

Penguin Prepared Public Plan

Penguin Prepared Public Plan (Sept 9, 2020 update)



Since commencement 2020, sixty members of the Dominican community have been working to design a strategy to return to onsite work, teaching and learning. They met regularly to review the latest medical guidance, as well as Federal, State, and County policies and regulations, in order to evaluate a wide range of options related to every facet of campus life. The attached document comprises Dominican University of California's comprehensive plan to resume onsite work for faculty and staff, and to allow students to return to campus beginning in August 2020.

This plan has received approval by Marin Health and Human Services (MHHS).

The essential elements of the Penguin Prepared Plan include:

Health and Safety

An elevated and rigorous standard of regular sanitation has been developed for the entire campus. Campus grounds and facilities have all been evaluated and marked for appropriate social distancing, and an inventory and assessment of individual offices and classrooms has been conducted. Physical distance markings, cleaning resources, and walking routes are clearly indicated throughout the campus. New protocols for high traffic areas has been developed and are outlined at those sites (i.e. dining hall, library). Mandatory training is required for all students, faculty and staff, and face coverings are required on campus. A daily health survey is distributed to all on-campus personnel. The University has appointed a COVID-19 Lead who will manage our ongoing response and ensure alignment with evolving health protocols.

Testing

All faculty, staff, and students who are on-campus was asked to take a baseline test on August 31 or September 2. We have begun "surveillance testing" one-quarter of the campus each week to keep an eye out for potential outbreaks. We are using a pooled saliva test, which allows for results within 24-36 hours.

Learning, Academics, and Student Life

Classes in the fall will be offered through a model of "Dominican Experience Flex," prioritizing a highly engaged model of education through a mix of in-person, hybrid, and online course delivery options. At the time of publication, and per State of California guidelines, essential workforce and experiential learning courses are permitted to be delivered in-person on the campus. An inventory of classroom, laboratory, and outdoor space has been created using health guidelines for safety, and a full inventory is being managed through Academic Affairs. Internet bandwidth has been expanded to support increased use on- and off-campus. MHHS has approved the reopening of residence halls with

reduced capacity and a thorough testing regime. Campus dining has reopened using the protocols developed with the County health inspector. Student clubs, organizations, and activities will continue virtually. Student support systems will be fully available through all modalities – in-person and online.

Personnel

The Office of Human Resources is leading the response to support employees. They have developed a comprehensive set of protocols for managing risk, supporting faculty and staff, and remote work. All guidelines comply with local, state and federal requirements and are developed with the intent of supporting our community.

Communications and External Relations

External directives continue to evolve, and local issues concerning the pandemic are also shifting. The campus newsletter, website, and emergency notification systems if necessary will continue to be primary sources for information. Supervisors will be provided regular information about health, safety, educational delivery, and support. This comprehensive plan will be modified to reflect new information and to adapt to changing circumstances. All health and safety measures will be implemented and maintained using the guidance of the Centers for Disease Control and Prevention (CDC) and in accordance with all regulations and mandates in place by the California Department of Public Health (CADPH) and the Marin Health and Human Services (MHHS).

The plan's ultimate objective is to balance the University's primary concern for the safety of all members of the campus community with its mission and commitment to providing an equitable and inclusive on-campus learning and living environment for students.

In community,

A handwritten signature in black ink that reads "Mary B. Marcy". The signature is written in a cursive, flowing style.

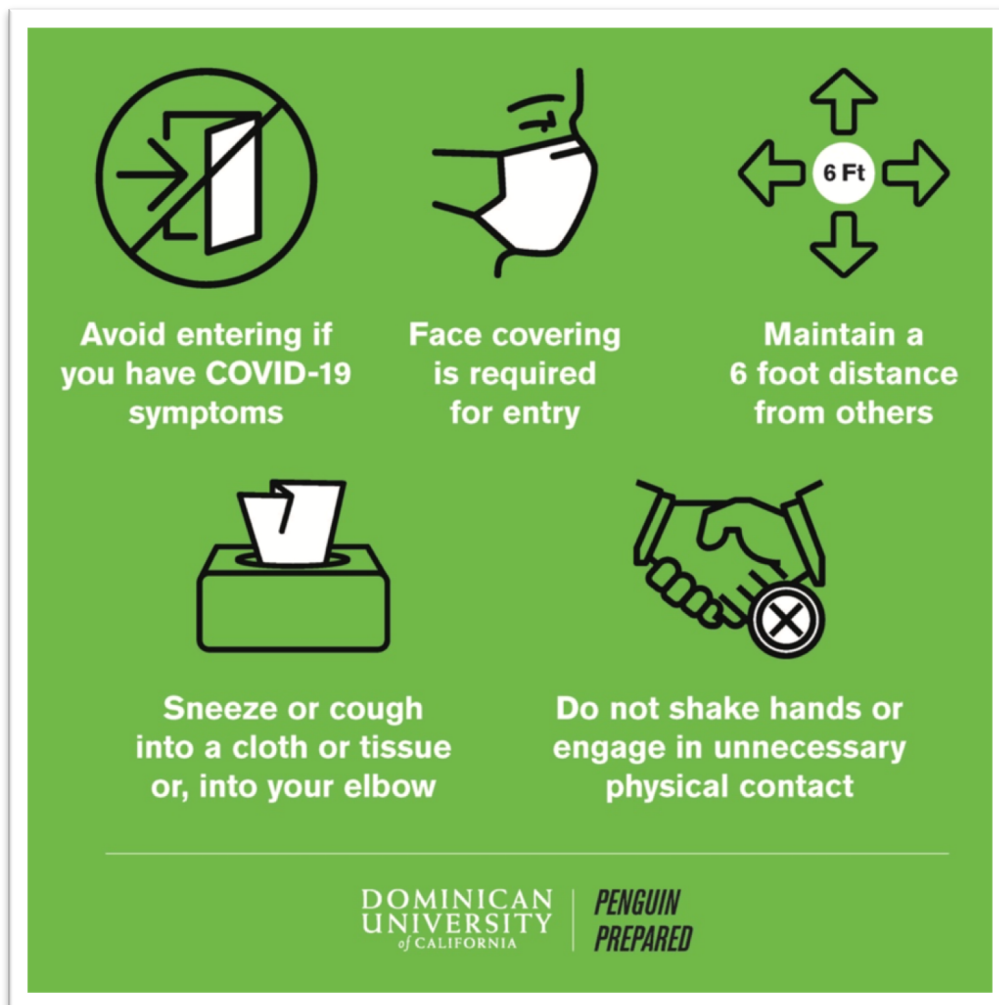
Mary B. Marcy

President

Dominican University of California

STATEMENT OF PURPOSE

The following document has been prepared with the intention of sharing Dominican's plan for the return of Students, Faculty, and Staff to campus. Informed by guidance from the Centers for Disease Control and Prevention (CDC), Cal/OSHA, California Department of Public Health (CDPH), Marin County Public Health, among many others, this plan is comprehensive, and includes discussion of issues critical to the safety and well-being of the Dominican community. This document is based on the best public health data at the time, and will be updated as new data and practices emerge.



HEALTH AND SAFETY

Pandemic Response Team

Dominican has created a Pandemic Response Team (PRT) in response to COVID-19 to assist with campus protocol, procedures, and preparation. The team is a subset of the Dominican Risk Team and serves as the key group of decision makers responsible for addressing emerging issues related to the health and safety of the campus. PRT members are on call 24/7 for any campus issues related to COVID-19. The PRT is comprised of:

- VP for Advancement & Public Affairs/COVID-19 Lead, Marly Norris
- VP of Student Affairs & Dean of Students, Dr. Paul Raccanello
- Associate VP for Academic Affairs, Dr. Mojgan Behmand
- Director of Human Resources, Jesse Andrews
- Executive Director of Communications & Media Relations, Sarah Gardner
- Special Assistant to the President, Jennifer Krengel

COVID-19 Lead

Dominican University has identified a COVID-19 Lead, serving as the central point of contact on campus for any issues concerning isolation, quarantine, medical care, sanitization, communication, academic progress, and community needs. The COVID-19 Lead is responsible for coordinating campus efforts, should an infection become present.

The COVID-19 Lead is responsible for tracking updates from the Marin County Health and Human Services, and state and federal agencies. As updates are received, the COVID-19 Lead develops communications, actionable steps, and documentation of all COVID-19 related adaptations necessary to ensure alignment with best practices for health and safety.

Time-sensitive updates will be sent to the campus community directly by the COVID-19 Lead. The Human Resources Newsletter (weekly, Fridays) and Penguin Press (Mondays during the academic year) remain vehicles for distributing and reminding the campus community of new information.

The COVID-19 Lead consults with the Pandemic Response Team to respond to feedback, and implement campus communications and adaptations as necessary. The COVID-19 Lead can be reached via email at penguinprepared@dominican.edu

Training (Students, Faculty and Staff)

Mandatory Health and Safety training will be issued for all faculty, staff, and students. The University has implemented a comprehensive campus awareness and prevention educational program consisting of the following:

Students	Faculty and staff	Student Workers and Volunteers
<ul style="list-style-type: none">• Virtual orientation for new students• Mandatory online training/education module, accessible through Moodle	<ul style="list-style-type: none">• Employee Training<ul style="list-style-type: none">◦ SafeColleges training• Guide for returning to the Workplace• Daily COVID-19 attestation email	<ul style="list-style-type: none">• Virtual orientation for new students• Employee Training<ul style="list-style-type: none">◦ SafeColleges training• Guide for returning to the Workplace• Daily COVID-19 attestation email

HEALTHY PRACTICE ON CAMPUS

Cloth Face Coverings

All community members (faculty, staff, students and visitors) will be required to wear a face covering and observe social distancing protocols in accordance with CDC, California Department of Public Health and Marin County Public Health recommendations. Appropriate use of face coverings is critical in minimizing risks to others near us. The cloth face covering is not a substitute for social distancing. In addition to wearing face coverings, best practices in public health affirm the importance of social distancing, frequent hand washing, and respiratory hygiene as critical to limit the spread of COVID-19.

Cloth face coverings must be worn for only one day at a time, and must be properly laundered before use again. We recommend having a week's supply of cloth face coverings to help reduce the need for daily laundering. All members of the community will be expected to provide their own face coverings. If for some reason a community member arrives on campus without a face covering, masks are available at the security station in Bertrand Hall, or from the Student Health Center.

Social Distancing

Keeping six feet of space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to maintain distance when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.

Health and safety signage and visual cues have been installed across campus to remind us to observe safe practices at all times.

Hand washing

We recommend that all community members wash their hands often with soap and water for at least 20 seconds especially after being in a public place, or after blowing their nose, coughing, sneezing, or touching their face.

All bathrooms across campus, including in the residence halls, have signage posted with guidelines for the most effective handwashing technique.

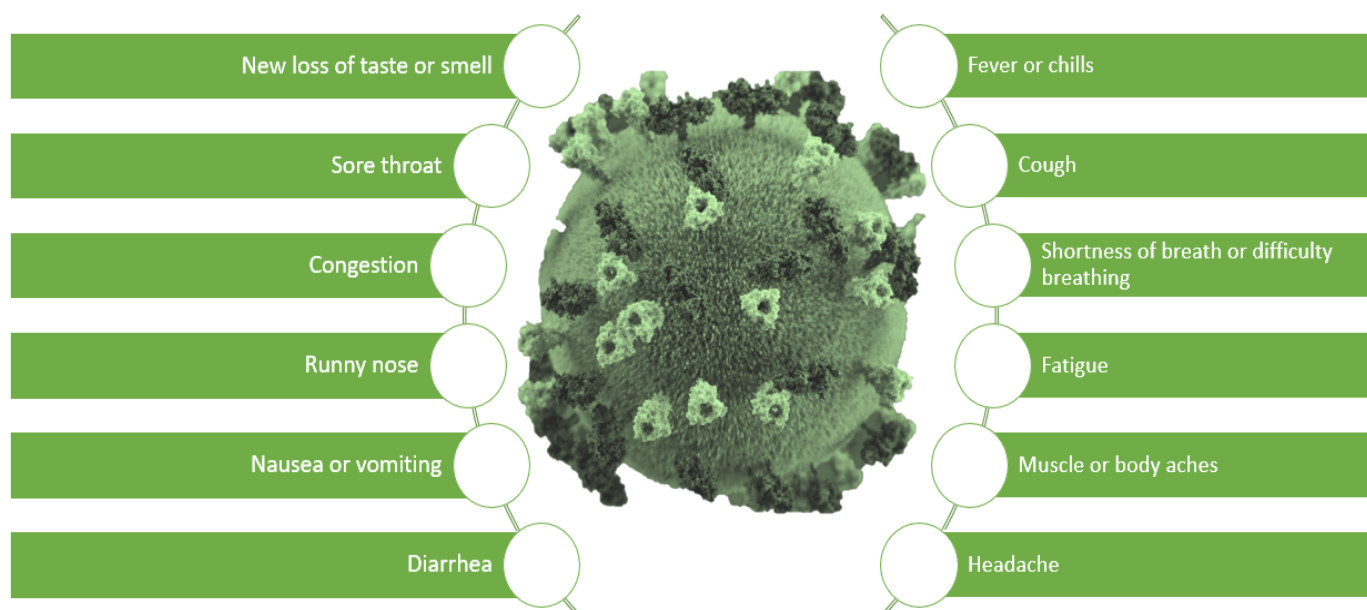
For more specifics on face coverings, handwashing hygiene, and social distancing, please see these resources:

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [California Department of Public Health \(CDPH\)](#)
- [Marin Health and Human Services](#)

ATTESTATION AND TESTING

Faculty and staff are being asked to complete a daily health attestation online for each workday on campus. The individual is asked to attest that they are healthy, that they do not currently have symptoms associated with COVID-19, and that they have not been in contact with an individual known or suspected of having COVID-19.

People with these symptoms may have COVID-19:



Community members who show any signs of symptoms of illness should not come to campus; students living in residence halls should isolate themselves; appropriate steps for notification are in the chart below.

Testing Plan

Dominican is working closely with Marin County Public Health to create a safe environment for returning students, faculty, and staff. The University has partnered with Mirimus, Inc. to provide [pooled screening tests](#) on campus. Mirimus uses a [molecular test](#) (PCR). This is a [viral test](#) that detects viral material for weeks after the infectious period.

Testing pools are set at 24 participants; if a pool is returned positive, the lab can reduce the potential positive case to two people in the pool. Each person who was part of a positive pool of two will be required to isolate and complete repeat testing through either a personal healthcare provider or Dominican's Student Health Center.

- Persons whose repeat test is positive must isolate for 10 days after the positive test.
- Persons whose repeat test is negative will be interviewed by Marin County Public Health to determine if they have had close contact with a COVID-19 positive person.

Confidentiality laws prohibit Dominican from disclosing protected health information about affected individuals. Marin County Public Health will complete a case investigation and contact tracing to identify all close contacts to the infected person. Close contacts will be quarantined for 14 days after last known contact with the person who tested positive for COVID-19. For more information, contact COVID-19 Lead, Marly Norris, at (415) 482-1944 or marly.norris@dominican.edu.

Student Health Center and University Counseling Services

The Student Health Center, located in the first floor of Bertrand Hall, room 100, is available to all students free of charge Monday through Friday by appointment.

Students will be screened for symptoms of COVID-19 and evaluated for severity of illness prior to being seen in the SHC. For any student with COVID-like symptoms, they will be instructed to remain in their assigned residence unit or at home until otherwise instructed by a healthcare provider. If exhibiting symptoms, they are instructed to contact their primary care provider or the Student Health Center at the onset of symptoms and prior to seeking medical care so appropriate precautions can be taken. In all instances, they are also instructed to notify the Student Health Center via phone at (415) 485-3208 or via email at studenthealthcenter@dominican.edu as soon as possible.

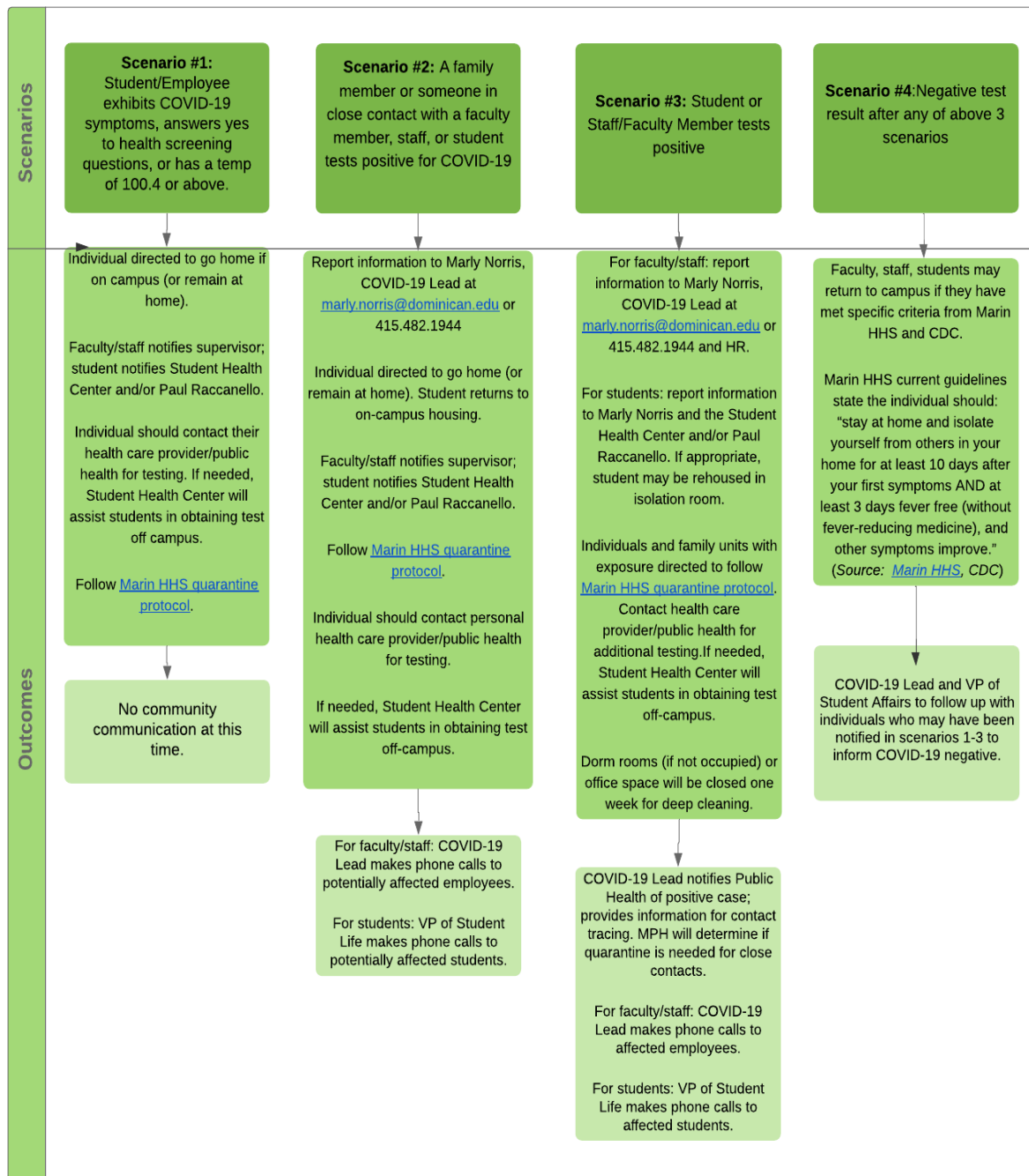
Students in need of mental health services can request free telehealth counseling appointments with University Counseling Services (UCS). To access UCS, call the Student Health Center at (415) 485-3208, leave a message on the UCS voicemail line at (415) 485-3258 or go online via Moodle to request an appointment. For urgent concerns, same day appointments are available by contacting the Student Health Center.

Employees:

The Student Health Center is available to answer questions or provide local resources, but employees should seek care directly from their primary care provider.

Mental health support for employees is available through most healthcare providers, or the [Employee Assistance Program](#).

In the Event of Illness: Scenarios



Isolation and Quarantine

Per the [CDC \(updated August 16, 2020\)](#):

For most persons with COVID-19 illness, isolation and precautions can generally be discontinued 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms.

A limited number of persons with severe illness may produce replication-competent virus beyond 10 days that may warrant extending duration of isolation and precautions for up to 20 days after symptom onset; consider consultation with infection control experts.

For persons who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA

- [Please see CDC guidance for caring for oneself and others who are sick.](#)

Reporting

As illustrated in the chart above, Dominican's COVID-19 Lead will work in collaboration with Marin Public Health, Vice President of Student Life, and our Student Health Center to manage testing, contact tracing, follow-up and evaluation. Employees must also work with our Human Resources Department.

Transport of Cases

Any positive cases significant enough to warrant medical attention and needing transportation will use personal transport or ambulance/ 911 services to arrive at the destination medical facility. Cases with continuous mild symptoms remain in contact with their healthcare provider and isolate as recommended by the CDC, CDPH, Marin County Public Health.

Facilities Cleaning

Custodial teams will clean common spaces and frequently touched surfaces based on CDC guidelines for sanitizing and disinfection protocols daily. Ventilation systems have been assessed and are in compliance with current state guidelines, which includes updating HVAC filters and adding air filtration equipment to smaller spaces without windows.

Additionally, when and wherever possible, windows and doors will be left open to reduce handling and increase air flow.

Disinfection of common areas including classrooms will take place at least once every twenty-four hours using a disinfectant approved by the EPA for use in combating SARS-CoV-2 (COVID-19) in accordance with the manufacturer's recommended application procedure.

Faculty, staff and students will be asked to do their part to keep surfaces clean. Penguin Protection Stations, stocked with cleaning and sanitizing supplies, have been placed throughout the campus. The community is expected to supplement cleaning provided by custodial services by cleaning their personal workspaces, as well as supplementing cleaning of frequently-touched equipment.

Penguin Protection Station supplies will be centrally purchased and distributed by the Facilities Department. We ask that individuals refrain from using these products for personal use.

Cleaning and Disinfection after Positive Cases

In the event of a positive test result of a student or employee:

Dominican will work with local public health officials to determine what specific spaces on campus need to be closed and undergo deep cleaning after a positive test result. These areas will be blocked off and will not be used (unless the dorm room is being occupied by a student in isolation) until after cleaning and disinfecting.

Custodial vendor staff will wait at least 24 hours before cleaning and disinfecting, in accordance with [CDC](#) recommendations. Dominican will ensure that the custodial vendor adheres to the guidelines provided for safe handling and training for cleaning and disinfecting. Products approved by the [EPA](#) for elimination of the SARS-CoV-2 virus will be used, and applied according to the manufacturer's instructions, as suggested by the CDC and EPA.

After cleaning, and when not in use, disinfectant products will be placed in a designated space, away from the public.

Dominican's custodial vendor will maintain any training of its employees needed to complete cleaning and disinfection in relation to SARS-CoV-2 virus and any other known pathogens. They will also have an outlined plan for their staff's use of EPA approved disinfectants, as well as how staff are being protected while performing cleaning and disinfection after positive cases in accordance with the [CDPH Industry Guidance for Limited Services \(P 16\)](#). For more information, please contact penguinprepared@dominican.edu.

ADDITIONAL INFO FOR STUDENTS

Dominican University of California has developed the following guidelines for students that include a framework and strategy for course delivery and guidelines for student and residential life that aligns with best public health protocols, is endorsed by the Marin Office of Public Health, and continues Dominican's educational mission. Our primary focus is implementing protocols and practices intended to keep our community as safe as possible. Students with questions or concerns should contact the University's designated COVID-19 Lead at penguinprepared@dominican.edu.

NOTICE: The virus that causes COVID-19 is thought to spread mainly from person to person, primarily through respiratory droplets produced when an infected person coughs or sneezes. This spread is more likely when people are in close contact with one another; usually within six feet. Maintaining social distancing continues to be very important, and students, faculty, and staff are encouraged to follow CDC guidelines to ensure they are doing all they can to limit the spread of the virus. As a condition of enrollment, students are expected to take personal responsibility for promoting personal and community health and wellness by adhering to all University guidelines, policies, and protocols.

If you have questions about the health issues connected with COVID-19, contact the Student Health Center at studenthealthcenter@dominican.edu.

Residence Halls

To limit exposure to others who may be infected with COVID 19, students living on campus will be asked to remain in their assigned residences except for work and class activities. In an effort to reduce the potential spread of COVID, students should avoid travel to and from locations outside of campus as much as possible.

Access to residential units will be restricted to ONLY the assigned residents. No visitors/guests (including other resident students) will be allowed in a residential unit. Non-resident guests/visitors are not allowed in any campus residence hall space at any time.

The University has reconfigured dorm rooms, reducing to single occupancy. Shared spaces like lounges have been closed; laundry rooms have established capacity and physical distancing guidelines. In accordance with public health guidelines, some single rooms with private restrooms have been reserved for isolation and quarantine for students who may not be able to be isolated off-campus or at home. In the case all isolation rooms are full, the University will pursue off-campus facilities to accommodate isolation or quarantining needs.

The University will support screening, isolation, quarantine, and care for students showing symptoms of COVID-19. Support includes isolating resident students in their room, or if necessary, moving them to a reserved isolation room. Meals will be delivered should they choose to remain on campus. All students will receive support to complete classes remotely.

Dining Hall

All meals in Caleruega will be safely delivered and prepared in accordance with CDC guidelines as well as local Marin County Environmental Health (MCEH) guidelines [“Coronavirus COVID-19 Revised Guidance for Food”](#). Epicurean Group (EG) has also developed a plan that has been reviewed and approved by MCEH, and will continue to update and review guidance on a regular basis.

EG will operate on a cashless basis in accordance with Marin County Health guidelines and provide a system that accepts credit card or Penguin Pass payments.

Social distancing measures and signage are in place for all meal periods, and all seating has been arranged in respect to these measures. Additional outdoor seating has been added. EG staff will wear the proper EPE when on the Dominican campus, especially in high traffic areas, and all staff members will be temperature screened prior to the beginning of their shift. EG employees will also attest that they are not experiencing COVID-19 symptoms or have not had contact with those that are currently COVID-19 positive or experiencing symptoms.

Frequent sanitization between mealtimes and nightly disinfecting will be implemented. A sanitation station will be available.

Grab and Go Options

Pre-order and prepay opportunities will be available through the mobile ordering app that can be downloaded from your app store. The app will allow online ordering and pick up for Chilly's Cafe if a student does not wish to sit in the dining hall for their meals.

Student Engagement

The Dominican Experience remains the cornerstone of our educational and operational model. While the size of group gatherings and in-person meetings may remain limited for some time, the structures that deliver a robust, holistic student experience are in place, and equipped to support students in person and remotely.

In-person gatherings will be scheduled according to the most current set of guidelines from the County and State, and with approval from the appropriate campus departments. Gatherings in groups larger than is mandated by these guidelines will be disbanded, and appropriate measures will be taken by the Dean of Students.

For further questions regarding the student experience at Dominican this Fall, please see the Student Life Guideline, or contact penguinprepared@dominican.edu for further documentation.

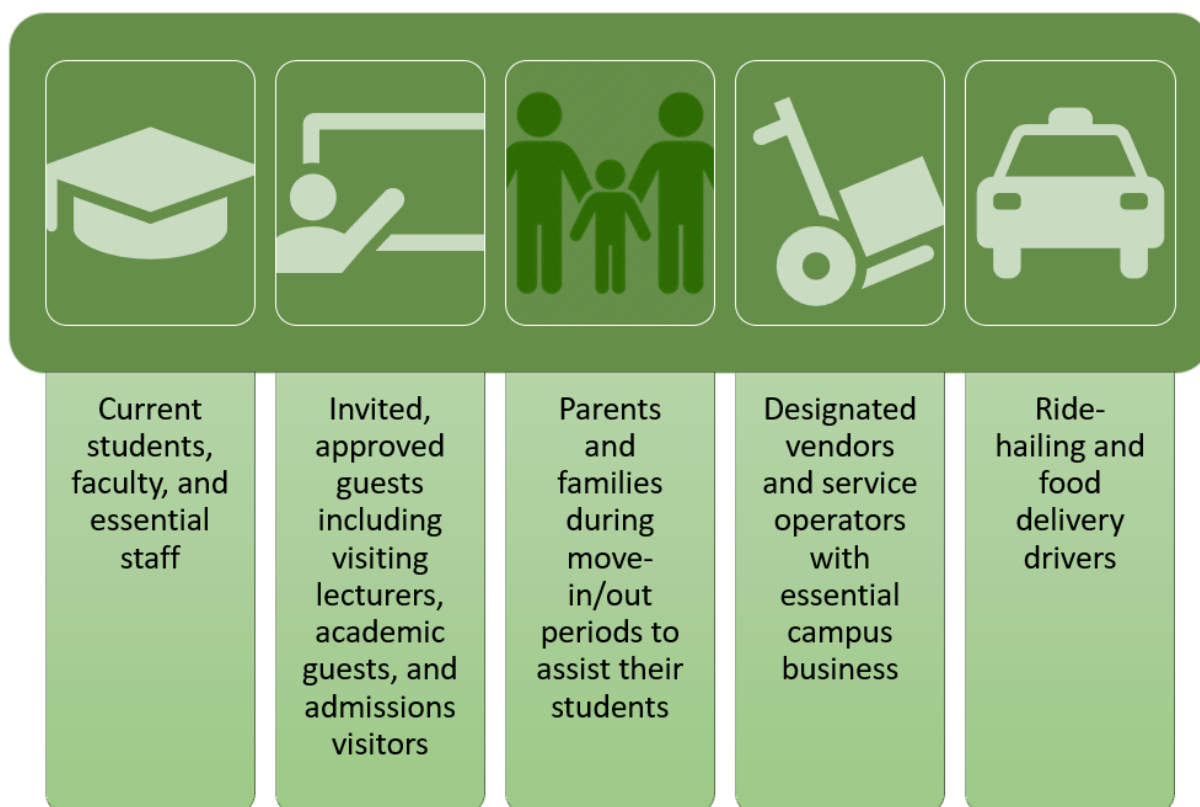
International Students

All students arriving from international locations outside the U.S. or hotspots within the U.S. will quarantine for 14 days upon arrival to the Dominican campus. Once the quarantine period has ended, they will be made part of Dominican's ongoing testing regimen.

The Global Education Office's (GEO) policy is to support the integration of international students to access all campus services that domestic students are able to access at DU. To comply with new DHS regulations, GEO will be providing additional advice to new and returning international students regarding visa status and new compliance course registration.

Campus Guidelines: Community and Guests

At this time, access to all University facilities is restricted to essential individuals and invited guests. Definition of essential individuals and invited guests:



Non-essential visitors to campus will not be permitted to enter facilities. Requests for access to campus will be considered on a case-by-case basis. Requests should be sent to penguinprepared@dominican.edu at minimum 72 hours when possible prior to the desired visit.

External Events

External events are currently not allowed on the Dominican campus, due to current State and County guidelines. Current State guidelines are as follows:

Limit, to the greatest extent permitted by law, any nonessential visitors or volunteers from accessing campus. In-person activities or meetings involving external groups or organizations – especially with individuals who are not from the local geographic area (e.g., community, town, city, or county) are not allowed at this time.

For up to date Information about the State County Data Monitoring List, which counties are on it, and what activities are impacted by it, see the [California COVID-19 website](#).

Once State and County guidelines allow, events will resume adhering to the most current guidelines available. For further documentation on rules, procedures, and guidelines, please visit the [Events and Conference Services webpage](#), under the heading “Dominican Events Protocol” on the main page.

Public Presence on Campus Grounds

Those who wish to walk or enter the Dominican campus are expected to follow the rules posted on the signage throughout campus. These rules include maintaining social distancing from others that are not in their family group, wearing a face covering at all times, and remaining outside of buildings and facilities unless on official business with Dominican or a designated Dominican staff member. ALL BUILDINGS ARE CLOSED TO THE GENERAL PUBLIC.

Dominican Security has been tasked with enforcing these rules on our campus. Compliance issues will be noted by security staff and reported. Visitors who refuse to comply with the guidelines of the Dominican campus will be asked to leave the premises.

COVID-19 COMMUNICATIONS

This Document

This document serves as the main framework for Dominican University of California's COVID-19 Pandemic Response Plan. Other documents are available in concert with this main plan upon request. Please contact penguinprepared@dominican.edu for further details or access to additional documents.

Website Communications

The most up-to-date information about campus guidelines and updated protocols are on the [Dominican website](#), and are the main vehicle for distribution to employees, students, and the broader community. The website is maintained by the Executive Director of Marketing and is updated accordingly and in a timely manner.

A list of [FAQs](#) are also available on the Dominican site, and will be updated with information pertinent to those on and visiting campus.

Communications Plan

This outline serves as Dominican's plan to disseminate information to the campus and community in a timely manner. Town hall meetings and the President's Newsletter: The Office of the President, working in consultation with the Campus COVID-19 Response Lead and the ED of Communications and Media Relations, will provide newsletter content. A newsletter will be distributed roughly twice per semester — primarily to announce and provide an overview of issues to be discussed at an upcoming Town Hall meeting. Audience: Faculty/staff.

Emergency President's Newsletter: In the event of a campus emergency related to COVID-19, the President's Office will work with the Campus COVID-19 Response Lead to distribute a newsletter to address the issue and outline steps underway. Audience: Faculty/staff; students/parents; trustees; alumni.

Penguin Press: Penguin Press is published each Monday afternoon during the academic year. When appropriate, the newsletter will contain a "COVID-19" section for general updates of interest to the campus community. Copy will be submitted as follows:

- General information: Marly Norris, Campus COVID-19 Lead; Vice President for Advancement & Public Affairs
- Faculty information: Nicola Pitchford, Vice President for Academic Affairs & Dean of the Faculty.
- Student information: Paul Racanello, Vice President for Student Affairs & Dean of Students.

Audience: Faculty and Staff.

HR Newsletter: The HR newsletter is distributed weekly on Friday afternoons. The newsletter will include a standing section focused on COVID-19 and the impact on employees. This could include updates to flexible work arrangements and additional health and safety protocols impacting faculty and staff. Audience: Faculty and staff.

Fall 2020 Campus Health & Safety page: A link to this page will remain at the top of all pages on the Dominican website throughout fall 2020. Updates will be determined by the Pandemic Response Team. When appropriate, updates also will be shared on DU social media. Audience:

Campus community, parents, general public, media, alumni, friends, neighbors, local officials, prospective students.

Penguin Prepared: This campus plan will be posted on the Campus Health & Safety webpage. If updates are needed, the Campus COVID-19 Response Lead or the ED of Communications and Media Relations will work with the ED of Marketing to input copy. Audience: Campus community, parents, general public, media, alumni, friends, neighbors, local officials, prospective students.

FAQ: A list of FAQ for Parents/students; faculty/staff; general; will live on the Fall 2020 Campus Health & Safety webpage. The ED of Media Relations will monitor these FAQ items and highlight copy that should be updated or removed. The copy will be shared via Google doc with the Campus COVID-19 Response Lead and the VP of Student Affairs for review and approval. Audience: Campus community, parents, general public, media, alumni, friends, neighbors, local officials, prospective students.

Emergency Campus Communications. In the event of an immediate emergency the Campus COVID-19 Response Lead will convene the Pandemic Response Team to discuss appropriate action and communication. If appropriate, a RAVE alert will be sent by a member of the Pandemic Response Team. The message also will be posted on the University's social media accounts. The Fall 2020 Health & Safety webpage will be updated with relevant information, including contact details.

ACADEMICS

The state guidance received from [CDPH on August 7, 2020, states:](#)

For counties on the State County Data Monitoring List for three consecutive, indoor lectures are prohibited. Courses offered in specialized indoor settings (e.g. labs, studio arts), whose design imposes substantial physical distancing on participation based on the nature of the work performed in the space, are permitted.

As of August 18, 2020, Marin County remains on the Monitoring list. We will move ahead to a somewhat more remote start to the semester, phasing in more on-site courses and increased residentially as permitted later. Students in programs who require in-person instruction including but not limited to “essential workforce” training will do so in campus laboratory or experiential settings, or in one of our newly-created outdoor classrooms.

State-defined essential workforce programs include:

- Nursing & Pre-Nursing
- Occupational Therapy & Pre-OT
- Biology/Chemistry
- Global Public Health
- Education Studies/Teacher Education
- Counseling Psychology
- Physician Assistant

We will issue an update on on-campus instruction by the week of September 14.

Remote Education, Access, and Equity

Best practices for supporting, enhancing, and/or assessing student learning in a remote context have been identified and implemented. Delivery options will also be adapted to accessibility and accommodations needs.

Student attendance will be taken and tracked in Self Service in the first two weeks of a course and then via the faculty's usual methods for the remainder of the course. Student attendance in spring 2020 was defined as completion of assignments, submission of student work, participation in distance learning sessions, and contact with faculty.

Educational Tech and IT

Dominican University has identified the importance of access to technology and internet to address potential issues of equity and access to distance learning environments.

Students that require support in this area should touch base with penguinprepared@dominican.edu to be connected with the appropriate campus department.

PERSONNEL — RETURN PLAN

Administrative Offices

Office infrastructure has been evaluated with recommendations made to managers to facilitate physical distancing and limit high-touch surfaces.

The Dominican Health and Safety Team audited all office spaces on campus, taking into account what would be necessary to support physical distancing in each space. One-way paths were developed in common areas and larger spaces. Excess furniture and seating have been removed, and signage installed. The team also partnered with Human Resources to revise occupancy in workspaces and offices, and to communicate that with supervisors to aid in the revision of work schedules. Separation shields have been installed where appropriate.

Attestation

All faculty and staff are expected to respond to a daily email, self-screening for possible COVID-19 symptoms. Individuals that have positive symptoms are asked to report this to their direct supervisor, and stay home pending further follow up from HR. Dominican has reduced the number of individuals on campus at any one time by utilizing staggered start/end times for on campus shifts, as well as alternating days for offices with more than one individual, or in open spaces (open format offices).

Human Resources

Human Resources has provided guidance to managers regarding employee schedules for on campus work, including requests for Telework, discussed below.

In the case of positive COVID-19 test results, HR will notify the employee's direct supervisor that an employee will not be able to come to work.

Sick leave and leave of absence policies have been reviewed and modified to ensure they are in alignment with federal, state, local laws and institutional values. Flexibility has been provided around use of sick time. Dominican is not eligible for FFCRA provisions such as Emergency Paid Sick Leave. As necessary, HR will release new requirements/training protocols for employees to work remotely.

ADA and special accommodation requests go through HR and follow our usual accommodation process. Requests for high risk (non-ADA) or general concern or inability to return is addressed by individual supervisors with guidance from HR.

The institution will regularly and efficiently communicate with employees regarding evolving health policies and safe practices, as well as training programs.

Telework and Staff Scheduling options

Employees who have returned to work on-site have several options departments can consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

Telework is one of the options, along with staggered scheduling for office employees, which will continue to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done on a full or partial day/week schedule as appropriate. In order for a staff member to work remotely, they will need to fill out the "Telecommuting and Remote Work" agreement, as well as the "DU Home Safety Checklist" which can be obtained through HR. These forms must be filled out by the employees, signed by immediate supervisors, and then signed by those overseeing the department and HR personnel.

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

Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Departments will stagger reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

Critical Staff

The University has identified “essential positions” that are required to support operations. As with any employee leave, it is recommended managers work within their departments to identify coverage and a contingency plan for critical positions or functions should an employee be unable to report to work.

ATHLETICS

Competition

Due to the concerns arising from all the challenges surrounding COVID-19, the PacWest Executive Board voted unanimously to postpone intercollegiate competition in PacWest fall sports until after January 1, 2021. PacWest fall sports include men's and women's cross country, men's and women's soccer, and women's volleyball. The action was taken due to rapidly changing information and guidelines from the NCAA, as well as the states, counties, and areas where the 11 PacWest institutions compete.

While this decision postpones fall 2020 sports competition, institutions will still be allowed to conduct organized team activities at their own discretion, including workouts, practices, strength and conditioning, and access to their athletic training staff, as local, county, and state guidelines permit. Options for moving fall sport schedules into the winter/spring are being developed and reviewed.

Facilities Availability

In response to the current State, Local, and NCAA guidelines, Conlan Center indoor facilities such as the gymnasium, weight room, and pool are closed at this time. As a measure to provide the campus community with regular physical activity, the Athletics department has begun offering Zoom classes for Yoga, Zumba, and the like. For further information on these programs, please contact Matt Gaulding at matthew.gaulding@dominican.edu. For further information on Athletics protocol, please contact penguinprepared@dominican.edu