employees must adhere to proven strategies to prevent the spread of COVID-19 which include frequent hand washing, covering coughs and sneezes, and wearing face coverings over the nose and mouth.

3. Indoor gatherings of more than 10 people are not permitted. Outdoor gatherings of more than 10 people are permitted if 6ft or more physical distancing is followed.

4. All employees must exercise personal responsibility to clean and sanitize their personal workspaces frequently throughout the day. These efforts will supplement cleaning and sanitizing activities that will occur after hours by facilities staff.

5. Employees who meet CDC guidelines for individuals at higher risk may request accommodations to facilitate work productively.
FACILITIES
CAMPUS FACILITIES PREPARATION

Campus Facilities regularly deep cleans buildings, outfits spaces with appropriate cleaning equipment, and posts signage and barriers that promote physical distancing.
Facilities

CLEANING AND SANITATION
1. Campus buildings will be cleaned continually during the day (to include public restrooms)
2. High touch areas (doorknobs, light switches, tables, desks) will be cleaned daily using Microban 24
3. Staff and students will be encouraged to take personal responsibility for periodically cleaning their personal bathrooms, work, and living spaces

CAMPUS INFRASTRUCTURE
1. Install sanitation stations in all campus buildings
2. Provide cleaning supplies in all academic classrooms
3. Install plexiglass shields in all spaces where students and staff must interact
4. Install campus signage that indicates appropriate physical distancing and CDC approved methods to prevent the spread of COVID-19
5. Reconfigure lobby areas and office furnishings to promote physical distancing

CAMPUS DINING
1. Reduce Marauder Café dining capacity from 583 to 283 seats
2. Reconfigure tables and furnishings to ensure physical distancing
3. Close WOW Café for Fall 2020
4. Discontinue buffet service and self-serve stations
5. Utilize current faculty dining area as a “to go” option
6. Move to completely cashless payment method

SIGNAGE
1. Decals/signs posted at all building entrances
2. Floor distancing signage in identified service and high traffic areas (residence halls, cafeteria, academic buildings)
3. Larger pop-up signage in every parking lot TBD
ACADEMIC AFFAIRS
The academic calendar, course delivery, and class attendance schedules will be adjusted to reduce the amount of time students spend on campus.
The fall semester has been adjusted so that on-campus classes will now begin Sept. 8. Residential students will leave campus prior to Thanksgiving Break and complete the semester online without returning to campus. Fall classes will include distance learning.

It should be noted that even though the academic calendar has been adjusted to preserve the health and safety of students and faculty, instructional time is the same as in previous semesters.

### KEY DATES FOR FALL 2020 SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td><strong>First Day of Classes</strong></td>
<td>Sept. 8</td>
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<td><strong>Last Day of On-Campus Classes</strong></td>
<td>Nov. 24</td>
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<td><strong>Last Day of Classes</strong></td>
<td>Dec. 14</td>
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<td><strong>Finals Week</strong></td>
<td>Dec. 15 – 18</td>
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<td><strong>Winter Break Begins</strong></td>
<td>Dec. 19</td>
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COURSE DELIVERY

Prior to Thanksgiving break, course delivery takes one of the following forms:

FULLY-ONLINE
All Union Plus and any non-Union Plus classes designated as fully online in the original course schedule.

HYBRID
These courses were developed for hybrid delivery and approved by the Center for Instructional Technology Innovation (CITI). These courses will use the cohort attendance model.

HYBRID-REMOTE
These courses constitute the largest set of classes. In a normal semester, and in the original fall schedule, these classes would be taught in traditional classrooms with only limited use of Schoology. Except for small classes, these courses will use the cohort attendance in combination with remote and online instruction.

FULLY REMOTE
These courses are not fully created for online delivery and QM certified but have been identified as suitable for remote delivery. These courses will be delivered using Teams and synchronous lectures supplemented by online instruction.

Instruction in all courses will be fully online/remote after Thanksgiving. Final exams will also be online/remote.
COHORT ATTENDANCE

To ensure physical distancing, each classroom will seat only 50% the normal capacity. To accommodate limited seating capacity, students in each class section will be divided into cohorts that will attend class on alternate days.

THE EXACT SIZE OF EACH COHORT will depend on the enrollment for the class and the classroom size. Generally, any class with more than 15 students will use the cohort attendance model.
STUDENT AFFAIRS & ENROLLMENT MANAGEMENT
STUDENT RE-ENTRY

Phased re-entry protocols for students adhere to physical distancing guidelines and minimize risk. Housing guidelines and move-in schedules will be provided.

STUDENT MOVE-IN DATES & TIMES

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<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>Freshmen</td>
<td>September 1st</td>
<td>Check Residence Hall Schedule</td>
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<tr>
<td>Freshmen</td>
<td>September 2nd</td>
<td>Check Residence Hall Schedule</td>
</tr>
<tr>
<td>Upperclassmen</td>
<td>September 4, 5, 6</td>
<td>Check Residence Hall Schedule</td>
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HOUSING & PHYSICAL DISTANCING GUIDELINES

Individuals entering residence halls, hallways, common areas, stairwells, elevators, study rooms, computer labs, and offices are required to wear face coverings.

Non-student residents are not allowed in residential halls at any time for any reason, without expressed permission from the Residential Hall Director (RHD). The RHD will allow non-student admittance for specific reasons i.e., move in and move out days.

Students entering buildings should enter one at a time. Do not hold doors ajar for any purpose.

Students and authorized visitors who have business at the residential hall desk should stand behind the designated physical distancing marker.

Hall meetings will only be conducted via phone or by teleconference.

Some rooms will be outfitted with hanging plastic barriers to minimize the risk of spreading COVID-19.

Residents must practice personal hygiene by wiping down barriers, door handles, beds, desks, and hard surfaces.

Any violation of housing policies, including the protocols stated above, could result in removal from University housing.

Student Affairs and Enrollment Management has developed a detailed COVID-19 Student Orientation Guide that will reinforce student-related recommendations.
Central State Athletics is ‘going the extra mile’ to protect student-athletes, and prevent coronavirus spread. Central State University Athletics, in accordance with The Southern Intercollegiate Athletic Conference (SIAC), has made the very difficult decision to extend the suspension of all sporting and championship events through the Fall of 2020.
FOR MORE INFORMATION

about Central State University’s proposed coronavirus testing processes and procedures, visit CentralState.edu/CSUCares

RESOURCES

Guidance taken from information shared by WHO, CDC, and ODH


CONTACTS

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<tr>
<th>Academic Affairs</th>
<th>937-376-6431</th>
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<tr>
<td>Admissions</td>
<td>937-376-6348</td>
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<td>Athletics</td>
<td>937-376-6011</td>
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<td>Campus Police</td>
<td>937-376-5111</td>
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<td>Human Resources</td>
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<td>Health Center</td>
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<td>Residence Life</td>
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