

THOMAS JEFFERSON UNIVERSITY

RELAUNCH GUIDE

July 7, 2020



Jefferson

Thomas Jefferson University

HOME OF SIDNEY KIMMEL MEDICAL COLLEGE

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Introduction

The 2020-21 Academic Year

In anticipation of the start of the 2020-21 academic year, Thomas Jefferson University has committed to delivering our students' education in person, along with hybrid and online components, and operating within a framework that maximizes safety and abides by local, state and federal regulations related to the COVID-19 pandemic. The University also acknowledges that its planning for the academic year must also remain flexible to respond to changes in the situation of the pandemic in our local and regional communities, which may impact our ability to deliver in-person education safely.

Purpose of this Plan

This *Health and Safety Plan* provides a top-level summary of the health and safety measures the University is taking to provide our campus communities with a safe learning, living and working environment. Students, staff and faculty are also being provided with additional detailed information about health and safety policies, guidance and resources in the *Thomas Jefferson University Relaunch Guide*, return-to-campus orientation programs, and other educational programs and resources. The full versions of the relaunch guide is available for students by logging on to <https://banner.jefferson.edu> and for faculty and staff on MyJeffHub.

Development of the Health and Safety Plan

The University commissioned a Relaunch Committee to develop a comprehensive relaunch plan with components related to students, faculty and staff, academic programs and operations, research operations, campus operations, and communication protocols. The work of the Committee has produced the *TJU Post COVID-19 Relaunch Guide*, which is a highly detailed source document for restarting and sustaining campus operations. This *Health and Safety Plan* is a summary of the aspects of that comprehensive document related to the health and safety of our campus communities. The Committee sought input from multiple stakeholders in developing its health and safety plan, including:

- Academic programs, colleges, and academic operational units
- Faculty and staff members via town halls and meetings
- Consultation with enterprise-level partners, including Facilities, Public Safety, the Jefferson Health System, Infection Control, Human Resources and an enterprise-wide Return-to-Workplace Task Force
- Collaboration with local and regional colleges and universities
- Guidance from the Centers for Disease Control, the Pennsylvania Department of Education, and the Philadelphia Department of Public Health

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STUDENTS

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Students

Housing

- Only freshmen and a small number of upperclassmen will reside on the East Falls campus.
- Only freshmen will live in traditional-style residence halls.
- Only one student will be in each traditional residence hall room.
- Nearby off-campus housing is being arranged for upperclassmen with shuttle service to campus.

Dining

- Dining services on the East Falls campus will primarily be grab-and-go for all meals and food items, with limited seating in dining areas.
- All food services and venues are being modified to promote contactless interactions and food procurement.

Student Screening

- Students must complete an online return-to-campus orientation and initial screening prior to return to campus; if they have signs or symptoms, or positive risk factors, they must contact the University's student health services before arriving on campus.
- All students are asked to stay at home for two weeks before coming to campus, to minimize the chance of being exposed to the virus and potentially transmitting the virus at the campus environment
- All students who are travelling to campus from states where there is a significant increase in COVID-19 cases must be tested for COVID-19 at Jefferson Occupational Health Network (Center City) or Student Health Services (East Falls) and test negative before being allowed to attend classes.
- Students will be given frequent individual messages during the academic year to self-screen for signs and symptom and evaluate daily their risk factors for COVID-19. If a student has signs or symptoms, or positive risk factors, they will be told not to come to campus and given guidance on contacting the University's student health services.

Student Testing

Students who are symptomatic can obtain a COVID-19 test at Jefferson Occupational Health Network in Center City (215-955-6835) or at Student Health Services in East Falls (215-951-2986).

Student Case Management

The University has developed a protocol for managing students who are symptomatic or who have a confirmed diagnosis of COVID-19, which includes:

- Sending residential students who are symptomatic or diagnosed home immediately if they can safely do so.
- Providing isolation space on campus for those students who cannot immediately or safely return home.
- Providing Jefferson telehealth services to symptomatic or diagnosed students.
- Providing support services to students in isolation.
- Providing criteria for students to safely return to campus.
- Providing isolation requirements for students who have been in contact with confirmed COVID-19 individuals.

Absenteeism Policy

- University policies on class attendance have been modified to encourage students to stay home if they are not feeling well, without negative impact on their course standing.
- Students are responsible for reaching out to faculty regarding their absence but are not obligated to provide information on their health status or to provide a note from a medical provider to validate their absence.
- Students and faculty will work together to ensure that students still meet the class requirements for assignments, reading, etc.

Advising and Tutoring

- Most academic advising and tutoring meetings and programs will be held online.
- Some freshmen-level advising and tutoring will still be done in-person with social distancing, mask use and other protections.

Student Affairs

- All Student Affairs services and programs will be available to students, though many will be conducted remotely.
- Some Student Affairs staff will be on campus, and the others will be accessible remotely for students.
- All offices and staff will observe social distancing and masking guidelines.

Academic and Testing Accommodations

- Academic accommodations policies and procedures will still be in place.
- Modifications in testing accommodations are being implemented involving larger rooms, remote proctoring, and expanded scheduling options.

Career Services

Individual appointments and group meetings and programs will continue but will be conducted mostly remotely.

Student Counseling

- All individual services will continue with a combination of in-person, phone and virtual interactions.
 - All in-person services will be conducted with social distancing and masking.
- All programs and events will be conducted virtually.

Student Health Services

- Student Health services will be available in a combination of in-person and telehealth visits.
- JeffConnect for telehealth access will be offered free to students for Fall 2020.

Student Life and Engagement

Most programming will be conducted virtually; some programs can be conducted in person with all social distancing and masking precautions.

Residential Life

- All residential students will be required to complete health and safety training specific to residential halls.
- Health and safety guidelines, and compliance for residential students, are incorporated into the campus community standards.
- There will be an increased cleaning in the residence halls.
- No guests will be allowed in any residence halls.
- Residential Life programming will be held in virtual format.

Campus Community Standards

- Supplemental requirements to the community standards have been added for all students to observe to promote health and safety, including:
- Mask use at all times
- Social Distancing
- Frequent hand washing
- Avoiding touching one's face
- Coughing/sneezing into one's elbow
- Staying home when feeling ill
- Reporting signs and symptoms, and possible COVID-19 exposures, to University Student Health

Travel

- Students must follow CDC guidelines and may be required to isolate for 14 days after travel to certain areas.
- Students are required to report post-travel symptoms of, or known or potential exposures to, COVID-19 during travel to University student health services.

Athletics

Intercollegiate athletics will have a delayed start to fall seasons with reduced schedules, with a possibility of delay until the spring 2021 semester. The status of intercollegiate athletics is still pending continued consultation with the Central Atlantic Collegiate Conference (CACC).

Masks

The University has approved a policy stating that all students, staff and faculty must wear masks at all times on campus, except when eating (but still observe social distancing while eating). The mask policy is now incorporated into the campus community standards. The University will provide cloth masks to students.

Campus Meetings

All scheduled meetings for student groups must be held virtually, unless approved by University administration.

Campus Events

All student events will be held virtually, postponed or cancelled until further notice.



ACADEMICS



Academics

Fall 2020 Semester

In-person classroom instruction for the Fall 2020 semester will end at the Thanksgiving break. All instruction will continue remotely after the Thanksgiving break, through the end of the semester

Courses

- Many typical freshmen courses will have fully online sections available.
- Courses with large enrollments will have a hybrid format to reduce large gatherings of students.
- Course room scheduling decisions are based on established occupancy limitations in classrooms (limits can change depending on pandemic conditions) to maintain social distancing; additional sections and expanded time slots are being implemented to reduce classroom occupancies.
- Classrooms will have plexiglass shielding to promote student and instructor safety.
- Students and instructors must wear masks in classrooms; there may be instances where an instructor may need to speak without a mask that covers her/his mouth and, in those instances, alternative arrangements will be made to maintain safety.
- Students and instructors must wipe down their personal contact areas after class; cleaning supplies will be available in each classroom.
- In some class situations where social distancing cannot be maintained, such as lab sessions where clinical skills are learned, there will be additional personal protective equipment requirements (PPE) for students and instructors.
- All academic programs are creating contingency plans to teach courses in a completely online format if necessary due to local or regional pandemic conditions.

Clinical Rotations

Clinical rotations will continue even if classroom-based courses transition to online delivery unless conditions warrant the suspension of rotations.

Internships

On-site internship requests will be evaluated on a case-by-case basis depending on the ability of the employer to provide a safe working environment for students.

Study Away, Honors and Creativity Programs

- All Study Away programs are suspended for the Fall 2020 semester to avoid travel; Spring 2021 programs will be decided upon early in the fall semester.
- The Honors and Creativity programs will be held in an online format to avoid in-person gatherings.



FACULTY & STAFF

Faculty & Staff

Workplace Health and Safety

- The University has published a comprehensive set of guidelines that cover COVID-19 transmission, how to prevent transmission, the importance of staying home if symptomatic, physical distancing at work, hand hygiene, mandatory mask usage, disinfection of shared equipment and office areas, and employee support resources.
- All faculty and staff who are intending to return to the campus workplace must complete a return-to-workplace orientation program and attestation that they do not have the signs and symptoms of, or possible exposure to, COVID-19 in order to return to the workplace.
- Departments may also implement staff scheduling modifications, including alternating workdays and staggered reporting and departing times, to maintain social distancing.
- Employees can anonymously report violations of safe workplace guidelines to Jefferson's Alert Line.

Remote Work Considerations

Employees who are able to successfully work remotely should continue to do so in order to reduce the density of employees in workspaces; the University has created a telecommuting policy for employees and supervisors to guide processes and decision-making for remote work.

Staff and Faculty Screening

Staff and faculty will receive individual reminders to self-screen for signs and symptoms, and evaluate their risk factors, on a daily basis. If a staff or faculty member has signs or symptoms, or positive risk factors, she/he will be told not to come to campus and given guidance on contacting the Jefferson Occupational Health Network.

Campus Meetings

Scheduled meetings must be held virtually, unless approved by University administration.

Masks

- The University has approved a policy stating that all students, staff, and faculty must, at all times, wear masks on campus, except when eating (but still observe social distancing while eating).
- The University will provide cloth masks to staff and faculty.

Travel

- Staff and faculty must follow the University policy, based on CDC guidelines, and may be required to isolate for 14 days after travel to certain areas.
- Staff and faculty are required to report post-travel symptoms or known or potential exposures to COVID-19 during travel, to the Jefferson Occupational Health Network.

Adjunct Faculty

Adjunct faculty will be required to complete the return-to-workplace orientation and attestation provided by the University.

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RESEARCH

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Research

Returning On-Campus Research Activities

The University has enacted guidelines for researchers and research staff for on-campus research activity, including:

- All principal investigators must submit a work safety plan.
- Remote work should be continued wherever possible.
- Symptomatic employees should contact the Jefferson Occupational Health Network (JOHN) and can be tested there.
- All employees must adhere to the University's mask policy.
- Lab staff are responsible for sanitizing their own labs.
- Strict social distancing must be observed in all work settings.
- Employees can anonymously report violations of safe workplace guidelines to Jefferson's Alert Line.

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OPERATIONS

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Operations

Facilities Guidelines

- Safety teams will monitor safety measures on campuses.
- Modifications to campus space setup and usage are being made to promote social distancing, cleanliness and other health and safety measures.
- Facilities will conduct regular deep cleaning in addition to regular cleaning, especially in high contact/high usage areas.
- Facilities will provide increased numbers of hand sanitizer stations and cleaning supplies and will ensure that building ventilation systems are operating at peak effectiveness.
- Routine building maintenance practices are being adjusted to maximize health and safety for all occupants and facilities staff.

Campus Stores

Implementing measures such as frequent disinfection/plexiglass shielding/masks and limited occupancy.

Visitors

- International visitors and visitors to residence halls are not allowed.
- All other visitors must adhere to all campus policies for health and safety, including the use of masks (provided by the visitors) at all times.

Confirmed COVID-19 Case Protocol

The University has established a protocol to manage campus operations, communicate with campus stakeholders, and ensure the safety of campus stakeholders in cases of confirmed COVID-19 individuals on campus.

Campus Oversight and Response Team

The University has established a working group that is charged with monitoring the health and safety of the University campuses relative to COVID-19 on an ongoing basis and coordinating all actions relative to exposures or outbreaks impacting the campus communities.



COMMUNICATIONS

Communications

The University will utilize a variety of communication strategies and tactics to keep students, parents, staff, faculty and other stakeholders aware of the health and safety measures in place at the University; also the university will provide updates to stakeholders on current conditions on campus, and any internal or external circumstances that impact campus operations.

Closing

The *Health and Safety Plan* will be continually monitored and updated as pandemic conditions evolve, as we receive new guidance from government agencies, and as the University makes changes to policies and procedures to better promote the health and safety of our campus communities.



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