



## 2020 Fall Semester COVID-19 Task Force: Recommendations

Submitted by Phil Pesheck, Chair

June 26, 2020

The Black Hills State University 2020 Fall Semester COVID-19 Task Force was formed to make recommendations to the University Administration on the structure, operating guidelines and COVID-19 recommended safety protocol for the safe resumption of campus activity. Task Force team members represented Academics, Registrar's Office, Facility Services, Dean of Students, Athletics, Admissions, Residence Life, Student Engagement, Public Safety and student representatives.

Resources accessed and utilized for this report include the U.S. Centers for Disease Control and Prevention, South Dakota Department of Health, Monument Health, South Dakota Board of Regents, Global Center for Health Security and the American College Health Association.

This plan is designed to facilitate the return of BHSU students safely to the campus environment for the Fall 2020 semester. It is recognized that the COVID-19 pandemic is a very fluid situation. Once implemented, the University's Fall Semester COVID-19 Task Force and Emergency Response Team will continue to monitor all aspects of this plan to ensure the safety of the campus community and will continue to monitor local and regional COVID-19 infection rates through-out the semester.

### Task Force Members:

- Dr. Amy Fuqua – Dean of College of Liberal Arts
- Dr. Daluss Siewert – Chair of School of Math and Social Sciences
- Dr. Nancy Roberts – Assoc. Professor of Fine Arts
- Dr. Cheryl Anagnopoulos – Professor of Psychology
- Dr. Daniel Asunskis – Chair of School of Natural Sciences
- Dr. Jane Klug – Dean of Students
- Dr. Erica Whitiker – Asst. Director Student Union Activities
- Daniel Jensen – Asst. Professor of Exercise Science
- April Meeker – Registrar
- Debbie Liddick – Asst. Director of Facility Services
- Joe Rainboth – Director of Admissions
- Brock Anundson- Asst. Director of Athletics
- John Ginther – Asst. Director of Residence Life
- Phil Pesheck – Director of Public Safety
- Hans Nelson – Director of the Center for Hospitality and Business
- Benjamin Finch – Student Representative
- Kaitlyn Kumpf – Student Representative

As an institution of higher learning, Black Hills State University has a responsibility for providing a safe and healthy learning and living environment for its students. Additionally, the University has a responsibility to consider how best to decrease the spread of COVID-19 and lower its impact in the community. The following recommendations are based upon recognized best practices and information about COVID-19 that is known today.

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Meticulous adherence to public health practices including hand hygiene, physical distancing, proper cough/sneeze etiquette, frequent sanitizing of common and high traffic areas, symptom assessment, temperature checks, and face covering in public areas shall be the new campus normal.

Utilizing the resources stated in the opening paragraphs, the Fall 2020 Semester Task Force makes the following recommendations:

### **FACILITIES SERVICES: CLEANING AND DISINFECTING GUIDANCE**

High quality cleaning with proper disinfecting products is key to maintaining a safe environment for faculty, staff, and students.

Custodial staff have been properly trained on new COVID-19 cleaning and disinfectant protocols. They are disinfecting classrooms, restrooms and common areas daily using 3M HB Quat Disinfectant Concentrate (#25) and 3M Disinfectant Cleaner RCT Concentrate (#40). These disinfectants meet the Environmental Protection Agency's criteria for use against COVID-19.

Certain areas in campus facilities are receiving increased attention twice a day, including high-touch points such as door handles, light switches, handrails, interior doors, door push plates and the flat surfaces in common spaces.

In-person classrooms will be reconfigured with 6-feet of separation between individuals. Chairs will be marked off or removed from use. A 10-foot safety barrier at the front of classrooms providing a higher degree of safety for faculty members has been taken into consideration when calculating the seating capacity of each room.

In classrooms, surface cleaning between classes is recommended using 3M Disinfectant Cleaner RCT Concentrate (#40). This disinfectant is used for hard/non-porous surfaces (desks, tables, chairs).

- Spray 6" away from the surface and leave wet for 3-minutes.
- No wipe is needed or wipe dry with a towel.
- Use laminated card and flip to red during class; once class ends and hard surfaces are sprayed with disinfectant cleaner, flip card to green indicating that the classroom has been cleaned and ready for use.

In computer classrooms, each student should wipe keyboards using the 3M Disinfectant Cleaner RCT Concentrate (#40) wipes prior to using the computer.

- The wipe buckets will be available in each area.
- Wring out the wipe if too wet, and then wipe keyboard.
- Discard the used wipe in a trashcan.

According to the Safety Data Sheet for 3M Disinfectant Cleaner RCT Concentrate (#40) and 3M HB Quat Disinfectant Concentrate (#25) normal use of the product does not require safety masks or gloves for the user.

Campus community members should attempt to limit contact with high-touch surfaces. For example, keep classroom doors open to allow movement without touching knobs when possible. Continue to remind students, faculty and staff on protective measures against COVID-19 by encouraging more

frequent handwashing and staying at home when sick. BHSU will adhere to the South Dakota Board of Regents (SD BOR) protocol concerning face coverings on campus. BHSU will begin the fall semester at Level 3 which requires face coverings in all public indoor spaces on campus. The current level and details can be found online at [www.BHSU.edu/MaskUp](http://www.BHSU.edu/MaskUp).

Custodial staff will refill cleaning products as required. Call Facilities Services at (605) 642-6244 if refills of cleaning products are needed immediately.

#### BHSU-RC CLEANING AND DISINFECTING PROCEDURES AND PROTOCOL

All cleaning/disinfecting procedures and protocol outlined above are practiced at the Rapid City campus. BHSU-RC custodial staff have received the same training and will use the same products as on the Spearfish campus.

#### RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT AND PROCEDURES

Components of personnel protective equipment utilized and/or recommended by the Task Force include:

- Face masks (BHSU will start the semester at a Level 3 protocol which requires face coverings in all public indoor spaces on campus; additional details are available in Appendix II and at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP).)
- Plastic face shields to be made available for faculty members and select Residence Life staff upon request
- Polycarbonate barrier shields – designated areas as needed
- Hand sanitizing products and methods
- Sanitizing/cleaning products
- Sanitizing and deep cleaning of work spaces and classrooms

#### HAND SANITIZING METHODS

- Hand washing: Per CDC hygiene guidelines, frequent hand washing is the most effective method of preventing the spread of pathogens. Wash hands with soap and warm water for a minimum of 20 seconds.
- Hand sanitizers: If hand washing is not feasible, use an alcohol-based hand sanitizer with an alcohol content of at least 60% ethanol or 70% isopropanol.
- Gloves: unless exposure to blood or other potentially infectious material or surfaces is anticipated, gloves should not replace frequent hand washing hygiene. If touching contaminated surfaces or infectious material cannot be avoided, CDC guidelines for wearing/removing gloves can be found at: <https://www.cdc.gov/handhygiene/providers/index.html>

## COMPUTER CLASSROOMS AND SANITIZING OF KEYBOARDS

- Prior to using a computer, each student should wipe the keyboard using 3M Disinfectant Cleaner RCT Concentrate (#40) wipes.
- A bucket of the above-mentioned disinfectant wipes will be available in each computer classroom
- If the wipe is too wet, it should be wrung out prior to wiping the keyboard
- Discard all used wipes in a trashcan to prevent reuse

## FACULTY CLEANING/DISINFECTING OF CLASSROOM COMMON SURFACES

It is recommended that commonly used/touched surfaces in classrooms (tables, chairs, communal equipment) be cleaned/disinfected between classes. Please attempt to limit contact with high-touch surfaces as much as possible. As an example, keep classroom doors open to allow movement without the need for touching knobs/handles when possible.

Faculty members will be responsible for the disinfecting of their respective classroom(s) at the end of each class period. Recommended procedure:

- Using 3M Disinfectant Cleaner RCT Concentrate (#40), the off-going faculty member will spray all common areas in the classroom (desks, chairs, communal equipment, etc.) in preparation for the next class.
  - Spray 6 inches away from surfaces and allow to dry for 3-minutes
  - No wiping or towel drying is needed
- Each classroom will have a laminated green and red placard located on the front desk which will indicate whether the classroom has been disinfected (green side showing) or not disinfected (red side showing). Each faculty member is requested to disinfect the classroom at the end of their teaching period in preparation for the next class session. The placard should be flipped green side up before leaving the classroom.
- If the placard is showing red (non-disinfected) when a faculty member arrives for an upcoming class, they will be responsible for sanitizing the room prior to the start of the class. **NOTE:** once a surface is sprayed, those surfaces should not be touched for a minimum of 3-minutes.

**NOTE:** Custodial staff will refill cleaning/disinfecting products as needed. Call Facilities Services at (605) 642-6244 if refills are needed immediately.

### **Executive Team Response:**

- All items above will be turned over to Debbie Liddick in Facilities and Services to oversee and implement.
- University will need to hire additional custodian(s) to manage cleaning classrooms

## CURRENT PHYSICAL DISTANCING STANDARDS

Current physical distancing recommendations by CDC guidelines are expected to be practiced by the members of the BHSU campus community:

- Maintain at least 6-foot separation from other faculty, staff, students, contractors, or visitors whenever possible
- Work stations, laboratories, classrooms, common gathering areas, study areas, dining tables should be reconfigured to allow for a minimum of 6-foot separation. Classroom capacity will be determined by allowing a minimum of 36 square feet/person plus a safety allowance of 10-feet from the front of the classroom to front row seating.
- Faculty and students will follow BOR policy regarding face masks. BHSU is at a Level 3 protocol requiring face coverings in all public indoor spaces on campus. This includes the areas listed in the previous bullet as well as instances where face to face contact is requires such as when meeting in offices. Additional details are available in Appendix II and at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP).
  - Use barrier shields in locations that require close-proximity contact between employees and students/public (point of sale locations, cashier’s windows, etc.)

**ACADEMICS: TEACHING GUIDELINES, CLASSROOM SAFETY PROCEDURES AND PROTOCOL**

**CLASSROOM CAPACITY AND INSTRUCTION PROTOCOL**

- Determine classroom capacity based on COVID-19 protocol for physical distancing
- Adding additional classrooms
  - And/or creating hybrid models for classes
  - Consider additional BHRC sections if there is a need for additional Rapid City students
- Develop a plan to manage large lecture classes - online or hybrid format
- Safety protocol in all classrooms will require face masks be worn. BHSU will begin the semester at a Level 3 protocol. Additional details are available in Appendix II and at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP).
- Plastic face shields available for faculty members teaching in non-typical classrooms
- Remove/relocate extra chairs/desks

**Executive Team Responses:**

- Add two large capacity classrooms: Meier Hall and Woodburn Theater. Determine the capacity for each based on current CDC physical distancing recommendations.
  - Identify a series of the largest enrollment classes that should be rescheduled into these lecture halls.
  - For the classes moved out of their originally assigned classrooms, begin to move other classes into these larger capacity classrooms.
  - Extra chairs/desks will either be stored at the back of the classroom or taped off to indicate out of service.
  - Classroom capacity and assignments to be managed by Anne Stevens, Jesse Shelbourn, Debbie Liddick, Priscilla Romkema and Amy Fuqua.



## TEACHING: FACULTY AND STUDENT RESPONSIBILITIES

Our goal is to meet the needs of students with as much face-to-face and hands-on learning as we provide during any other semester. Additionally, we must do this while keeping students safe, meeting the guidelines established by the CDC.

Thus, we think most classes will include instruction that involves student participation from a distance.

The Task Force recommends that we do not, as general policy, recode classes or create connected, online sections for face-to-face classes. We think doing so would cause confusion and unnecessary work for staff, faculty, and students.

A plan to be created by Provost, Deans and Chairs to address:

- Necessary classroom changes and modes of delivery to minimize loss of credit hours and maximize safety and efficiency.
- Creating duplicate sections only when necessary
- Plan to establish accommodations for students who cannot/should not attend face-to-face classes
  - Need for consistency and clear expectations set for each class
  - Info about mode and platform in D2L 30-days prior to class start date
- Any adjustments to classroom instruction need to address equitability for faculty
- Flexible teaching models (including hybrid) taking into consideration disciplines
- Communication plan to students about the possibility of hybrid classes
- Acquisition of technology equipment for flexible teaching models and related training for faculty
- Attendance policy to allow flexibility for potential absences due to illness
- Procedure/guidelines for allowing students to record classes
- Office hour policy. Consider Zoom office visits
- Add COVID-19 protocol/information to syllabus template
- Consider University-wide policy for seating chart (related to contact tracing efforts)
- Protocols needed for Writing Assistance Center, Math Assistance Center, TRiO Student Support Services and tutoring services via remote viewing
- Clear and frequent communication plan to students about possibility of hybrid models for some classes
  - Hybrid courses will be at the same tuition rate as face-to-face classes
  - Consider contingencies for increased requests for dropping classes/refunds

### **Executive Team Responses:**

- Use CDC guidelines to establish COVID capacity for every classroom and post the COVID capacity at the doorway of each classroom.
- Provost and academic leadership charged with developing best practices for instructional delivery (moving to hybrid format as appropriate), syllabus statement, attendance policy, office hours, etc.

- Finance Office to address tuition rate and course charges. No changes to delivery method will be made assuming format of course is changed.
- Faculty office hours or small group activities to be moved to Zoom when possible.

## ACADEMICS EQUIPMENT, PROFESSIONAL DEVELOPMENT AND COMMUNICATION

### **Equipment**

Faculty should have a standard technology package for those who are teaching face-to-face. We think many, if not most, instructors will need to include students in the class who are at a remote location. Thus, faculty members will use Zoom facilitated with a wireless microphone. We do not recommend ordering cameras as part of this package because of expense and lack of availability. Additionally, we recommend acquiring additional laptops to serve as backups since faculty will depend heavily on their laptops.

Laptops for faculty who do not have laptops, adjuncts who are scheduled to teach f2f, and several extras to have on reserve at the College/School levels.

- Total - \$55,784.09; 50 laptops

Microphones (lapel) for rooms in the Student Union - Jacket Legacy Room (JLR), Student Engagement and Club Buzz.

- Total - \$906.00; four microphones

Faculty headset systems (headset and transmitter) that the faculty will carry with them to the classroom. This package/set will allow for a seamless solution to our needs and will have zero delay in the audio reinforcement and will digitize audio for Zoom purposes.

- \$39,451.06; 75 headset systems
- *Taxes were included in the quote.*

*The amount requested of the Sennheiser XSW-D MINI JACK TX Bodypack Transmitter, XSW-D XLR Male RX Receiver, and the Senal Headset Microphone exceeds the amount that B&H Photo have in stock. There may be a wait to fulfill the entire order.*

### **Faculty Development**

As soon as possible we need to provide development in the following:

- Use of D2L (as always)
- Use of Zoom
- Use of document cameras and share-screen functions
- How to manage discussion, lecture and other activities with students on screen.

Additionally, and the tech staff agree, we recommend having all faculty come to campus the week before classes to practice setting up for class with the support of tech staff. This would be a dry run for the first day of class.

## Communication

Jane Klug is preparing a plan for campus communication, so the following is related only to classes.

We recommend providing faculty with a template text to modify and post on D2L explaining exactly how their courses will run and what to expect the first day. We want to make sure that if a classroom has a smaller capacity than the number of students on the roster, all students know whether or not to appear in the classroom. Also, students need to have a general idea of the plan so they can decide whether or not a course suits their learning needs.

### HIGH-RISK FACULTY, SAFETY PRECAUTIONS IN NON-TYPICAL CLASSROOMS AND EMERGENCY CONTINGENCY PLANS

- Accommodations for at-risk faculty and the process for requesting thru HR
- The wearing of face masks is required in all public indoor spaces on campus, including classrooms. Current face covering protocol level and details are available at [www.BHSU.edu/MaskUp](http://www.BHSU.edu/MaskUp)
- Policy/protocol for faculty to wear face masks during classroom presentations
- Contingency plan in the event campus is closed for emergency situations
- Plan on how faculty is to respond to a symptomatic student in class

#### **Executive Team Responses:**

- Requested equipment will be purchased
- Faculty development should commence immediately and be offered throughout the remainder of the summer, managed by the Provost office.
- Campus communication plan executed by Provost office including Jane Klug
- Faculty who require special accommodations should contact HR to complete the appropriate forms
- Masks will be required based on the Level 3 protocol in alignment with the SD BOR with language to employees and students that they are required to wear face masks in all public indoor spaces on campus
- Educational campaign to be developed to educate students on safety protocol including face masks
- One BHSU branded face mask will be provided to each student, faculty member and staff at the start of the semester. Additional face masks will be available for purchase at the BHSU Bookstore. Disposable face masks will be available thru Facility Services on a limited basis.
- The BOR policy on face masks will be implemented on requiring masks in all public indoor areas based on the Level 3 protocol at the start of the fall semester.
- Student Health Services, and Monument Health will respond to reports of any students who are symptomatic

### BROADER CONSIDERATIONS – FACULTY RECOMMENDATIONS

- Contingency plan for potential changes as semester progresses – Tier Plan

- Process to assure students have access to a laptop
- Faculty traveling/carpooling policy
- “Winter Semester” offering students the opportunity to take one class remotely during break
- COVID-19 safety protocol posters posted around campus
- Faculty contingency plans for each class in the event all classes must go online in mid-semester
- Parameters for faculty teaching experiential learning/internships
- Student travel policy

#### **Executive Team Responses:**

- The University’s Continuity of Operations Plan (COOP) contains plans in the event of a campus emergency/pandemic outbreak
- Communication plan to be developed by Communications and Marketing
- Laptop program for students will be available this fall from IT
- Faculty traveling to Rapid City will continue to have the option to carpool but not required; faculty are required to wear masks when carpooling.

## **ADMISSIONS AND RECRUITMENT: SAFETY PRECAUTIONS AND PROTOCOL**

### **PHYSICAL DISTANCING AND GROUP SIZE CONSIDERATIONS**

- Virtual campus visit options will continue for the foreseeable future.
- Starting July 6<sup>th</sup> on-campus, in-person prospective student visitors will be allowed with the following considerations:
  - Individual or family Admissions visits limited to one family per timeslot
  - 4 available visit timeslots per day to allow adequate time between groups for sanitizing office common surfaces.
    - 9:00 a.m. (2 visitors plus guests) and 1:00 p.m. (2 visitors plus guests)
  - Admissions visitors will be required to wear face masks while in indoor public places on campus.
  - Admissions staff and student tour guides will be required to wear face masks during contact with visitors when touring public spaces in accordance with the SDBOR Level 3 face coverings protocol. Additional details are available in Appendix II and at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP).
  - Admissions visits will not take place in individual staff offices. Visits will be relocated to larger conference rooms or to outside spaces on campus.
  - Campus tours may be limited to outdoor-only tours or larger open-air spaces only (i.e. Student Union or Young Center, etc.) Smaller spaces such as individual classrooms or narrow hallways shall be avoided whenever possible.
  - Residence Halls may not be available for traditional campus tours.

## LARGE GROUP CONSIDERATIONS: PREVIEW DAYS, OPEN HOUSE EVENTS, ETC.

- Virtual visit event options will continue
- Staff may need to consider:
  - Limiting the maximum number of attendees at any given event
  - Scheduling more frequent events and/or smaller group sizes
  - Holding events in outdoor/open air locations
  - Methods to adhere to physical distancing guidelines – subgroups, etc.
  - Limiting tour group sizes and/or staggering tour routes
  - Alternate methods of serving/catering food services for tour visitors
  - Admissions staff, student tour guides and visitors will be required to wear face masks at any events in accordance with the SDBOR Level 3 protocol (level and details at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP)).
  - Residence Halls may not be available for traditional campus tours
  - Jacket Legacy Room has been booked for 9/18/20 and 11/6/20 for Admissions visit events.
    - Event will adhere to the BHSU safety protocol of physical distancing standards
      - 100 attendees maximum (chair seating)
      - 48 attendees maximum (12 round tables at 4 persons/table)
    - Meeting with Joy Center staff scheduled for 6/24/20 to explore event prospects for that facility for Spring 2021 when JLR is offline
    - Will also explore Young Center and Athletics event space

### **Executive Team Responses:**

- All recommendations approved with the caveat that Admissions staff should monitor SD State University's recruitment/visitation plans to assure BHSU is within similar guidelines.

## RESIDENCE HALL AND CAMPUS LIVING: SAFETY PRECAUTIONS AND PROTOCOL

### RESIDENTIAL LIVING

- Planned 3-day move-in process with a drive-thru check-in to avoid large numbers of students/families converging at the same time/location
- Residence Life staff will promote physical distancing best practices in all areas
- The wearing of face masks will be required by staff, students and visitors in all common areas in accordance with the SDBOR Level 3 protocol (level and details at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP)).
- Common areas of residence halls (lounges, lobbies, study rooms, etc.) shall adhere to the protocols of physical distancing. Furniture reconfiguration and/or removal of some furniture should be considered
- Frequent reminders (signage/posters) to building occupants of proper hand hygiene
- Hand sanitizer widely available in common areas on every floor
- Restrictions on events and social activities to allow for physical distancing
- Floor Meetings and Evening Programs will be done remotely as much as possible

- Restrictions on building access by non-resident guests
- A maximum of 4 people in rooms at any one time
- Sanitizing kits to be located in common areas on each floor

ISOLATION AND QUARANTINE PROCEDURES

Specific areas (floor and rooms) of Bordeaux Hall and the Yellow Jacket Apartments have been designated as Isolation and Quarantine rooms (50 rooms)

**Self-Isolation Process:**

- Any student(s) identified by the South Dakota Department of Health as having had direct contact with a person who tested positive for COVID-19 shall be required to self-isolate for the CDC recommended 14-day period. If the student resides in campus housing and does not have a roommate, isolation may be done in their residence hall room. Otherwise, the student will be relocated to the Isolation/Quarantine area.

**Quarantine Process:**

- In the event a residential student tests positive for COVID-19 they will be transferred to one of the designated quarantine rooms as soon as possible. Quarantined students shall remain on campus for as long as necessary for them to make off campus arrangements. Students will have the option to remain on campus during the quarantine period if they prefer.

For both self-isolation and quarantined students, online classes will be made available. Dining Services in conjunction with Residence Life Staff will arrange for meal delivery. Counseling Center services should be available via online access if requested.

**Executive Team Responses:**

- Plan approved with the following comments:
  - University will need to accommodate all students who apply to live in the residence halls
  - University should attempt to use all residence hall rooms resulting in more single occupancies.
  - An incentive will be determined for those students who request a double occupancy
  - Isolation and quarantine process should be considered temporary

**YOUNG CENTER AND ATHLETICS: SAFETY PRECAUTIONS AND PROTOCOL**

FACILITY INFORMATION

- The Young Center hour of operation will be:
  - Mon-Fri, 5 a.m. – 9 p.m.

- Sat/Sun, 8 a.m. – 5 p.m.
- Facility is open and operating under stricter safety precautions and sanitizing regimen.
  - Sanitizing and cleaning guidance as recommended by CDC and Monument Health
  - Cleaning/sanitizing supplies available throughout facility and signage posted reminding patrons to clean all equipment before and after use.
- Work stations and offices to adhere to CDC guidelines for sanitizing common surfaces and physical distancing.
- The wearing of face masks by staff and guests is required in all common areas in accordance with the SDBOR Level 3 protocol (level and details at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP)).
- Gym, weight rooms, locker rooms (currently closed), training room and fieldhouse have protocols in place to adhere to frequent sanitizing criteria and physical distancing guidelines.
- Building access will be via the main entrance only to help control physical distancing
- Family hours, facility rentals, guest passes or family memberships are suspended until further notice.
- COVID-19 safety precautions/practices promoted via posters, website, physical media boards.
- Classrooms to adhere to the safety precautions and protocol as previously outlined in this document.

#### POOL INFORMATION AND SAFETY PROTOCOL

- Staff will be trained on new chemical system
- Pool deck to be disinfected daily between 8 a.m. – 10 a.m.
- Pool temps back to normal by July 13
- Maximum number in large pool: 6; small pool: 5
- Locker rooms closed
- Only entrance at front of pool area
- Card reader being considered for tracking purposes
- Aquatics only or combo memberships available
- Guards will spray disinfect stands, ladders, equipment
- Pool hours
  - Mon. – Fri. 5:15 a.m. – 7 a.m.; 11:15 a.m. – 12:45 p.m.; 6 a.m. – 8 p.m. (except Fri.)
  - Sat. 10 a.m. – 2 p.m.
- SENIOR SWIM (55+) added – MWF, 10 a.m. – 11 a.m.
  - Beginning August 3<sup>rd</sup>

#### INTRAMURAL SPORTS/CLUBS

- No Intramural Sport or Sport Club activity until a “back to normal or yellow alert” status is issued. When either of those statuses are achieved, Intramural Sports and Sport Clubs will reopen during school year and operate with limited activity. Scheduling will be altered to reflect best practices in each specific sport venue. Additional options will be developed by Club and Rec Sports Director for additional virtual/online activity (e.g. Zoom Yoga, online workouts, Esports, etc.). Communication will be increased to ensure students receive up-to-date information via IM Leagues and social media.

### YOUNG CENTER EVENTS

- All CDC recommended safety precautions and sanitizing protocol remain in effect
- Staff and attendees are required to wear face masks at events in accordance with the SDBOR Level 3 protocol. Additional details are available in Appendix II and at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP).
- Seating capacity should adhere to physical distancing guidelines
- Contactless payment transactions (ticket sales, retail sales, etc.) are recommended where possible
- Routine disinfecting of event spaces as recommended by CDC and Monument Health

### CONCESSIONS SALES

- Serving and seating protocol consistent with current restaurant dine-in guidelines. Require face masks to be worn by workers in accordance with the SDBOR Level 3 protocol (level and details at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP)).
- Barrier shields to be located at point of sale registers and disinfecting/cleaning of common surfaces and equipment as recommended by CDC and Monument Health
- Contactless payment transactions are recommended
- Grab-and-go food items are recommended.

### ATHLETIC EVENTS

- Awaiting guidance from RMAC and NCAA which may require additional PPE equipment and supplies needed dependent upon capacity allowed per event and recommended physical distancing between seats
- Safety precautions and protocol to be determined

### SPORTS AND STUDENT ATHLETES

- Limit number of student athletes in facility at one time
- Attempt to lower occupancy to 70-80% of normal capacity
- In-season sport athletes receive preferred scheduling
- Fall Sports will have delayed start and conference only competition schedules. BHSU Athletics will follow NCAA & RMAC guidelines and recommendations as it relates to [Resocialization of Collegiate Sport: Developing Standards for Practice and Competition](#)
- Limit community member users of facility to give priority to athletes
- Group programming limited
- Adherence to all recognized safety precautions and protocol as previously outlined in this document.
- Additional Locker room needs for physical distancing to include coded entry and partitions

### **Request the following PPE purchases:**

- 75 Face Mask Scarfs with Yellow Jacket logo for Athletic Department Coaches and Staff
- Coaching Staffs face shields – Approximately 40 total (note these are already ordered).



- Shield for FB Facemasks – 125 shields (see link: <https://www.schuttsports.com/splash-shield.html>)
- Upholstery for Training Tables – Tony is contacting vendor for quote
- 10 Thermometers (Scott Hanson) – have ordered 10 from Facility Services
- No contact Thermometer station (Scott Hanson) – have asked Facility Services to build/provide
- Work study for Training Room/Teams – due to COVID we are looking for additional help from students as assistants in the training room and managers for teams to monitor temperatures, record/update symptom checks, clean and disinfect equipment before, during, and after workouts/practices.
- Symptom recording Software – Tony is purchasing to track wellness checks, symptoms, temperatures, etc. related to COVID
- Locker Rooms changes needed to address social distancing and team bubble concept:
  - Keep closed for the year – only student-athletes, staff, coaches
  - Add 2 keypads to far two locker room doors (quote already received from Scott Hanson)
  - Softball/Soccer split into two locker rooms
  - Possible add outdoor/portable locker rooms (Jhett is looking into)
  - Divider Split for use of bathrooms in far two locker rooms for pool use
    - Scott Hanson is looking into
    - Only open during BHG or Open Swim Times (not to overlap with other activities)
    - This would allow use for bathrooms, showers, and changing

#### **Executive Team Responses:**

- PPE/equipment/staff request approved up to \$13,500 except testing. We will need more information and plan for testing. All other equipment/supplies will be ordered via purchasing. Proceed to work with purchasing and with work study help as well.
- Remainder of plan approved with the following additions/suggestions:
  - A plan for Fall intramural or rec sports should be developed to:
    - explore Zoom yoga and other alternative deliveries of exercise classes
  - Classroom suggestion: differentiate YC University-scheduled classes from classroom use for sports meetings or team meetings. University scheduled classes that are held at the Young Center will follow the same protocol as outlined in this report for all classrooms (PPE, cleaning/disinfecting, physical distancing of desks chairs, etc.) Athletic plan should put in place the protocol for other meetings held in classrooms.
  - Update plan to indicate that staff have returned to campus for normal work hours and all Faculty and staff will be provided with a BHSU branded face mask. Masks will also be available at the University Bookstore before the semester begins..
  - Explore with Monument Health the possibility of testing all student athletes as they return to campus for practice. If a favorable recommendation.
  - Explore with RMAC the notion of student athletes signing a waiver for legal purposes.
  - Develop a plan for fan attendance at sports events including physical distancing guidelines for seating at football stadium and in the YC gym.

- Update the plan that summer group camps will most likely be cancelled but individualized performance training may occur.

### **STUDENT UNION: SAFETY PRECAUTIONS AND PROTOCOL**

- Maintain promotion of health and wellness practices via
  - Hand washing per CDC hygiene guidelines
  - Remind students to practice physical distancing
  - Distribute and post flyers/posters with COVID-19 safety precautions/practices
- Conference room capacity will be determined based on CDC recommendations.
  - Conference room furniture will be reconfigured to allow for physical distancing guidelines
- Disinfecting/cleaning conference rooms after each use.
- Employee work stations will be disinfected/cleaned at beginning and end of each business day.
- Employees and students are required to wear face masks in all public indoor spaces in accordance with the SDBOR level 3 protocol (level and details at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP)).
- Hand sanitizer dispensers will be located at each entrance and front desk.

#### **Executive Team Responses:**

- Plan approved with the following additions:
  - Student Union hours change to close at 7:00 p.m. (unless there is a scheduled event/activity. If so, the Union will close at the end of the event (approx. 9:00 p.m.)
  - President's Conference Room will be reconfigured: remove large conference table and increase number of round tables to allow for approx. 30 people. Room capacity is a recommendation only and will be modified if needed.
  - Add sections for dining/foodservice, bookstore, Student Success Center as they become available.

### **STUDENT HEALTH AND COUNSELING SERVICES: SAFETY PRECAUTIONS AND PROTOCOL**

- Increased health and safety education campus wide
- Information to be relayed to students prior to returning to campus related to recommended items to bring to campus (pandemic related):
  - Face masks
  - Hand sanitizer
  - Thermometer
  - Insurance card
- Regular messaging to students about CDC guidelines and hygiene practices
- Student Health and Counseling Center doors to remain locked – contact phone numbers will be posted to gain entrance to office suites or make appointments

- Nurse Practitioner to maintain a “go-bag” with PPE and other supplies to allow for quick response to campus locations
- Hand sanitizer dispensers located throughout office suites
- Symptoms monitoring of staff
- Promote Telehealth options for students
- TeleHealth appointments to be held in the mornings and in-person appointments in the afternoon. This process will be flexible and adapted as needed
- Student Health Services will not accept walk-in appointments - must call ahead
- Staff and student employees will be required to wear face masks in all public indoor spaces in accordance with the SDBOR Level 3 protocol (additional details are available in Appendix II and at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP))
- Face masks must be worn by students entering the office
- Student employees will be asked to self-monitor for symptoms. Concerns to be reported immediately to Nurse Practitioner and supervisor
- Any staff member or student employee not feeling well is asked to not come to work
- Student Health services to acquire 3 thermal thermometers
- Medical resources information made available to students.
- Current CDC recommendations on COVID-19 testing can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/ihe-testing.html>

#### **Executive Team Responses:**

- All recommendations approved.
- Jane Klug to continue to work on Counseling Center staffing plan for fall semester
- Student Health to provide a protocol for referrals if a student presents COVID-19 symptoms. Plan to be shared with faculty and staff.
- Communication protocol for any active COVID-19 case has been developed by Communications and Marketing and is posted on website.

## **UNIVERSITY BOOKSTORE: SAFETY PRECAUTIONS AND PROTOCOL**

### **BOOKSTORE FOOT TRAFFIC – MONITORING AND REGULATING**

- Store customer capacity to be monitored. 35-40 customers or less at any given time
- Staff member at main door to monitor the number of customers in store
- Customer flow: main door will be entrance only and east door exit only
- Convenience Store entrance to be designated for online book order pick-up
- Placement of polycarbonate barrier shields at point of sale locations
- Signage reminding customers of physical distancing, and that face masks are required to be worn in the bookstore. This is in accordance with the SDBOR Level 3 protocol (additional details are available in Appendix II and at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP))
- Physical distancing markers on floor
- All department orders to be processed before start of semester

## TEXTBOOK ORDERING/PURCHASING PRODEDURE

- Online orders only – (successful process already in use at BHRC)
- Textbook section of store to be cordoned off
- Textbook order process:
  - Morning staff generates orders and pulls books from inventory.
  - Afternoon/evening staff processes orders
  - Books should be available 2 days after order is submitted
  - Books delivered to residence halls via University Mail Service
  - In-store pick up at Convenience Store entrance only (entrance blocked by service table where books would be picked up)
  - Book process outlined above would reduce the number of customers at the point of sale counter

## BHSU-RC BOOKSTORE

- Maximum store customer capacity estimated to be 12
- Proposed store hours: M-Th 9am-7pm
- Under consideration:
  - close store for 7-10 days to distribute book orders via coffee shop window and roll-down window
  - Dispense book orders from a pre-designated alternate room

### **Executive Team Responses:**

- Approved as presented with the following changes:
- Include the option for students to purchase textbooks at the bookstore as well as on-line ordering.
- Delivery of online books should be within 24 hours.
- BHSU-RC bookstore should not close for 7-10 days. A few days closing to sell textbooks is ok but more like 3-5 days max.

## STUDENT ENGAGEMENT AND CAMPUS ACTIVITIES: SAFETY PRECAUTIONS AND PROTOCOL

### PROGRAMS AND EVENTS

- Student organization gatherings/meetings shall follow current standards for physical distancing.
- Clubs will be provided the adjusted capacities of all programming spaces on campus in order to meet current guidelines.
- Outdoor events sponsored by Clubs will have a maximum attendance of 250 people at any given time provided physical distancing standards are practiced.

### MEETINGS

- There will be no cap on attendance at Club meetings.
- Clubs will be required to host meetings in spaces that allow for physical distancing standards.

- All Clubs will be asked to provide remote viewing for students who cannot attend in person.

**PROHIBITED EVENTS**

- Events will not be approved by the SELC if physical distancing cannot be observed. (i.e.. Dances, Midnight Balloon Drop, use of state vehicles for group transport, etc.)

**SANITATION AND SAFETY**

- Clubs will be required to sanitize/wipe down tables and chairs after events and meetings using University provided sanitation supplies.
- The wearing of face masks by participants in all events and meetings is required in accordance with the SDBOR Level 3 protocol. Additional details are available in Appendix II and at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP).

**Requested Funding:** \$5,700.00 to purchase one BH branded face mask (estimated 2,500 masks) for all registered students who are taking in-person classes at either campus. Masks are to be purchased thru the BHSU Bookstore.

**Executive Team Responses:**

- Request to purchase 2,500 face masks for students approved. Masks to be purchased from the Bookstore.
- Jane Klug indicated an upcoming meeting with students and Finance Dept. concerning the General Activity Fund to help make programming decisions for Fall semester.

**ALADDIN DINING SERVICES: SAFETY PRECAUTIONS AND PROTOCOL**

- Salad Bar – reduced options and served by staff member or provide prepared salads ready to grab
- Mongolian Pao will change to a burrito/taco station to provide a quick service made-to-order option
- Grill will remain mostly unchanged except condiments will be put on by staff or provide condiment packets
- Bravo will have the pizza served by staff
- Market Place remains unchanged
- Bakery will be eliminated. Desserts will be paired to the entrees in stations or served from the salad bar by staff (leaning heavily to salad bar for desserts) or have pre-wrapped desserts ready to grab
- Consider replacing self-serve ice cream station with novelties
- Milk machines and fountain dispensers will be sanitized and disinfected more often (already removed touch points for cups from the fountain dispenser)
- Protective barrier shields installed on all stations to protect guests and staff

- Limit dining room seating to 125 people at a time (Pre-Covid-19 capacity was 375). Will space tables 6-feet apart and limit to groups of ten total. Consider extending serving hours to accommodate everyone if needed.
- Offer more grab-and-go items for meal exchanges from the Buzz Shack
- Mobile ordering for pickup. Working on developing a plan and how to reduce costs of a system (may not be feasible at this time)
- Staff will complete a quick Covid-19 questionnaire when reporting to work and have temperature checked and recorded
- Move to all cashless contactless payment methods at all locations
- Provide PPE to staff when requested or required by us when adequate face shields are not available
- Protective barrier shields installed at all cashier points
- Ecolab Covid-19 cleaning program in place to ensure proper sanitation
- Hand sanitizer stations installed near all self-service items such as fountain machines and cereal dispensers
- Silverware and dishware will be handed to guest by staff and touch point removed or will be provided at each serving station
- 6-foot distancing markers placed on floor to encourage and promote 6-foot recommendation
- Sanitization circles for tables to indicate they have been sanitized. Clean tables multiple times each serving period.
- Online meal plan contract created to minimize traffic in dining suites
- Identify all high touch points and either eliminate them or ensure they are sanitized several times throughout the day

**Executive Team Responses:**

- Food options and Service protocol approved
- Hold on mobile ordering software purchase until we have feedback as to reimbursement possibilities from state COVID funds.

**PUBLIC SAFETY AND PARKING DESK: SAFETY PRECAUTIONS AND PROTOCOL**

**PUBLIC SAFETY ROLES AND RESPONSIBILITIES**

Public Safety functions, roles and responsibilities will remain the same with the following additions:

- Training of University employees in COVID-19 related topics
  - General overview of COVID-19
  - Campus policies and procedures related to COVID-19
  - New workplace/office etiquette
- Maintain sanitizing of all work-stations and patrol vehicle
- Practice health and safety measures

- Frequent hand washing/use of hand sanitizer
- Frequent cleaning/disinfecting of office common surfaces
- Practice physical distancing – personnel as well as work stations
- Wearing of face masks by staff is required in all public indoor spaces in accordance with the SDBOR Level 3 protocol (additional details are available in Appendix II and at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP))
- The wearing of face masks and gloves will be mandatory for all medical responses
- Public Safety to acquire 3 thermal thermometers
- Promote increased emphasis on health and safety measures throughout campus
  - Physical distancing- verbally remind members of the campus community of social distancing guidelines
  - Safety Escort rides – passengers will be required to wear face masks

#### PARKING DESK/CUSTOMER SERVICE

- Protective barrier shield in place at service counter
- Provide hand sanitizer for customers
- Service counter wiped down/disinfected between customers
- Staff will be required to wear face masks when interacting with individuals including students, staff, and the general public (a face mask is not required when working independently)
- Physical distancing guidelines followed
- Signage: parking permit purchases and ticket payments available online
- Parking permits and parking ticket payments can be done via the BHSU website e-market

#### ASSISTANCE TO SOUTH DAKOTA DEPARTMENT OF HEALTH

- Assist DOH if requested to assist with contact tracing process

#### CONTINGENCY PROCEDURES IN THE EVENT OF COVID-19 SUBSTANTIAL COMMUNITY SPREAD:

Because COVID-19 is highly transmissible and can be spread by people who do not know they have the disease, risk of transmission within a community-based setting can be difficult to determine. Demographic and other community characteristics, as well public health and healthcare system capacity, will also drive decision making on mitigation.

- **Mitigation Efforts and Travel Patterns:**
  - Community mitigation efforts aim to reduce the rate at which someone infected comes in contact with someone not infected or reduce the probability of infection if there is contact. The more a person interacts with different people, and the longer and closer the interaction, the higher the risk of COVID-19 spread.
  - Travel patterns within and between jurisdictions will impact efforts to reduce community transmission. Coordination across state and local jurisdictions is critical – especially between jurisdictions with different levels of community transmission.

For additional information concerning community spread, mitigation strategies and CDC recommended procedures, please use the following link: <https://www.cdc.gov/coronavirus/2019-ncov/community/community-mitigation.html>

### **Executive Team Responses:**

- Approved purchases for Parking desk/customer service (PPE plexiglass, hand sanitizer, cleaning, signage, etc.)
- All other items approved as well.

## **RECOMMENDATIONS FROM A STUDENT’S PERSPECTIVE:**

### **STUDENT SAFETY**

- Faculty, staff, and students are expected to follow proper cleaning guidelines and recommendations.
  - Appropriate social distancing in the classroom, hallways, bathrooms, public spaces
  - Actively wash hands, wearing a mask is required in indoor public spaces in accordance with the SDBOR Level 3 protocol (additional details are available in Appendix II and at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP)) and highly encouraged when in the presence of others
  - Simply put “follow CDC guidelines”

### **STUDENT LEARNING EXPERIENCE**

- The education of students should be a priority.
  - Communication and consideration of students should always be considered when creating classroom procedure and expectations
- Leniency and understanding is expected among all parties involved
  - Faculty towards students, as well as students towards faculty

### **RESOURCES**

- Faculty and staff can request the help of students to help with the cleaning/disinfecting of the classroom (pending time allowed)
- Faculty and staff can request students to assist with hybrid models of class
  - Monitoring chatrooms for questions
  - Notetaking for other students
  - Any other methods in which students can assist

### **WINTER SEMESTER**

- Offer online classes during semester break
- Consider a partial tuition refund for students whose class(es) were forced to be online



## **STUDENT COMMUNICATION PLAN**

### **FALL SEMESTER 2020**

Task Force members recommend establishing a process to communicate every Tuesday with students via the following venues. We are proposing which areas and/or individual(s) should be responsible:

- e-Campus Updates with Video Introduction of the weekly message– Dean of Students and University Communications
- Student Email – Provost or Administrative Team
- Facebook, Twitter and Instagram – University Communications and Student Engagement Push
- Mobile App – Student Engagement
- Adirondack Text Message to On Campus Students – Residence Life
- COVID-19 Website – University Communications
- Text messages to all students - BH Foundation
- Support emails/texts/messages from faculty and advisors
- Everbridge communication message for one-time announcement at the start of this campaign – John Ginther and Garrett Stevens
- One campus video supporting and encouraging wearing masks and safety expectations and covering where masks are required– University Communications

The following is the proposed schedule. We suggest that each area should be responsible for creating their own message and plan. The messages should be completed the week before and vetted through President Nichols and Marketing.

#### **July 7: Academics**

What classes and learning will look like this fall semester. Traditional classrooms with modifications, including hybrid options. What to expect. Still creating optimal learning environment that the students need and expect. Share about on-line learning and BHRC. Talk about student teaching, labs, internships and other learning challenges that are still opportunities to address.

#### **July 14: Housing and Move In**

Next, students need to understand when they move in, where they will be living and how they will be moving into the residence halls. Share the updated list from Residence Life (they already have it created, but there may need to be some tweaking) of what to bring. Include the med kit supplies. Explain rule, talk about visitor policy, doors locked, encourage students to stay on campus rather than going home. Basic safety expectations. (Limit trips to Wal Mart.)

#### **July 21: Safety and Protocols**

Perhaps Dining included here. Talk about building hours...wearing masks...carrying hand sanitizer in backpacks...social distancing practices. Facility Services and cleaning to keep us safe. University expectations. Student campaign promoting social distancing and signing a pledge to follow guidelines to keep our community safe....perhaps, Living and Learning WITH PURPOSE – Definition of Purpose: “(noun) the reason for which something is done or created or for which something exists; (verb) one's intention or objective” We could promote the reason for safety is to help the students attain their goals and their purpose for being here. Whether it is the “college experience,” learning, getting a college degree or getting a job...

### **July 28: Student Engagement and Campus Life**

We need to help students understand how they can still have a life at BH and be a part of their community. So, we need to talk about clubs and orgs, programs, Green and Gold Days, Athletics and Intramurals. Perhaps John can share about RA programs in this section.

### **August 4: Student Services and Resources**

We need to share about Student Health and Counseling, I.T., Help Desk, WAC, MAC, Center for Student Success, Bookstore, Advising, Student Support Services, Career Development, etc. This is the week we need to share the med kit idea again. Talk about bringing your insurance card because as much as we want to help students who are sick, our services will be limited. Parents and students need to understand this.

### **August 11: Updates and Introducing the Pledge of Living with Purpose**

As a campus community we need to act and behave according to our purpose, which is to get an education, find a career and do good things. If all act with purpose, we can keep each other safe. We pledge to do our best to be Yellow Jackets with Purpose to keep each other working toward our goals.

## **FACULTY AND STAFF COMMUNICATION PLAN**

*Please note, this plan is subject to change pending new information, state and local mandates and community testing results.*

**Provide regular messaging/communication with faculty and staff every Tuesday (Campus E-Update) and Friday on topics that are of importance to faculty and staff with regard to fall 2020.**

- As the ***Task Force Recommendations for Fall 2020*** have been finalized, we are now at the implementation stage. You will be receiving the necessary fall 2020 action items in a variety of ways including the *Academic Affairs - Faculty and Staff Friday Update* that will be emailed to the faculty and staff every Friday starting Friday, July 17, through Friday, August 28, 2020. The *Update* will include links to COVID-19 information of value to you and your students; videos that reflect our shared commitment to the health and well-being of our BHSU community (Spearfish campus and BHSU-RC); messages from administrators and academic leaders; and critical information in regard to protocols, classroom capacity, classroom technology, summer professional development training for faculty, safety precautions, and communication.
  - In addition to a message from the Provost, updates will include:
    - Quotes from Academic Deans—Amy Fuqua, Greg Farley, Betsy Silva
    - Quotes from Assistant Provost and Dean of Students—Pam Carriveau and Jane Klug
    - Quote from President Nichols
    - Spotlights on action items that are a result of the Task Force Recommendations
    - Existing or newly-created videos on select topics (*includes Monument Health videos; permission has been granted to do so*)
    - A new feature will be created entitled “Ask a Dean” that will encourage faculty and staff to submit questions on the Fall 2020 Plan and a response will be generated by the appropriate dean and included in the next week’s message.
- Select information from the *Academic Affairs - Faculty and Staff Friday Update* will be included in the following week’s Campus E-Update (Tuesday). (Kristen Kilmer)

- Provide new content for the BHSU COVID-19 Website and push COVID links to faculty and staff– University Communications (Gus Karinen and Kristen Kilmer); also *in Student Communication Plan*
- One campus video/commercial supporting and encouraging wearing masks, where masks are required and safety expectations – University Communications (Adam Roosa and Kristen Kilmer); *also in Student Communication Plan*
- Incorporate and infuse student communication plan with faculty communication plan – Academic Affairs (Priscilla Romkema and Jane Klug); *also in Student Communication Plan*

**July 12, 2020:**

- Introductory Message – Priscilla Romkema
- Academic Calendar for Fall 2020
- Key highlights from the Task Force Recommendations for Fall 2020
- Links to COVID-19 information on the BHSU website and Monument Health and the SD Dept of Health

**July 17:** *Academic Affairs - Faculty and Staff Friday Update*

- Message – Priscilla Romkema
- Meet the Deans and Chairs – introduction to BHSU academic leaders
- Quote – Pam Carriveau
- Key highlights from the Task Force Recommendations for Fall 2020
- Listing of summer online/Zoom training opportunities for faculty – Amy Fuqua and Betsy Silva
- “Ask a Dean” option
- Links to COVID-19 information on the BHSU website and other sites

**July 24:** *Academic Affairs - Faculty and Staff Friday Update*

- Message – Priscilla Romkema
- Quote – Amy Fuqua
- Classroom and classroom technology – Priscilla Romkema
- Syllabi text information – Pam Carriveau and Greg Farley - standardized wording on COVID-19, masks, attendance, format
- “Ask a Dean” option and responses to previous week’s questions
- Links to COVID-19 information on the BHSU website and other sites

**July 31:** *Academic Affairs - Faculty and Staff Friday Update*

- Message – Priscilla Romkema
- Quote – Betsy Silva
- Syllabi text information – Pam Carriveau and Greg Farley (reminder message)
- “Ask a Dean” option and responses to previous week’s questions
- Links to COVID-19 information on the BHSU website and other sites

**August 7:** *Academic Affairs - Faculty and Staff Friday Update*

- Message – Priscilla Romkema
- Quotes – Greg Farley
- “Ask a Dean” option and responses to previous week’s questions
- Links to COVID-19 information on the BHSU website and other sites

**August 14:** *Academic Affairs - Faculty and Staff Friday Update*

- Message – Priscilla Romkema
- Quote – President Nichols
- “Ask a Dean” option and responses to previous week’s questions
- Links to COVID-19 information on the BHSU website and other sites

**August 21:** *Academic Affairs - Faculty and Staff Friday Update*

- Message – Priscilla Romkema
- “Ask a Dean” option and responses to previous week’s questions
- Links to COVID-19 information on the BHSU website and other sites
- Reminders for Fall 2020

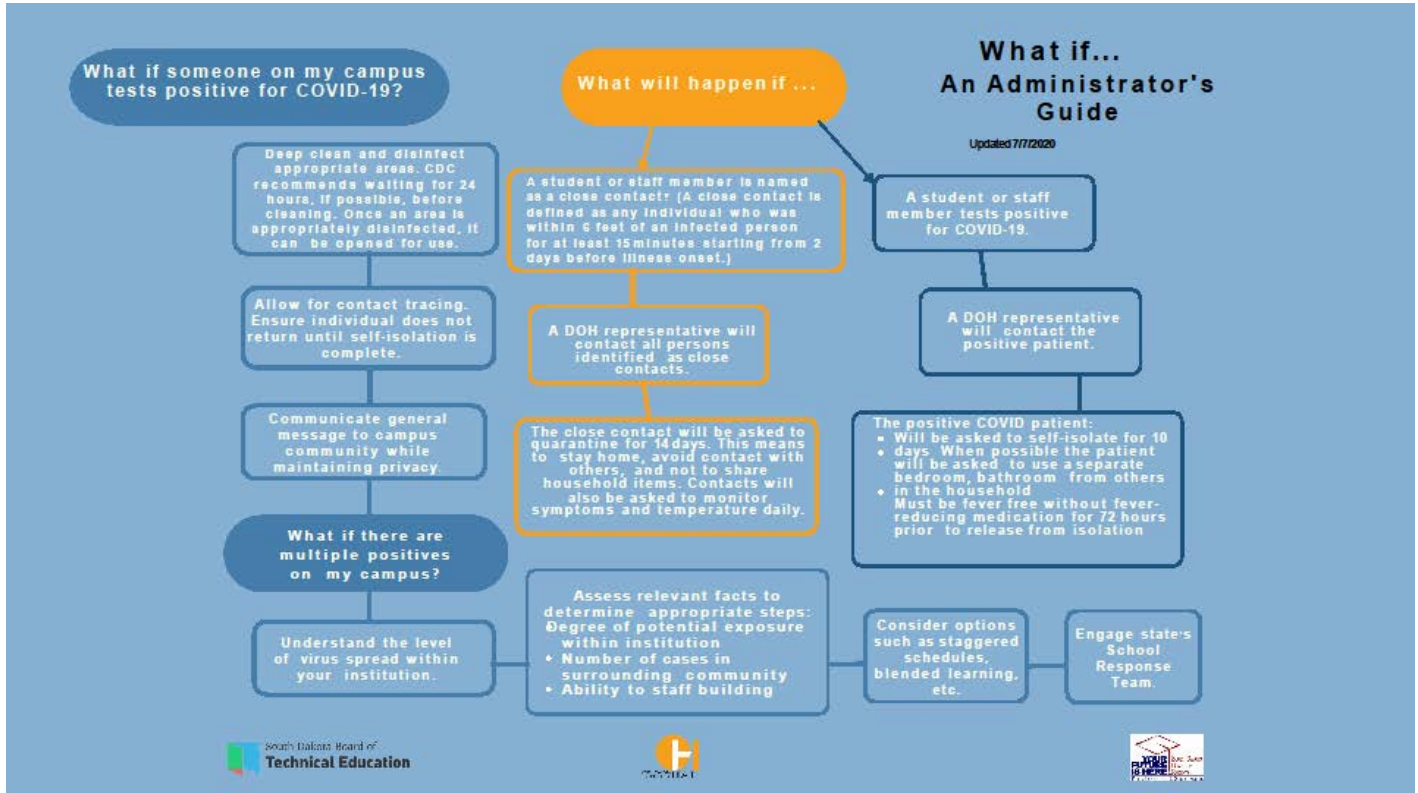
**August 28:** *Academic Affairs - Faculty and Staff Friday Update*

- Final Message – Priscilla Romkema
- Final responses to questions asked previous week - “Ask a Dean”
- Links to COVID-19 information on the BHSU website and other sites
- Reminders for Fall 2020

**Executive Team Responses:**

- Approved!

## APPENDIX I: COVID ADMINISTRATOR'S GUIDE



## **APPENDIX II: COVID-19 FACE COVERING PROTOCOL**

The face covering protocol contained herein is intended to serve as the framework under which the Board of Regents (“BOR”) may adjust operations in a timely and tempered fashion to accommodate the changing COVID-19 landscape on its campuses and their respective communities. Significant community spread, and/or other extenuating circumstances may result in campuses/locations operating at differing levels. The variables informing the face covering level in effect on a campus/location will be continuously monitored and the face covering level adjusted, as necessary and appropriate, to align with the current campus/community COVID-19 environment.

The requirement to wear face coverings in any given setting is just one of many measures taken by the campuses to promote and maintain healthy environments and operations on campus. In settings in which achieving the Centers for Disease Control and Prevention (“CDC”) recommended social distancing is difficult, campuses are utilizing modified layout, physical barriers, guides, etc. to maximize distancing and limit contact, to the extent reasonably practical. During the implementation of any face covering requirement level contained herein, institutions will assess, post and enforce revised occupancy limits for classrooms, conference rooms and other public areas on campus to account for the reduced capacity necessary to accommodate adequate social distancing (“COVID Capacity”). While the implementation of the levels contained herein may only require face coverings in certain settings on campus, the BOR encourages individuals to take personal responsibility to care for themselves and those around them, and in doing so, highly encourages the wearing of face coverings in all public areas on campus.

The protocol contained herein applies to all students, staff, faculty and visitors on campus. Institutions shall provide training, which may include the provision of training aids or other informational materials, to students, faculty and staff on the appropriate wearing of face coverings, in addition to providing face coverings for students, faculty and staff required to wear face coverings pursuant to this protocol. In settings in which face coverings are required, individuals shall properly wear a cloth or other face covering recognized by the CDC as being effective in reducing the spread of COVID-19. Failure to adhere to the face covering protocol in effect may result in adverse action under applicable BOR and/or institutional policy. Nothing contained herein should be construed to limit or otherwise infringe upon an individual’s right to request an accommodation in accordance with the Americans with Disabilities Act (“ADA”) or other applicable law.

**Level 1:** Face coverings required in all classroom/lab settings in which the course delivery/experience necessitates close proximity and/or physical contact, leaving CDC recommended social distancing inherently impractical. Courses impacted at this level are those which require individuals to be in close proximity for hands-on teaching and learning, equipment use, practical experiences, etc., and would include, but aren’t limited to:

- Instructional laboratories (e.g. science laboratories, engineering laboratories)
- Clinical training courses and environments (e.g. simulation centers)
- Gross anatomy courses and environments
- Art studios
- Design studios
- Digital arts studios (e.g. digital sound and animation)
- Performing Arts courses and environments (e.g. individual lessons)
- Animal science and care courses

The Provosts, or other designated vice president(s) on campus, are responsible for reviewing and approving classroom/lab settings in which the course delivery/experience warrants requiring face

coverings pursuant to the Level 1 parameters. Students enrolled in any course/lab subject to the Level 1 face covering requirement shall be notified in advance of the start of class, or as soon as practical after implementation of the Level 1 protocol, informing the students of the face covering requirement, in addition to any alternative delivery methods available and the process for requesting an accommodation in accordance with the ADA or other applicable law.

**Level 2:** Face coverings required in all public areas of buildings on campus in which courses/labs are held (e.g., classrooms, hallways and common areas). In addition to the classroom/lab buildings, Level 2 also requires the wearing of face coverings in other indoor campus settings in which 30 or more individuals congregate/interact and maintaining CDC recommended social distancing is difficult (e.g., grab and go in the dining facility, large indoor meetings/events, hallways which are congested during certain time periods, etc.). If in effect, each institution shall identify and post on its webpage the common areas on campus subject to, and the requirements of, the Level 2 protocol, to include the process for requesting an accommodation in accordance with the ADA or other applicable law.

**Level 3:** Face coverings required in all public indoor spaces on campus. If in effect, each institution shall post on its webpage the areas on campus subject to, and the requirements of, the Level 3 protocol, to include the process for requesting an accommodation in accordance with the ADA or other applicable law.

**Level 4:** Face coverings required all public indoor and outdoor areas on campus. If in effect, each institution shall post on its webpage the areas of campus subject to, and the requirements of, the Level 4 protocol, to include the process for requesting an accommodation in accordance with the ADA or other applicable law.

#### ENFORCEMENT PROTOCOL

Maintaining a healthy and safe educational environment for students, faculty, staff and visitors on our campuses is paramount. The measures contained herein are in furtherance of that objective, leaving compliance with the same of the utmost importance. The initial response by an Institution or any of its employees to an individual found in non-compliance with the COVID19 Face Covering Protocol in effect on campus is to inform the individual of their deficiency, and if they fail to immediately correct the deficiency, the individual will be asked to leave the area. Students, faculty, staff and visitors who fail to comply with the COVID-19 Face Covering Protocol may be subject to discipline or other adverse action in accordance with applicable BOR and/or Institutional policy.

Students observed to be out of compliance with the applicable COVID-19 Face Covering Protocol shall be addressed as follows.

1. Informal Correction:
  - a. Institutional Official informs student of options to address the non-compliance such as, but not limited to, providing resources to obtain a cloth face covering, vacating the area, scheduling a virtual meeting, or information regarding available virtual educational options.
  - b. Should the student request a reasonable accommodation regarding the use of a face covering, they will be immediately directed to the Disability Services office at their respective Institution to complete the request for an accommodation, and if approved, such approval will be communicated to the student and student's faculty members through the normal accommodation process.
  - c. Should student promptly comply with the warning of the alleged non-compliance, the Institution shall determine the alleged violation no longer credible.

2. Formal Correction:
  - a. If a student fails to promptly comply, the Institutional Official will direct the student to leave the area immediately.
  - b. If the student does not leave the area immediately, the Institutional Official will utilize the appropriate protocol defined by each Institution to receive assistance in addressing the non-compliance.
  - c. The Institutional Official will report the alleged violation through the appropriate protocol defined by each Institution regarding the Student Conduct Process as defined in SDBOR Policy 3.4 and other appropriate policies. The report shall include the nature of the disruption, non-compliance and/or action(s) required to remove the student from the area.
3. The student conduct office will review the incident report, determine whether the allegations are credible, and if so, begin the appropriate conduct process for that student. The following student conduct violations may be charged based upon the facts:
  - a. 2.2: Disruption, Obstruction, or Interference with Institutional Activities to include 2.2.1, 2.2.2, and/or 2.2.3;
  - b. 2.4: Threat of Harm or Actual Harm to a Person's Physical or Mental Health or Safety to include 2.4.1;
  - c. 2.8: Violation of Policy or Laws to include 2.8.1.
  - d. Other policy violations as determined by the student conduct officer.
  - e. Informal resolutions may occur and any discipline, including but not limited to education, will align with severity as outlined in the code after due process.
4. In extreme cases, interim measures detailed in section 3.2 of the SDBOR Policy 3:4 may be put in place to restrict the student from University property or specific spaces until the student conduct process concludes and an outcome is rendered and appeals are afforded in accordance with SDBOR Policy 3:4. If interim measures are invoked, faculty members may be required to provide virtual options for the student to continue to participate in the course until an outcome is rendered and appeals are afforded.
5. The student will be afforded due process in accordance with SDBOR Policy 3:4.

Faculty and staff observed out of compliance with the applicable COVID-19 Face Covering Protocol shall be addressed as follows:

1. Informal Correction:
  - a. Institutional Official informs employee of their non-compliance with the protocol in effect.
  - b. An employee should request a reasonable accommodation in accordance with their applicable campus Human Resources process as soon as reasonably practical to minimize any disruption to their assigned job duties, however, in the event any employee needs to request a reasonable accommodation regarding the use of a cloth face covering when informed of their non-compliance, the employee will be immediately directed to the Human Resources Office at their respective Institution to complete the request for an accommodation.
  - c. If an employee fails to comply, the Institutional Official shall utilize the appropriate protocol defined by each Institution to report the employee noncompliance.
2. Formal Correction:
  - a. If an employee fails to promptly comply, and their non-compliance interferes with the performance of their assigned job duties and/or they refuse to immediately leave the



area, the situation will be reported via the protocol defined by each Institution to report employee non-compliance issues.

- b. Situations of employee non-compliance reported per (a) above may subject the employee to discipline or other adverse action in accordance with applicable BOR and/or Institutional policy.
- c. Employees subject to discipline or other adverse action will be afforded due process in accordance with applicable BOR and/or Institutional policy.

Visitors observed to be out of compliance with the applicable COVID-19 Face Covering Protocol shall be addressed as follows.

- 1. Informal Correction:
  - a. Institutional Official informs the visitor of their noncompliance with the protocol in effect.
  - b. Should the visitor promptly comply by wearing a face covering and/or leaving the area in which a face covering is required, no further action will be taken.
- 2. Formal Correction:
  - a. If a visitor fails to promptly comply, the Institutional Official shall utilize the appropriate protocol defined by each Institution to report the matter and receive assistance in removing the visitor from campus.
  - b. In extreme cases, additional measures may be taken pursuant to applicable BOR and/or Institutional policy to further restrict the visitor from returning to campus if the circumstances regarding their non-compliance and subsequent removal from campus so warrant.