Wildcat Campus Reopening Roadmap for Spring 2021

E. LaBrent Chrite, Ph.D.
President

January 1, 2021
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President’s Message

Bethune-Cookman University remains committed to its legacy of providing a quality education and holistic experience for students on campus by implementing a host of safety measures, in response to the COVID-19 pandemic. For colleges and universities across the country and throughout the world, the pandemic has caused profound and unprecedented disruptions. Since the Spring 2020 semester, the University has worked to mitigate the risks of COVID-19, and its impact on the health and safety of its students, faculty and staff. Indeed, the entire university community has coalesced around B-CU’s commitment to serve as a safe and accessible refuge for our students during this crisis. We are doing everything in our power to maintain this commitment during the upcoming semester.

During the Fall 2020 semester, we rolled out a comprehensive, thoroughly discussed and robust plan that included best-practices and adhered to – and sometimes exceeded – Centers for Disease Control and Prevention guidelines, such as wearing masks, social distancing and sanitation. Critically, the University implemented the plan with precision throughout the campus. The implementation of this plan provided the University with essential insights as to its strengths and successes, as well as areas to improve within the plan. Today, we’re prayerful that the period of dealing with the pandemic may be finally coming to an end, now that COVID-19 vaccines have already been shipped. In the meantime, with an updated Wildcat Campus Reopening Roadmap in hand, we will remain vigilant and will do all we can to provide a safe learning environment while facing the challenges of the pandemic.

B-CU will continue to be guided by national, state and local health officials and their respective COVID-19 guidelines and protocols. This includes the continuation of public health control measures, such as designated student health and safety services, redesigned access to buildings and facilities to include cleaning and disinfection, social distancing, and the use of appropriate personal protective equipment protocols. We have also rearranged classroom seating and course scheduling to accommodate flexible hybrid, blended, online, and face-to-face instructional delivery along with implementing other necessary precautions as part of a safe and healthy campus landscape. We realize that these and related measures can add to the complexity and the stress of a campus experience, but we also know that our community is up to the challenge.

B-CU is manifestly committed to doing all that is possible to have our students return to campus for the Spring semester. After implementing the Wildcat Campus Reopening Roadmap for Fall 2020, we have analyzed the plan and enhanced it with a resolute focus on four discrete but highly integrated institutional imperatives:

- We will, first and foremost, take health and safety precautions for our community.
- We will deliver an immersive, innovative and rigorous academic experience for all B-CU students, regardless of delivery mode.
- We will be defining a new standard for a safe, sustainable and engaged campus learning environment during the COVID-19 pandemic.
- We will provide a transformational experience for our students, our north star, during this new normal.

B-CU has shown its strength and determination in coping with the pandemic over two semesters. I want to acknowledge the incredible commitment and effort of my administration as well as our faculty and staff. While we know not to underestimate COVID-19, we will leverage our collective intellect, courage, resilience and compassion in order to continue the core mission of providing the best education possible for our students and to ensuring their health and well-being.

E. LaBrent Chritle, Ph.D.
President
Introduction

Bethune-Cookman University has been engaged in addressing the COVID-19 pandemic-related health and safety measures for its students, faculty and staff since early March. The entire university community has taken the COVID-19 issue very seriously and has invested enormous amounts of time and effort in managing it personally and professionally. B-CU is committed to reopening and welcoming students back to campus for the spring 2021 semester.

The following three committees were appointed by President Chrite to collaborate and prepare a blueprint for a safe and healthy reopening of B-CU’s campus in fall 2020. These committees and their sub-committees have thoughtfully and intentionally developed guidelines and strategies to allow the University to regain as much normalcy as possible while continuing to mitigate the spread of COVID-19. Together, their work has resulted in eight detailed plans integrated throughout this report.

- Facilities Management and Operations
- Academic Program Delivery
- Student Experience and Engagement

This Wildcat Campus Reopening Roadmap for Spring 2021 is a guide for bringing the B-CU community back to campus life. It has been created to assure and inform our constituents about the University’s plan to promote and maintain a safe and healthy environment for effective facilities management, flexible academic program delivery and supportive student residential life and experiences. Furthermore, this roadmap is intended to provide an overview of our actions and strategies. It reveals our resiliency in responding to changed conditions and highlights our ability to enhance services and the physical environment to meet the challenges the pandemic poses. In addition, using COVID-19 related CDC guidelines, we have spelled out behavioral expectations, protocols and responsibilities for individuals who wish to access our campus.

As COVID-19 related challenges evolve, our understanding and measures to address the virus will change as well. B-CU will attempt to execute a successful spring semester re-opening with continued efforts to modify this document as situations and guidelines continue to change. Therefore, this roadmap is not fixed in time, and it is critical to keep in mind that these guidelines may not address every question that students, faculty, staff and families will have. Also, it may not provide all the details about and decisions that will continue to be made as we move forward this spring.

Disclaimer: The information provided in this document is obtained from the latest available national, state, and local resources and guidelines and is subject to change as the pandemic unfolds. The information contained herein is provided for general informational purposes only and should not be construed as legal advice on any subject matter.
# Spring 2021 Reopening Calendar

*TENTATIVE*

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4</td>
<td>Faculty and Staff return to campus</td>
<td></td>
</tr>
<tr>
<td>January 5</td>
<td>COVID-19 Testing for Faculty / Staff</td>
<td>8AM – 5PM</td>
</tr>
<tr>
<td>January 11</td>
<td>All Classes begin online</td>
<td></td>
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<tr>
<td>February 11</td>
<td>COVID-10 Testing for Students</td>
<td>8AM-5PM Daily</td>
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<tr>
<td>February 11</td>
<td>New Students/Freshmen/Transfers return to campus</td>
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<tr>
<td>February 12</td>
<td>Sophomores return to campus</td>
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<tr>
<td>February 13</td>
<td>Juniors/Seniors return to campus</td>
<td></td>
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<tr>
<td>February 15</td>
<td>Face to Face Classes Begin</td>
<td></td>
</tr>
<tr>
<td>March 8-14</td>
<td>Spring Break - CANCELLED</td>
<td>CANCELLED</td>
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</tbody>
</table>

*Subject to change

** Students must have their B-CU ID card
Facilities Management and Operations Protocol

B-CU’s Taskforce on Facilities Management, in collaboration with Sodexo, has developed a plan of operational norms and facility protocols based on The State University System of Florida Blueprint for Reopening Campuses, as well as CDC standards and federal, state and local jurisdictions.

Six Readiness Essentials

- **Prepare the Building** – Detailed plans include cleaning, sanitization, pre-return inspections, HVAC and mechanical checks.
- **Prepare the Workforce** – Developed employee return-to-campus communication and procedures.
- **Control Access** – Policies and protocols for safety and health checks, building reception, shipping and receiving, elevators and visitors.
- **Create Social Distancing Guidelines** – Guidelines for schedule management and office traffic patterns to decrease density.
- **Reduce Touch Points and Increase Cleaning** – Where possible, doors will be reviewed for automatic openers (utilize ADA opening devices as a start), increase frequency of sanitization in high traffic areas and if necessary, cleaning.
- **Communicate for Confidence** – Recognize the fear in returning to campus, communicate transparency, listen, survey and adjust as needed.

Specific areas of focus include:

- **Building System**: Focus on the primary heating, ventilation and air conditioning (HVAC) system:
  - HVAC system shall continue to run, increasing the amount of the air exchanges with outside air and reducing the amount of the re-circulated air inside of the facility.
  - Increase the frequency of the air filter and coil cleaning protocol to improve indoor air quality.
  - Cleaning and disinfecting HVAC coils periodically and utilizing a process that makes it possible to penetrate entirely through the coil.
- **Housekeeping**: Evaluate and implement measures to help minimize the transmission of the virus through environmental surfaces.
  - Train personnel on flu transmission methods.
  - Establish standards for the use of Personal Protection Equipment (PPE). Train custodial staff on the proper use and disposal of PPE.
  - Identify high touch areas and hard surfaces. Clean all surfaces with a disinfectant solution.
  - Disinfectant soap in the bathrooms and break areas will be provided. Employees will be encouraged to wash hands frequently throughout the day.
- **Training**: Provide training to Dining, Housekeeping and Facilities staff on:
  - Personal hygiene (includes hand washing and sanitizing of personal spaces including computers, and cell phones).
  - Chemical Safety
  - Disinfecting and Sanitizing Protocols
  - Social Distancing (6-foot rule)

1 IFMA Pandemic Manual, 2020, pg. 43
Additionally, specific training for facilities staff includes:
- Enhanced Sanitizing: Review various types of sanitizing (misting, wiping, single use), dwell times and effectiveness.
- Scope Adjustment and Routes: Review updated frequency plans, the methods to accomplish sanitizing tasks in a systematic way to ensure repeatability and improve quality.
- Practice Run Through: Practice walk-throughs will be conducted to build habits.

**Dining Hall Services Protocol**

The reopening of dining services includes a comprehensive plan that provides an effective path forward to include specific areas as follows:

- **Communication**
  - Employees
  - Faculty & Staff
  - Students
  - Community

- **Expectations**
  - Ensure that Sodexo and B-CU are partnered tightly in this transition to ensure we all are on the same page and that we strive to meet/exceed the expectations of all involved.

- **Employee Training**
  - Properly educate and train personnel on all new guidelines to increase the safety of customers, employees and self.

- **Resources**

- **Contact** all current and new vendors to ensure that we have all the items to meet the requirements of CDC and State of Florida guidelines.

- **Dining options:**
  - Dine-in
  - Grab & Go

- **Three phases of reopening:**
  - Restricted
    - Dining room is closed to seating
    - Menu is prepared and pre-packaged in-house by staff for to-go
  - Combined Services
    - Dining room is staged for Social Distancing with max seating capacity of 150 people
    - In-house prepackaged menu items served by FNS staff
  - New Normal
    - Dining room open for full-service implementation
    - Social Distancing and to-go option will be available
Student Housing and Residence Life Protocol

Housing Professional/Paraprofessional Staff and Students

- Clearance through the check-in process to return to campus will be required.

Students Returning to Residence Halls:

- Dates will be staggered for students to return in residence halls by classification and building.

Staffing/Shifts/Workstations:

- Professional Housing Staff will be available in each residence hall between the hours of 8:00 A.M. and 5:00 P.M. There also will be a professional staff person available nightly via the RLC On Call Schedule.
- Paraprofessional Staff (Resident Assistants, Graduate Student Coordinator and Work Study Students) will be available in each residence hall between the hours of 6:00 P.M. and 12:00 A.M. There will also be a paraprofessional staff person On Call nightly.
- The number of people in common areas will be restricted to 10 persons.
- Housing staff will use PPE and follow hand sanitization and social distancing guidelines provided by the University.
- All workstations, within each residence hall, will be equipped with protective barriers to reduce the potential threat of transmission of COVID-19 to student/staff (i.e. Plexiglass barriers).
- Housing and Residence Life will coordinate with Health Services to administer temperature checks of students and staff coming in and out of each residence hall by trained medical staff/technicians.

Enter/Exit Residence Halls:

- Entry to the residence halls will be regulated and monitored.
- Students will arrive and depart the residence halls through the designated building access point (based on building configuration).
- Resident(s) Wildcat card/badge will be required for entry to the residence hall(s), and resident(s) may not hold or prop open exterior doors for any other person.
- Upon entering the residence hall, the resident will be required to wear a facemask, sanitize hands at the nearest sanitization station and follow signage (Appendix II) regarding social distancing guidelines within the residence halls.
- Residents will exit the residence hall wearing facemasks and sanitize hands at the nearest sanitization station.
- Housing staff will report at the designated time to limit the number of people entering and exiting residence halls at any one time.
- Housing staff will regularly check Exit/Entry points to make sure doors are not propped and use surveillance cameras to monitor and identify persons in non-compliance.

Sanitization Stations:

- Sanitization stations will be located within the lobbies near the front entrances of each residence hall for student, staff, faculty and University visitors.

Wearing of Face Covering:

- Students must wear a disposable or cloth face mask/covering at all times. Students will be expected to maintain proper hygiene by frequently washing cloth masks. Masks are not required inside the residence hall room.
Awareness Education:
- Residence Town Hall Meetings will be conducted during the first week and throughout the semester to provide awareness about the COVID-19 pandemic-related health and safety measures for residential students.

Signage (Appendix II):
- Social distancing guidelines will be posted within each residence hall inclusive of all hallways, stairwells, elevators and common areas.

Amenities near Residence Halls:
- Maintaining space between individuals will be required inside and outside or near the residence hall.
- Students outside of the residence halls utilizing outside amenities such as seating areas in close proximity or residence halls courtyards will be required to practice the following social distancing guidelines:
  - Stay at least 6 feet (about 2 arms’ length) from other people
  - Do not gather in groups
  - Signage (i.e. social distancing guidelines posted on tables and certain structures outside to remind students about maintaining best practices for their health and safety) (Appendix II).

Cleaning Protocol:
The Housing and Residence Life staff will take precautions to protect the health, safety and well-being of the residence community by implementing the following:
- Professional cleaning to deep clean/disinfect all residence halls prior to return of residents in fall.
- Restrooms will be cleaned and disinfected at least once every day.
- Students will be required to clean private bathrooms and commonly used areas within their residential unit daily.
- Residence Life staff will monitor cleaning requirements regularly.
- CDC Guidelines for cleaning and disinfecting will be posted in resident hall units.
- Cleaning supplies will be provided by the University to all students by the Facilities staff.
- All entrance and exit doors, doors to common areas and bathroom doors will be cleaned each day.

Residence Hall Space Reconfiguration:
- Hanks-Moorehead Buildings A & B (Phase I) and Lee Rhyant Honors Hall (923 capacity) will be converted to 461 spaces to accommodate a single occupancy model.

Isolation/Quarantine Protocol:
- If an individual in a residence hall tests positive for COVID-19, the Student Health Services isolation protocol will be followed. The immediate space(s) in which the infected person(s) resided will be cleaned based on CDC protocols and will be re-opened once sanitized.
- Alexis Pugh and Eugene Zimmerman Scholarship Houses will be designated
as isolation areas for COVID-19 positive students.

- LeFevre Hall (87-person capacity) will be as a quarantine area for students who have been exposed to COVID-19. Any student identified through the contact tracing process will be required to quarantine in LeFevre Hall for 7 days and have a negative test.
- Housing and Residence Life will coordinate with Student Health Services and Campus Safety to monitor containment.
- Sodexo Dining Services will deliver meals to the scholarship houses and LeFevre Hall for the residents assigned to those areas.

Curfew and Visitation Policy:

- For students who will remain on campus, the University has implemented an 11PM – 7AM (Monday -Sunday) curfew. Students must be in their assigned residence hall each night by curfew. Housing and Residence Life staff shall conduct random curfew checks nightly. Any student who violates the curfew policy will be removed from campus housing.
- Any time a residential student plans to be out of the residence hall overnight, it is imperative that he/she sign out on the overnight sign-out sheet. These sheets are available from the Resident Assistant at the front desk and must be filled out completely in order to provide valid permission. Once a residential student signs out of the residence hall he/she is not permitted to return to the residence hall until the next day, beginning at 8:00 a.m. Students who are employed will, of course, be accommodated if their work hours conflict with the curfew.
- Non-University affiliated guests and commuter students are not permitted within the residence halls. In compliance with the Bethune-Cookman University curfew policy, the hours of In Hall Visitation have been amended. Students may visit residents only within their assigned residence halls. There is no co-ed visitation and no more than two persons are allowed in a room at one time.
Student Health Services and University Health Protocol

All faculty, staff and students will be asked to sign the B-CU COVID-19 Agreement before returning to campus to acknowledge receipt of preventative health information (including guidance for high-risk individuals), public health protection of the campus community and expectations for individual responsibility.

The University has designated points of contact for all COVID-19 related matters.

- For Students, the designated office is Student Health Services.
- For University Personnel, the designated office is Human Resources.

1. Guidance for General Health and Safety

The University is encouraging preventative behaviors that reduce the risk and spread of COVID-19.

• Self-Monitoring
  - The University expects and encourages all students, faculty and staff to monitor their health. If they are displaying symptoms of COVID-19, have tested positive for COVID-19 or have been potentially exposed to someone with COVID-19 (either through community related exposure or travel), students, faculty and staff are to follow CDC guidance. This guidance includes the expectation that the individual will self-isolate or stay home if he/she lives off-campus. If the individual is on campus, he/she will be expected to notify Student Health Services for further diagnosis, medical care and possible quarantine/isolation. B-CU employees exhibiting COVID-19 symptoms should seek medical attention, get tested and notify HR. Any employee that experiences exposure to COVID-19, should also contact HR. All students, faculty and staff are to review and adhere to CDC’s criteria for return to work/school policies.


• Hand Hygiene, Respiratory Etiquette and Physical Distancing
  - Faculty, staff, and students will be expected to wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used. Faculty, staff and students can utilize the hand sanitizer stations found in campus buildings and throughout the campus environment.
  - Faculty, staff and students will be expected and encouraged to cover coughs and sneezes with a tissue or use the inside of the elbow. Used tissues are to be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
  - Faculty, staff and students will be expected to maintain a 6 ft. (at least two arm’s length) distance between themselves and others. Hallways, rooms and elevators will be appropriately designated for distancing. Classrooms will be utilized according to physical distancing requirements.

• Face Covering
  - Faculty, staff and students will be expected to wear face coverings according to CDC usage guidance.
• **Other Preventative Measures**
  o All University personnel and students will be strongly encouraged to obtain their seasonal flu vaccine barring any allergies or additional health concerns/contraindications.

2. **Guidance for Returning to Campus Mandatory Health and Safety Training**

  o Students, faculty and staff will be required to complete a module in CANVAS on CDC guidance on hand hygiene, respiratory hygiene/etiquette, cloth mask use, social distancing and monitoring for symptoms for COVID-19.
  
  o University personnel will be required to complete staff trainings as required by SHS and HR. These trainings will include CDC guidelines on preventive measures, as well as temperature monitoring and review of proper management of infected individuals.
  
  o The University will provide free COVID-19 testing for personnel on Tuesday, January 5, 2021, one day after staff and faculty return for the Spring semester. Faculty and staff can also choose to get their own COVID-19 test prior to returning to campus. The test should be taken no more than one week prior to the return date.

  **Note:** Faculty/Staff with a positive result will not be able to return to campus until they can provide evidence of a negative test after resolution of infection. Contact HR to make arrangements for the campus to administer a free COVID-19 test after 10-days of isolation since the first symptoms, symptoms have disappeared, and there has been at least 24 hours with no fever.

  o Designated personnel will be trained and capable of adhering to and implementing infection control procedures.
  
  o All personnel will be required to observe respiratory, hand hygiene and social distancing guidelines.
  
  o Designated personnel participating in testing and monitoring will be trained in the proper use and disposal of PPE for the prevention of contamination of clothing, skin and the environment, and trained to perform temperature checks on students using infra-red contactless thermometers.
  
  o Students, new and returning, will be required to be tested for COVID-19.

  **Note:** Students with a positive result will not be able to return to campus until they can provide evidence of a negative test after resolution of infection. Student Health Services will administer a free COVID-19 test after 10-days of isolation since the first symptoms, symptoms have disappeared, and there has been at least 24 hours with no fever.

  o Initial testing will be performed during the campus check-in process for all students, January 6-9, 2021.
  
  o Any student present with a positive test result or testing positive upon arrival to campus will not be allowed to live or engage in activities on campus until receipt of a negative test finding.
  
  o Testing will be performed in designated facilities (Center for Civic Engagement).
  
  o Subsequent testing will be performed at staggered intervals throughout the regular semester.
  
  o Participating personnel will perform temperature checks on students in residence halls, dining hall, other dining facilities and entrances to all buildings.
  
  o A temperature of 100.4 or above will be recorded, and the student referred to Student Health Services (SHS) for follow-up care. SHS is to be notified in advance of the student’s arrival. Staff are required to escort students to SHS. Daily recordings will be submitted to SHS at the end of each shift.
  
  o Personnel will notify SHS if a student is experiencing any symptoms of potential infection. Personnel will escort the student to SHS.
  
  o Respiratory Hygiene
Face masks providing coverage to the nose and mouth are required while on campus at all times. It is recommended that masks be worn while off campus.

Face masks must be worn inside and outside of all campus buildings and facilities.

Face masks can only be removed when one is alone in their private office, in their dorm room or dining in a social distancing setting.

Face masks will be provided at all building entrances. If students enter without the masks they were previously provided, a mask will be given to them. Students will not be permitted to attend class without a mask to protect the health of all individuals.

Cough/sneezing etiquette is to be observed at all times (coughing/sneezing in elbow, turning head and covering mouth when coughing/sneezing).

Hand Hygiene

Hands are to be washed using soap and water for at least 20 seconds during waking hours and at regular intervals throughout the day.

Alcohol-based hand sanitizer is required when entering all campus buildings and facilities.

Physical Distancing as per CDC guidelines, maintaining a distance of 6ft. (approximately two arm’s length) between yourself and others on campus is mandated and expected.

Monitoring

Temperatures for residents of campus housing will be continuously monitored.

Temperatures of students who live off-campus will be assessed at the CCE, Dining Hall and other designated buildings on campus.

If a student’s temperature is elevated, University personnel will escort the student-to-Student Health Services for further evaluation.

Visitors

- The University has enacted visitor restrictions due to COVID-19. Business visitors (vendors, etc.) and academic/work visitors must report to Campus Security for sign-in, temperature check, visitor pass and provision of face masks. Visitors are expected to comply with all University mitigation measures as delineated in the University Health Protocol and the University Operational Plan.

Note: If you test positive for COVID-19 prior to returning or are feeling unwell, please be aware that “sick faculty, staff or students are NOT to return to in-person classes or University facilities or end isolation until they have met CDC’s criteria to discontinue home isolation.”


Student Health Services will:

- Provide information about COVID-19 on the SHS website, social media, at the front desk, in the dormitories, admissions office and at the entrance of all campus buildings and facilities.

- Take history and assess students referred to SHS.

- Designate areas in SHS for students who are potentially infected.

- Immediately initiate infection prevention and control procedures.

- Restrict visitors from entering the area of the potentially affected individual.

- Develop a notification and alert system.
  - University alert team and/or personnel
Local and/or state health department

- Initiate isolation protocol.
- Follow-up daily with personnel responsible for student isolation/quarantine.
- Make referrals to hospitals if condition warrants.

High Risk Populations with Pre-existing Conditions
Individuals of any age and older adults (age 65 and older) who have any of the following serious underlying pre-existing medical conditions might be at a higher risk for severe illness from COVID-19.

- Chronic lung disease
- Moderate to Severe Asthma - COPD
- Chronic Kidney Disease being treated with Dialysis
- Diabetes – Type I and Type II
- Hemoglobin Disorders – Sickle Cell Disease; Thalassemia
- Immuno-compromised – Cancer treatment, HIV, prolonged use of corticosteroids or other immune weakening medications, smoking, bone marrow or organ transplant, immune deficiencies
- Chronic Liver Disease
- Serious Heart Conditions – Health failure, coronary artery disease, congenital heart disease, cardiomyopathies, pulmonary hypertension, etc.

The University will follow CDC guidelines for high risk populations and take appropriate measures to reduce risk and exposure to COVID-19.


- Students with any of the above-mentioned risk factors or pre-existing medical conditions will be strongly advised not to come or return to campus. These students will be given the option to pursue their studies remotely or online.
- University personnel with any of the above-mentioned risk factors or pre-existing medical conditions will be required to consult with the Office of Human Resources. These individuals will be given the option to pursue their duties remotely or online.

Isolation/Quarantine

- A student experiencing symptoms or testing positive for COVID-19 will be moved to the Scholarship Houses for a mandatory isolation period. The student’s health status will be periodically assessed and documented. The student is expected to remain in isolation for a period of 10 days (CDC Guidelines) for his/her protection and the protection of the University community. Failure to remain in isolation will result in disciplinary actions, up to and including expulsion from the University. A negative COVID-19 Viral test will be required at the end of the 10-day period. A student with no symptoms, no fever within 24 hours and testing negative will be approved to leave the isolation area.
- If there is a change in health status for students in self-isolation, transportation will be provided to a health care facility (ambulance). Health care personnel will be alerted before arriving that the person has symptoms of COVID-19 or has tested positive for COVID-19.
- If a residential student is moved to isolation, his/her dormitory space will be kept off limits until cleaning and disinfection takes place. The area will be cleaned and disinfected after 24 hours.
- Students who live off-campus and University personnel will be expected to self-isolate in their residence.
• The Office of Academic Affairs will be notified of students in isolation/quarantine. The Office of Academic Affairs will notify faculty of the courses in which students are enrolled and ensure the student has access to the course work.

• Confidentiality of the person identified with COVID-19 will be maintained to the extent possible in accordance with the American with Disabilities Act (ADA), FERPA, and other applicable laws and regulations. Contact tracing to identify and protect other persons who have been exposed may necessitate revealing the identity of the person who tested positive or showed symptoms of COVID-19.
Academic Program Delivery Protocol

The Taskforce on Academic Program Delivery has targeted on the following reopening priorities:

- Assure as many students as possible have access to progress toward degree attainment through F2F, blended and online instructional modalities.
- Promote classroom safety to minimize flare-ups of COVID-19 through sanitization between classes, use of PPE, revised course schedules, reduced class sizes, physical distancing and signage (Appendix II).
- Discourage congregation between classes in hallways or offices.

Specific areas of focus include:

Academic Calendar (Appendix I)

- Spring classes begin January 11 and end May 5, 2021.
- Students will be continually notified of changes to course schedules.

Instructional Delivery

- Instruction will be delivered in hybrid, blended, online or F2F modality.
- The course schedules will be optimized to support lower density classrooms and to allow for physical distancing with courses extending later in the day and Saturdays, as necessary.
- Three-credit courses will be scheduled M/W/F for 50 minutes per class while T/R classes will be 75 minutes per class with 20 minutes between courses. Faculty teaching three-credit courses will alternate which group of students receives in person instruction.
- Asynchronous, live-streaming classes will be recorded to allow for participation in the event of technical difficulties. Sixteen rooms have been allocated with lecture capture capabilities, allowing faculty to pre-record classes.
- Lectures can also be recorded via Zoom technology.
- Faculty will begin and end classes on time. Time between classes will be extended to 20 minutes for students to transition to the next class, allow time for cleaning/sanitizing and to exchange air in the classroom.
- Some courses will be offered online and faculty will engage with department chairs.
- Students will be given the opportunity to contact faculty or ask questions via CANVAS LMS, email or other means that do not involve staying after class or the need to congregate outside of the classroom.
- Flexibility will be extended to Colleges and Schools to leverage scheduling based on needs and best practice.
- Faculty will conduct virtual office hours unless social distancing measures can be accommodated. Faculty can employ other in-person strategies that promote social distancing.
- Classrooms will have signage (Appendix II) for maximum occupancy, and seating will be removed to reflect the capacity where possible. In classrooms, where it is not possible, seating will be marked to allow for physical distancing based on room size. Sanitation will occur between classes.
- Special courses such as labs, clinicals, field experiences and performance courses, for example, will be scheduled to minimize physical distancing and protocols are developing.
• All faculty will develop contingency plans to offer all instruction remotely should guidelines change, or an outbreak or natural disaster necessitate a temporary shift to the online modality. The contingency plan for online instruction is a back-up plan; not to be used as the first choice of modality. Ideally, lectures should be presented primarily face-to-face, and supplemented in a limited way with online lectures/instruction.

Special Courses
• A hybrid model will be offered for Spring 2021 semester, alternating between F2F and virtual labs/simulations.
• Natural science labs (biology, chemistry) will be scheduled M-F.
• Virtual labs, field placements, practicum and internships will be utilized with provision for faculty training.
• Teacher Education Practicum will follow Department of Education Guidelines.
• New Memorandum of Understanding (MOUs) to community partners will be submitted as necessary.

Faculty Training
• Training will continue to prepare faculty to teach online and blended/hybrid classes in spring 2021.
• Instructional designers will continue to assist faculty to customize online and blended/hybrid courses.
Student Experience and Engagement Protocol

The Taskforce on Student Experience and Engagement in collaboration with Academic Affairs, Performing Arts and Athletics has developed protocols focused on the following specific areas for reopening in spring 2021.

**Student Returning on Campus**
- New Students and Transfers for Spring 2021 will arrive on campus February 11th, 2021.
- Placement Testing for new students without test scores and/or placed in MAT095 will take place on campus by appointment.
- Upperclassmen/Returning Students will arrive to campus on following schedule
  - Returning Freshmen – February 11th, 2021
  - Sophomores - January 12th, 2021
  - Juniors/Seniors – January 13th, 2021

**Student Organizations/Student Leadership**
- Campus Labs (formally Org Sync) will be used to deliver a virtual platform for student organization registration, meetings and events.
- The Center for Civic Engagement will be utilized for meeting space for the executive board of student organizations.
- Virtual orientation programs for new students will continue throughout summer.

**Chapel Services**
- Chapel services are mandatory for all new freshmen students.
- Chapel will have a hybrid approach to holding chapel services.
- Seating will be arranged to practice social distancing and students will also engage with Chapel via Canvas LMS.

**Performing Groups**
- Concert Chorale will rehearse in the Chapel. Smaller sections of the Concert Chorale will rehearse in the Concert Room. Concert Chorale will perform virtually and in outside settings.
- The University symphonic and concert bands will rehearse in smaller sections on a rotating basis. Instruments will be cleaned as per industry standards.

*Note: Performances will be held virtually and in outside spaces. Adjustments will be made as needed to ensure the utmost safety for our students, while staying in compliance with the University and State pandemic guidelines.*

**Career Services**
- Handshake software will be maximized for delivering career development services to students/alumni. Handshake will be integrated into the academic curriculum through the freshman seminar and subsequent professional seminars.

**Campus Recreational Center**
- Wellness Center Gymnasium hours will be reduced with an hour closure/break for deep cleaning.
• All fitness equipment and machines located in the Wellness Center Gymnasium will be safely spaced with 6 feet (at least two arm’s length) between them.
• Individuals will be required to follow personal hygiene practices and wipe down equipment regularly before and after each use.
• Gym wipes and hand sanitizer stations will be placed throughout the fitness center.
• Staff will be continuously monitoring and cleaning machines and equipment.
Intercollegiate Athletics Sports Protocol

The Division of Intercollegiate Athletics, in collaboration with the B-CU Reopening Taskforce, the Student Health Services and Campus Facilities has identified the following specific areas to encourage student-athletes, student aides/managers and athletics employees for COVID-19 related compliance in accordance with the CDC guidelines.

Intercollegiate Athletics will primarily focus on the following areas:

- Minimizing risk through managing schedules and team practice/training sessions.
- Maintaining high levels of facility and equipment cleaning and sanitation procedures.
- Addressing training safety and risk factors for student-athletes following a period of inactivity.
- Reducing the risk of virus spread through proactive detection, actions and response.
- Enforcing accountability through continuous surveillance, monitoring, communication and training.

The Athletics division recognizes the critical COVID-19 symptoms which include: Shortness of breath or difficulty breathing; Cough or other respiratory symptoms; Headache; Chills; Muscle aches; Sore throat; New loss of taste or smell; Nausea, vomiting, or diarrhea; Pain; Redness, swelling, or rash on toes or fingers; New rash or other skin symptoms.

Specific areas include:

Healthy Athletics – Respiratory and Hygiene
- All students, employees and visitors will be required to wear face coverings at all times on and off campus.
- Sanitation stations will be placed in Athletics office spaces, meeting spaces and facility entry points for all athletes and staff as determined by Campus Facilities.

Social and Physical Distancing
- Social and physical distancing standards will be applied to each athletics sport and facility.
- Student athletes, student managers/aides and staff members will be expected to comply with the following personal requirements:
  - Athlete workouts and practices will be altered.
  - Seating will be rearranged or removed to reduce capacity in office/lounge/reception/conference rooms.
  - All rooms will be reconfigured to implement 6 feet (at least two arm’s length) distancing and meetings will be held in rooms which allow such distance between participants.
  - Floor decals and signage (Appendix II) to direct traffic and maintain social distancing requirements will be used.
  - Regular elevators’ access will be limited to 2 individuals at a time.
  - Large gatherings of more than 10 persons will be prohibited.
  - Virtual meetings and conferencing will be encouraged.
- Athletic personnel will be required to complete trainings provided by SHS and HR to include CDC guidelines on preventive measures and monitoring for COVID-19 related compliance.
Self-Health Evaluations
- Student-athletes, student aides/managers and athletics employees will complete daily symptom checks through a designated system prior to arriving on campus.
- Any student-athlete and athletics employee who reports a COVID-19 symptom will immediately contact the designated Sports Medicine Office representative prior to arriving on campus.
- Any individual not feeling well will be required to NOT report to campus AND must contact the designated Sports Medicine Office representative.

Temperature Screening Requirements
All Student-athletes, student managers/aides and athletics employees will:
- Be encouraged to take their temperature before departing their residence each day. Individuals with self-administered temperature below 100.4 degrees will report to the designated Athletics temperature screening station.
- Be required to undergo a daily temperature screening prior to entering any on-campus or off-campus athletics facility.
- Be required to wear a B-CU issued identification card (ID Card) in a visible location at all times inside or outside a campus building.
- Be COVID-19 symptom free for at least 14 days before returning to campus.

Testing for COVID-19

Staff
- The University will provide free COVID-19 testing for personnel on Tuesday, January 5, 2021, one day after staff and faculty return for the Spring semester. Faculty and staff can also choose to get their own COVID-19 test prior to returning to campus. The test should be taken no more than one week prior to the return date.
  
  Note: Faculty/Staff with a positive result will not be able to return to campus until they can provide evidence of a negative test after resolution of infection. Contact HR to make arrangements for the campus to administer a free COVID-19 test after 10-days of isolation since the first symptoms, symptoms have disappeared, and there has been at least 24 hours with no fever.

- Testing results will be provided to HR before the employee is scheduled to return to campus.

Students
- All students, new and returning, are encouraged to be tested for COVID-19 within 5 days of returning to campus. University testing will be provided.
- All students including athletes will be required to provide test results at the time of check-in.
- Student-athletes, student aides/managers and athletics employees will avoid high-risk exposure to COVID-19 for at least 7 days leading up to their return to campus.
- Student-athletes, coaches and staff will complete and submit a High-Risk Exposure Avoidance Attestation Form, through JumpForward, prior to their arrival on campus.
- High-risk COVID-19 exposure awareness will be communicated to all student-athletes, coaches and staff through the Athletics COVID-19 Education Program, which will include:
  - New contact with an individual confirmed to have COVID-19;
Wildcat Campus Reopening Roadmap for Spring 2021

• New contact with an individual suspected of having COVID-19; and
  • Prolonged contact with a crowd without physical distancing.

• A registration and documentation of clearance for *Pre-Participation Physical and Mental Health Screening* will be required from each student-athlete prior to their arrival on campus.

**Isolation/Quarantine for Student-Athletes**

• A residential Student-Athlete (living on campus) identified positive from a diagnostic test will be placed in contact with SHS to receive instruction, evaluation, and testing. The student will be moved to Scholarship House for a mandatory isolation period of ten (10) days (CDC Guidelines) and have their health status assessed and documented regularly.

• Off-Campus Student-Athletes (not living on campus) will be asked to stay home and self-isolate for ten (10) days and self-monitor for symptoms. SHS will provide a follow-up COVID-19 test to ensure the Student-Athlete is negative. *(Note: If the symptoms develop, both the on-campus and off-campus groups due to potential exposed contacts will be required to follow CDC guidelines.)*


• The Office of Academic Affairs will be notified of students in isolation/quarantine. The Office of Academic Affairs will notify faculty of the courses in which students are enrolled, and ensure the student has access to the course work.

• Employees identified positive or with pre-existing medical conditions will contact HR for guidance.
# Wildcat Campus Reopening Roadmap for Spring 2021

## Bethune-Cookman University

### Spring 2021 ACADEMIC CALENDAR

*(Subject to Change)*

<table>
<thead>
<tr>
<th>JANUARY</th>
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<tbody>
<tr>
<td>6</td>
<td>Placement Testing – New Students</td>
<td></td>
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<tr>
<td>11</td>
<td>All Full-Term Classes will begin ONLINE</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Last Day to Change Majors for Spring Semester</td>
<td></td>
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<tr>
<td>11-14</td>
<td>Late Registration / $100 Late Registration Fee Applies / Add-Drop</td>
<td></td>
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<tr>
<td>11-Feb 1</td>
<td>Mandatory Attendance Verification for Full Term</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Last Day for 100% Tuition Refund for Full Term (Room/Board Assessed)</td>
<td></td>
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<tr>
<td>14</td>
<td>Last Day to Drop without Receiving a Withdrawal (WD)</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Martin Luther King, Jr. Holiday – No Classes</td>
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<thead>
<tr>
<th>FEBRUARY</th>
<th></th>
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<tbody>
<tr>
<td>1</td>
<td>Spring Census Date</td>
<td></td>
</tr>
<tr>
<td>4-6</td>
<td>Web Open for 4 Week Grade Submission for Full Term Courses</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>4 Week Grades Due in System by 5:00 p.m.</td>
<td></td>
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<tr>
<td>8-11</td>
<td>Mandatory Attendance Verification for Full Term Courses</td>
<td></td>
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<tr>
<td>11</td>
<td>Face to Face classes begin</td>
<td></td>
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<tr>
<td>22</td>
<td>Student Deadline: Last Day for Students to Remove Incompletes (I’s) Earned Fall Semester</td>
<td></td>
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<tr>
<td>27-Mar 5</td>
<td>Midterm Examinations for Full Term Courses</td>
<td></td>
</tr>
<tr>
<td>28-Mar 6</td>
<td>Midterm Examinations for Full Term Courses</td>
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<thead>
<tr>
<th>MARCH</th>
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<tbody>
<tr>
<td>1-7</td>
<td>Web Open for Midterm Grade Submission for Full Term Courses</td>
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<tr>
<td>1</td>
<td>Faculty Deadline: Submit Removal of I’s to Registrar’s Office by 5:00 p.m.</td>
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<tr>
<td>14</td>
<td>Midterm Grades for Full Term Courses Due in Computer by 11:59 p.m.</td>
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<tr>
<td>8-14</td>
<td>Spring Break – CANCELLED</td>
<td></td>
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<tr>
<td>22</td>
<td>Last Day Spring Graduation Applications will be accepted</td>
<td></td>
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<tr>
<td></td>
<td><em>Applications Submitted After this Date Will Not Appear in the Commencement Program</em></td>
<td></td>
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<tr>
<td>22</td>
<td>Last Day to Drop Full Term Courses and receive WD</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Last Day to Withdraw from the University Full Term and Receive W</td>
<td></td>
</tr>
<tr>
<td>23-29</td>
<td>Mandatory Attendance Verification for Full Term Courses</td>
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<thead>
<tr>
<th>APRIL</th>
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<tbody>
<tr>
<td>2</td>
<td>Good Friday (No Classes)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>No Saturday Classes (Easter Weekend)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Registration for Summer and Fall Begins</td>
<td></td>
</tr>
<tr>
<td>9-14</td>
<td>Web Open for 12 Week Grade Submission for Full Term Courses</td>
<td></td>
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</tbody>
</table>
### Outstanding Grade Changes and Transfer Grades (Official Transcripts) for Graduates Due in Computer/Registrar’s Office by 3:00 p.m.

#### MAY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>3-5</td>
<td>Final Examinations for Full-Term</td>
</tr>
<tr>
<td>5</td>
<td>Service of Consecration</td>
</tr>
<tr>
<td>6</td>
<td>All Graduating Senior Grades Due in System by 12:00 noon</td>
</tr>
<tr>
<td>6</td>
<td>Nursing Pinning Ceremony</td>
</tr>
<tr>
<td>8</td>
<td>Spring Commencement Ceremony (Tentative)</td>
</tr>
<tr>
<td>10</td>
<td>All Non-Graduate Grades Due in System by 11:59 p.m.</td>
</tr>
</tbody>
</table>

**Source:** Academic Affairs/Office of the Registrar
Appendix II: Campus Signage

Traffic Directional Signage
Campus Signage
Social Distancing Signage
Campus Signage

Social Distancing Signage
Wildcat Campus Reopening Roadmap for Spring 2021

Campus Signage

![Image of campus signage examples](Do_Not_Enter_Gold_8.5x11_Flyer.png) ![Image of campus signage examples](Do_Not_Enter_Maroon_8.5x11_Flyer.png) ![Image of campus signage examples](Do_Not_Enter_Gold_11x17_poster.png) ![Image of campus signage examples](Do_Not_Enter_Maroon_11x17_poster.png)

![Image of campus signage examples](Do_Not_Use_Blue_8.5x11_Flyer.png) ![Image of campus signage examples](Do_Not_Use_Gold_8.5x11_Flyer.png) ![Image of campus signage examples](Do_Not_Enter_Gold_11x17_poster.png) ![Image of campus signage examples](Do_Not_Enter_Maroon_11x17_poster.png)

![Image of campus signage examples](Enter_Gold_8.5x11_Flyer.png) ![Image of campus signage examples](Enter_Maroon_8.5x11_Flyer.png) ![Image of campus signage examples](Exit_Gold_8.5x11_Flyer.png) ![Image of campus signage examples](Exit_Maroon_8.5x11_Flyer.png)
Campus Signage
**Campus Signage**

Health and Hygiene Signage
Campus Signage
Health and Hygiene Signage

Stop the Spread of Germs

Wash Your Hands