



## FALL 2020 AT BRANDEIS

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### **FINAL REPORT**

6/30/20

This report reflects Brandeis University's planning for Fall 2020 up to June 30, 2020. Due to the nature of the COVID-19 pandemic, we will continue to adjust the specifics of these plans based on emerging public health guidance. Please view the [Plans for Fall 2020 website](#) for updated information.

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## EXECUTIVE SUMMARY

This report, **Plans for Fall 2020** at Brandeis, outlines our institution's plans for the fall semester. These plans were developed through the work of the [COVID-19 Task Force](#), which included over 120 faculty, staff, and students—as well as through consultation with local, state, and national public health and medical experts. In accordance with the Massachusetts Department of Public Health and the Governor's [Reopening Massachusetts plan](#), Brandeis began the first scaling-up stage with the reopening of the science research laboratories on May 27 and will be further extending activities in the creative arts and the library through the end of June and early July. At each stage of our gradual expansion of campus operations and activities, we have evaluated our protocols and met or exceeded local and state standards and guidelines.

Based on the recommendations of the Task Force, the effectiveness of initial scaling-up actions, and after studying multiple scenarios and best practices across higher education peers, **Brandeis will resume an on-campus residential experience for undergraduate students in the fall, which includes courses that incorporate face-to-face, blended, and online classes. At the graduate school level, the majority—but, depending on the graduate school, not all—of courses offered will occur online in the fall semester.** Each undergraduate and graduate student will also have a rich, engaging set of out-of-class, co-curricular experiences, as well as online cross-school cohort opportunities. All Brandeis students living on campus or nearby will have opportunities to participate in other on-campus activities, including access to fitness facilities, public performances, and art exhibitions that meet public health guidelines. We also expect to offer activities that take advantage of our expansive outdoor spaces, both on campus and at nearby recreational areas along the Charles River.

We very much look forward to welcoming students back to campus. While the university will have to make modifications to the standard layout of residence halls and set aside some housing for any isolation and quarantine needs, **all incoming first-year undergraduates will be housed in single rooms for the fall semester, and all returning students who already have housing contracts will be guaranteed housing.**

Brandeis University remains deeply committed to ensuring that students from every background, regardless of financial need, can find a home here. A socioeconomically diverse student community requires significant financial support and we recognize that, in the face of the profound impact of the pandemic and subsequent economic crises, many families' financial needs have changed. Therefore, for the 2020-2021 academic year, **there will be no increase in undergraduate or graduate tuition rates**; there will be no lab or studio art fees; and there will be no increase in room and board fees (residence halls and dining). We will continue to meet the financial needs of our students and have set aside additional financial aid funding. We urge those students and families whose financial situations have recently changed to immediately contact Student Financial Services so that their financial aid packages can be reviewed and revised appropriately.

As previously [announced](#), Brandeis University will begin undergraduate and graduate classes on Wednesday, August 26 and there will be an extended Thanksgiving break from Monday, November 23 – Friday, November 27. After the Thanksgiving break, all activities, including the last week of instruction, study days, and the final exam period, will be

online. Students living on campus who are able to go home will be asked to leave their residence hall during the Thanksgiving break and not return to campus until the start of the spring term.

Repopulating our campus comes with a host of anticipated risks and considerations in the face of an enduring public health crisis. We are implementing the following precautions and changes in university policies and procedures to create an on-campus environment that is as safe as possible based upon public health best practices—and which accommodates individual community-member needs. These steps fit into two categories: measures to prevent the spread of COVID-19, and those that will enable us to rapidly identify and contain cases of on-campus infection.

Brandeis is taking several steps to enable students, faculty, and staff to engage in the physical distancing and behavioral changes necessary to prevent the spread of infection. These include:

- *Course Instruction.* **Brandeis will provide undergraduate students with a mixture of in-person, online, and hybrid that mixes both online and in-person coursework in the fall semester.** This flexible learning experience will accommodate a variety of student and faculty situations—whether they are constrained by public health considerations, travel restrictions, or personal health circumstances. The Brandeis Course Catalog will be updated by mid-July to note the mode of instruction next to each course description. Additionally, each of Brandeis’ graduate schools has developed plans for instruction, described in the report below, that are tailored to their specific needs. More details will be available in separate communications from each of the graduate school programs.
- *High-frequency, Universal Testing.* In addition to testing any student who has symptoms that might be associated with the SARS-CoV-2 virus (otherwise known as COVID-19), Brandeis will provide **high-frequency, mandatory COVID-19 testing to all on-campus community members.** All students living in Brandeis residence halls will be tested upon their arrival to campus, and students living off-campus will be tested at a designated time before the start of the fall term. There will also be mandatory testing multiple times per month for all students, faculty, and staff who either live on campus or who come to campus several times per week, regardless of symptoms. This will enable us to quickly identify and contain any instances of infection on our campus.
- *Public Health Protocols.* The university will institute a suite of public health measures, including **symptom monitoring, mandatory face masks/coverings indoors and outdoors**, public **hand-sanitizing** stations, and mandatory **physical distancing**. We will also ask all individuals who return to campus to sign a community commitment to follow such protocols.
- *Cleaning Enhancements and Building Modifications.* The university is also taking actions, such as **enhanced cleaning protocols**, changes to foot-traffic flow through buildings and on-campus pathways, and much more, to ensure that all campus spaces and buildings support the health and safety of our students, faculty, and staff.

Once the fall semester begins, Brandeis will also implement a comprehensive set of policies and procedures that will enable us to rapidly identify and mitigate any positive cases of COVID-19 on our campus. These include:

- *Regular Symptom Screening.* Brandeis has a **symptom-monitoring tool** that we will require each community member coming to campus—including students, faculty, and staff—to complete daily. This mandatory procedure will enable the university to quickly identify symptomatic individuals and take the necessary measures to confirm positive cases of COVID-19.

- *Quarantine & Isolation Procedures.* Brandeis **community members who test positive for COVID-19 must [self-isolate](#)** in accordance with state and local guidelines, and as directed by the Brandeis Health Center or their physician. We have identified spaces and protocols to properly isolate and care for any residential students who have been exposed to the virus. These measures will allow us to continue on-campus instruction while living within an environment where COVID-19 cannot be eliminated.
- *Contact Tracing.* To help determine the risk of potential exposure to others, university or public health officials will conduct [contact tracing](#) for any Brandeis community member who has tested positive.

Although we are three-plus months into the COVID-19 pandemic, we are still faced with several unknowns about the virus and its effects on our campus policies, practices, and operations. Despite these unknowns, we are confident that the measures outlined above—which are explained in greater detail in the full report below—will enable Brandeis to support the health and safety of our students, faculty, and staff to the greatest extent possible as we embark upon an unprecedented fall semester.

\* \* \* \* \*

Even before the COVID-19 pandemic, the Brandeis community was distinguished by its deep connectivity, its innate kindness, and its commitment to justice and the common good. In the face of this unprecedented crisis, all students, faculty, and staff will have to draw upon this deep ethical core of the Brandeis community and do their part in helping to limit the potential spread of the virus. We cannot do this without the cooperation, dedication, and support of one another.

## PREVENTION MEASURES

Now, more than three months into the COVID-19 pandemic, we have all seen how this virus still affects our day-to-day lives in profound ways. It is clear the challenges of the current moment will extend well into the coming year, even as the rate of new infections decreases in the Greater Boston Area.

Brandeis University is committed to offering a safe, on-campus residential experience to the greatest extent possible in the fall. The university is also committed to maintaining its unique learning environment, which pairs together cutting-edge research, scholarship, and creative work with a deep commitment to undergraduate liberal arts education.

Brandeis has taken several preventative measures, outlined below, that will enable us to support the health and wellbeing of all community members in the fall semester—and to realize our institutional commitments in the face of the COVID-19 pandemic.

### Modified Academic Calendar

Brandeis will begin undergraduate and graduate classes on Wednesday, August 26, 2020—one week earlier than originally planned. The last day of in-person instruction will be Friday, November 20. There will be an extended Thanksgiving break from Monday, November 23 to Friday, November 27 and classes will finish by December 3. All post-Thanksgiving academic activities, including the last week of instruction, study days, and the final examination period, will be online. Students living on campus will be asked to refrain from travel over weekends, on holidays, or otherwise from the time they arrive at the start of the fall term until the time they depart at the end of the semester. After November 20, those who can go home will be asked to leave their residence hall during the Thanksgiving break and not return to campus until the start of the spring term. We recognize that there may be students who have extenuating circumstances that may require them to remain on campus after the Thanksgiving break; we will do our best to accommodate these needs.

This redesigned academic calendar will reduce the need for additional travel throughout the semester, and eliminate the usual post-Thanksgiving return-to-campus, which would increase the risk of an on-campus outbreak. This new calendar for the fall semester is available on the University Registrar [website](#).

### Flexible Academic Instruction

Across all of the university's schools—including the School of Arts and Sciences, the Graduate School of Arts and Sciences, the Heller School for Social Policy and Management, and the International Business School—Brandeis will maintain high-quality teaching and mentorship throughout the fall semester and beyond. In the face of the rapidly-evolving pandemic, this requires the university to implement a highly-flexible and adaptable approach to academic instruction, which each school will tailor to its specific needs as the semester unfolds.

#### **UNDERGRADUATE INSTRUCTION**

The School of Arts and Sciences will provide a dynamic mixture of in-person, online, and hybrid (a mix of online and in-person) coursework in the fall semester. This flexible learning experience will enable students to engage in the

same type of rigorous learning and research that drives Brandeis' unique academic value proposition. At the same time, this flexibility will accommodate a variety of student and faculty situations—whether they are constrained by public health considerations, travel restrictions, or personal health circumstances. Regardless of their circumstances, all students will have access to personalized, high-quality instruction from our internationally renowned faculty throughout the fall semester.

To support this approach to student learning, all classes will meet twice per week for 90 minutes, either on Monday and Wednesday or Tuesday and Thursday, with 30 minutes in-between for on-campus classroom cleaning. Fridays will be reserved for rare 3-hour class blocks, advanced labs and project labs, recitations, ad-hoc synchronous activities, speakers, faculty meetings, and special events. The fall course schedule, including updated information about course modalities, will be finalized by July 15.

In addition, the School of Arts and Sciences has developed a suite of courses tailored for first-year students who will be delayed in arriving to campus for fall 2020. These courses will allow incoming students to fulfill some of their Brandeis Core requirements online and then seamlessly continue their studies once they arrive on campus in the spring. These courses have been specially prepared for international students and will be taught by some of our best and most caring professors, including several teaching award winners.

#### **GRADUATE STUDENT INSTRUCTION**

Brandeis is home to four graduate schools: The Graduate School of Arts and Sciences, the Heller School for Social Policy and Management, the International Business School, and the Rabb School for Continuing Studies Graduate Professional Studies master's degree programs. Each school serves different student populations, undertakes different types of programs, and faces distinct challenges in the current environment. Except for the Rabb School's Graduate Professional Studies master's programs, which are all fully online degree programs, the graduate schools will follow the modified university [academic calendar](#) and develop their own course schedule (including traditional modules, full-semester courses, and intensive modules) to provide the best academic content to students. The challenges of COVID-19 present the graduate schools with new opportunities for innovation and expanded engagement with students. Each school is developing a rich, engaging set of out-of-class, co-curricular experiences, as well as online cross-school cohort opportunities. Beyond these broad guidelines, school-specific plans are outlined below. More details will be provided directly to students in each school by their program director.

*Graduate School of Arts and Sciences (GSAS).* In the fall semester, GSAS teaching, learning, and out-of-class experiences will include a combination of online and in-person modalities, with the majority being online. The balance between these modalities will vary by program. Laboratory sciences and studio art courses will be held on campus to the greatest extent practicable.

*Heller School for Social Policy and Management.* All fall courses in Heller will occur online through remote modes of both synchronous and asynchronous teaching and learning. A suite of in-person and remote activities will enrich the educational experiences of students, and Heller will provide robust support services to work closely with students as they navigate these new forms of teaching, research, and day-to-day life.

*International Business School.* All fall instruction at the International Business School will occur online through remote teaching and learning. In support of this plan, which affects both graduate and undergraduate teaching, the International Business School will develop a support system designed to help students navigate online learning, while providing robust out-of-the-classroom experiences, both online and physically on campus for those students who reside locally.

## Deferral and Leave of Absence

The timelines for requesting a Deferral of Admission or Leave of Absence have been adjusted to account for considerations regarding the University's COVID-19 response.

Incoming first-year undergraduate students may request a deferral of one or two semesters through the Office of Admissions until July 8. A non-refundable deposit will be required to maintain a space. Students are welcome to [meet with an advisor](#) to discuss options. Leaves for continuing degree-seeking undergraduates are arranged through the Office of Academic Services and are typically one or two semesters. If you are interested in discussing a Leave of Absence with your advisor, please [schedule an appointment](#) by August 1.

Students in Brandeis' graduate schools should contact their individual programs for information on deferral and leave of absence policies.

## Required Public Health Measures

To support our fall 2020 plans for teaching, research, and campus operations, Brandeis will enact a public health program that includes high-frequency universal testing for all faculty, students, and staff, and the adoption of comprehensive safety measures that affect all aspects of campus procedures. This program adheres to local orders and ordinances of the City of Waltham and Middlesex County, as well as the Commonwealth of Massachusetts Phased Reopening Model and the [Reopening Massachusetts Report](#). It was developed in close consultation with local and national public health experts and is informed by the Massachusetts Department of Public Health, the [federal Opening Up Guidelines](#), and other public health and medical guidance.

Individual behavioral changes will be the most important determining factor in the success of Brandeis' fall 2020 plans. The more that we can practice social solidarity and wear a mask or face covering at all times on campus (both indoors and outside), practice physical distancing, and follow CDC [recommendations for handwashing](#) and [coughing/sneezing hygiene](#) (see Appendix B for more information), the more significantly we will reduce the probability of transmission of COVID-19 in our community.

## Physical Distancing Protocols

In anticipation of the Fall semester, Brandeis is taking several steps to ensure that academic and residential spaces are safe and that expectations and guidance about physical distancing and appropriate behavior are clear. These measures include the modification of campus spaces to enable and support public health needs, as well as policy changes to limit the number of individuals on campus on a day-to-day basis.

### **RESIDENCE HALLS**

Our plan for housing in the fall 2020 semester is student-focused, and strikes a balance between the need to ensure that students can maintain appropriate social distancing on the one hand, and the need to provide students with an enriching and gratifying on-campus experience on the other. All incoming first-year students will be housed in single rooms in the fall semester, and all returning students who already have housing contracts will be guaranteed housing. Some returning students with housing contracts may be offered alternative room assignments so that all students can live in single rooms. Students with a housing contract will have the option to be released from their housing contracts with no penalty if they prefer alternative arrangements. First-year students whose address of record is in the greater Boston area will be permitted to live at home during the fall semester and commute to campus if they so choose.

The [Department of Community Living](#) will contact all students with pre-existing contracts immediately after the release of this report with more information about their specific housing assignment.

### **REDUCING THE DENSITY OF THE ON-CAMPUS POPULATION**

Throughout the fall semester, the university encourages remote work for employees who can do so productively and effectively, and whose work is not required to be performed on campus. Decisions about which employees will return to campus, and when, will be managed by their supervisors with guidance from the [COVID-19 Task Force](#), and will be communicated to faculty and staff through their deans, department chairs, and supervisors. The university will make exceptions for those employees who may be considered [high risk](#) by the CDC, and therefore more vulnerable to complications of COVID-19; who have medical conditions that, based on the advice of a medical provider, could impact the ability to return to on-campus work; or who have other extenuating circumstances.

### **LIMITING GATHERINGS**

Brandeis will comply with Massachusetts requirements for group size at each phase of the state's reopening plan. On-campus events that, in the past, included large groups of individuals in person are being reimaged and, in some cases, will be held virtually.

### **MODIFYING CLASSROOMS**

The University will modify classrooms to support the health and safety of students, faculty, and staff. Specific measures include the removal of some classroom desks and chairs; the addition of floor markings to accommodate 6' of distancing between people; and the installation of sanitizing wipes stations and public health signage to inform faculty and students on University cleaning and safety protocols. Measures to optimize air circulation in classrooms include deficiency repairs; upgrading filter MERV (minimum efficiency rating) levels and increasing the frequency of filter changes; and increasing the level of outside air entering classrooms. For the fall semester, Brandeis will utilize only those classrooms that have a sufficient size to ensure physical distancing, and that also meet the necessary safety requirements as indicated by CDC, OSHA, and state guidelines.

### **INSTALLING PUBLIC HEALTH SIGNAGE**

In anticipation of the start of the fall semester, Brandeis will install public health signage and messaging in all campus buildings, including academic buildings and residence halls, to continually reinforce community expectations. Signs

will also indicate room and elevator capacities with social distancing, one-way directions for stairways and hallways where possible, and floor and sidewalk markings to indicate 6' distances.

## Additional Health and Safety Measures

Beyond the measures described above, which will reduce the density of the Brandeis campus and support physical distancing requirements, Brandeis will also implement several measures relating to on-campus facilities and procedures to support public health and safety needs.

### **IMPLEMENTING ENHANCED CLEANING PROTOCOLS**

Brandeis will meet or exceed CDC guidelines for cleaning in classrooms, the Library, study spaces, public spaces, residence halls, and campus-run shuttles, with a special focus on high-touch surfaces. It will also make available cleaning supplies, including hand sanitizer and disinfecting wipe dispensers, in classroom spaces, dining areas, study spaces, campus shuttles, and other high-traffic areas to allow for self-cleaning. As noted above, class schedules will provide 30 minutes in-between classes to allow students and faculty to self-clean their own areas with sanitizing wipes. Custodial staff will also deep clean and disinfect classrooms twice per weekday (an increase over the pre-COVID-19 norm of once daily).

### **DINING**

Both Usdan and Sherman dining halls will primarily rely on take-out food service, supplemented by certain retail locations. Seating will be at significantly reduced capacity levels. Multiple health and safety measures will be in place, including table and floor markings to provide for 6' distancing, limited seating capacity, and hand-sanitizing stations. Dining Services and Sodexo are expanding hours of operations and additional ways to accommodate de-densification in the dining halls by possibly utilizing nearby common spaces. Pre-ordering meals through a mobile application for retail venues is expected to be in place for the fall, which will facilitate pre-payment and the timely pick-up of orders while reducing touchpoints.

### **CAMPUS MAINTENANCE AND MODIFICATIONS**

In addition to the classrooms, residential halls, and dining facilities, Facilities Administration is implementing a project to prepare the campus, both indoors and outdoors, for the fall semester.

The Operations & Maintenance team is implementing several strategies for enhancing the performance of existing building air circulation systems so that they work as well as possible throughout the pandemic. Strategies include: increasing the frequency of regular maintenance, such as filter and pre-filter changes and the cleaning of cooling coils; doing preventive maintenance, such as clearing airways and outside air intake plenums; upgrading MERV (minimum efficiency rating) level of filters; increasing the level of outside air entering buildings by running HVAC units at night, thereby increasing fresh air percentage to specific rooms; and investigating and repairing deficiencies in HVAC equipment.

For all front-facing, high-traffic workspaces on campus—including, for example, the library, Admissions, and the Gosman Sports and Convocation center—Facilities Administration will install safety modifications, such as Plexiglas barriers or furniture removal, to aid de-densification efforts. For all other workspaces, in the case that student and employee de-densification strategies are insufficient or not applicable to specific unit needs, Facilities Administration

will work with the Schools and Central Groups leaders to identify physical modifications to support safe working environments for their faculty, staff, and students.

Finally, Facilities Administration will consider several strategic modifications to the campus landscape to further support public health needs. These include adding 6' markings on-campus pathways and painted lawn circles in large open areas to encourage physical distancing; distributing furniture like picnic tables, tents, and chairs across campus, which will serve as additional common spaces for use by the community and, thus, relieve the pressure on indoor common spaces, especially the library; and installing signage at the entry to campus, which will send a clear signal about Brandeis' expectations for social solidarity related to public health guidelines.

#### **RESTRICTING PUBLIC ACCESS TO ALL CAMPUS BUILDINGS**

Brandeis has limited access to university buildings to faculty, staff, and students only.

## Accommodations for At-Risk Community Members

Brandeis is making accommodations for high-risk individuals to teach and attend classes and, where feasible, work remotely. According to the CDC, these include but are not limited to individuals with chronic lung disease, moderate to severe asthma, serious health conditions, immunocompromised conditions, severe obesity, diabetes, chronic kidney disease and liver disease, and those who are over the age of 65.

The university is giving all students the option to attend classes remotely, and we expect many students will choose to do so.

## Community Health and Well-Being Pledge

Students, faculty, and staff will be expected to pledge that they will adhere to required health and safety guidelines established by the university and the Commonwealth of Massachusetts. This public health pledge will reinforce personal and community responsibility to create a safe and healthy environment. In addition, for undergraduate and graduate students, the university is identifying, developing, and revising a range of policies—including in the undergraduate student handbook, [Rights and Responsibilities](#)—related to community members' on-campus activities and actions. See Appendix D for more details.

## University Travel

Given that all international travel destinations are still considered Level 3 by the CDC, all university-sponsored international travel continues to be prohibited. Domestic travel should be limited and, until further notice, still requires prior approval of the Provost. To mitigate the potential spread of virus on our campus, the university also encourages all Brandeis community members to limit personal travel as much as possible. Students will generally not be permitted to participate in any university-sponsored travel outside the greater Boston area in fall 2020; a decision about spring 2021 will be made in the mid- or late-fall term.

## Study Abroad

For the fall 2020 semester, Brandeis made the difficult [decision](#) to suspend all study abroad and international student exchange programs that bring students from other universities to the Brandeis campus. This decision was made in consideration of several factors, including student health and safety, rapidly evolving travel restrictions, cessation of visa services, country-specific entry requirements, and the likelihood that COVID-19 would prevent our international partners from offering an immersive, educational experience for our students.

## Research Labs, Art Studios, and the Library

On May 27, 2020, Brandeis University began its efforts to scale-up activities in its science laboratories. Based upon guidance from the Commonwealth of Massachusetts [reopening plan](#), these efforts constituted “Phase 1a” of the university’s [scaling-up stages](#). Due to the successful execution of Phase 1a, the university has continued to scale up its research activities in its sciences labs and art studios and is currently in Phase 1b. The Library will also scale up operations starting on July 6 to include contactless pickup/return of library materials. Brandeis will continue to scale up activities across these units over the summer in accordance with local and state reopening plans, and based upon public health guidance.

## Athletics, Physical Education, and Recreation

The university anticipates that the Gosman Sports and Convocation Center will be open this fall with new protocols in place to ensure health and safety.

### **CLUB SPORTS, INTRAMURALS, AND RECREATION**

Competitive club sports and team-based intramurals will be suspended for the fall semester, but outdoor athletics facilities, including the track and tennis courts, will be available for use subject to applicable safety guidelines. The Department of Athletics, Physical Education and Recreation and the Division of Student Affairs will collaborate to provide low-risk, non-contact recreation activities and expanded e-sports opportunities for students in the fall.

### **FITNESS FACILITIES**

The university anticipates that the fitness facilities at the Gosman Sports and Convocation Center will be open for use by students, faculty, and staff this fall. However, new protocols are currently being developed to prioritize the health and safety of everyone using or working in the facility, including physical distancing, spacing out of fitness equipment, and regular cleaning and disinfecting of equipment and surfaces. The implementation of these protocols is likely to cause significant changes to the normal use of the facility. For example, some equipment and areas of the fitness center may not be available for use; masks will likely need to be worn for most activities; limits will be placed on the number of concurrent users and the duration of each visit; and reservations may be required to access the facility.

### **ACTIVITIES-BASED HEALTH AND WELLNESS (HWL) MODULES**

The university is planning to offer many of its activities-based health and wellness modules this fall, subject to social distancing requirements and new safety protocols. While some activities-based HWL classes will be canceled for health and safety reasons, university plans to replace as many of those classes as possible with additional sections of

the classes that can be offered safely. A complete list of HWL course offerings will be published as soon as further guidance from state health officials is available.

#### **VARSITY SPORTS**

The Department of Athletics, Physical Education and Recreation, and Brandeis University medical staff are working together with the UAA, public health officials, and the NCAA to determine how and when varsity sport student-athletes, coaches and staff can return to practice and competition. As the UAA continues to develop plans for the return of athletics, the university is hopeful there will be significant opportunities for coaches to provide meaningful athletic experiences for student-athletes at Brandeis this fall. Coaches will communicate directly with varsity student-athletes as soon as final decisions are made.

## CONTAINMENT AND MITIGATION

While the extensive public health measures outlined above will help to mitigate the risk of infection at Brandeis, without a vaccine or treatment for COVID-19, any on-campus activities come with the potential for additional spread of infection. Brandeis is implementing a comprehensive set of guidelines and procedures to rapidly identify any cases of COVID-19 among our community and to contain the outbreak.

### Testing and Contact Tracing

Brandeis will provide **high-frequency, mandatory COVID-19 testing to all on-campus community members**. All students living in campus residence halls will be tested upon their arrival to campus, and students living off-campus will be tested at a designated time before the start of the fall term. There will also be mandatory testing multiple times per month for all students, faculty, and staff who either live on campus or who come to campus several times per week, regardless of symptoms. Testing will occur less frequently for those community members who come to campus on a less regular basis; Brandeis will not provide regular testing to students who are engaging in remote learning only, or to faculty and staff members who conduct all of their work remotely.

Based on the work of the Massachusetts Higher Education Testing Group and national and state public health guidance, we are doing this high-frequency testing to detect individuals who may be infected with the virus but who are not experiencing any symptoms. Research has shown that people without symptoms who have the virus can spread the infection to others. In fact, a person may be at the highest risk for transmitting the virus one to two days before they develop symptoms. High-frequency, mandatory testing will enable the university to rapidly identify infections across the campus community and take the necessary measures to contain an outbreak. This testing program will also enable Brandeis to monitor closely any changes in COVID-19 transmission over time across our varied campus facilities and activities so that we can adjust accordingly our campus guidelines and scaling-up plans in real time.

We will share further updates and more details about the implementation of this testing program by early August.

In addition to regularized surveillance testing, all community members experiencing COVID-19-like symptoms must immediately get tested for the virus. Students who reside on campus, or who use the [Brandeis Health Center](#) as their primary source of health care, will be screened for symptoms and tested at the Health Center. Faculty and staff

experiencing COVID-19 symptoms should contact their personal care physician (PCP) immediately for testing and follow-up requirements.

The university will continue to comply with all applicable privacy and confidentiality laws relating to the collection and maintenance of testing and other health-related records, as well as public health laws and guidelines.

Finally, particularly in this year, we strongly recommend that all members of the Brandeis community get a flu shot early this fall unless there are medical or religious reasons that one is not able to do so.

## Symptom Monitoring

Currently, all [essential employees](#) at Brandeis must complete a [Daily Health Assessment survey](#) before coming onto campus each day. As the university continues to scale-up operations and allows more individuals to come onto campus, Brandeis is developing a more comprehensive symptom-monitoring tool that we will require each community member, including students, faculty, and staff, to complete daily. This mandatory procedure will enable the university to quickly identify symptomatic individuals and take the necessary measures to identify positive cases of COVID-19. We will share more information about this symptom surveillance tool by early August.

## Quarantine and Isolation Measures

Brandeis will require self-isolation for any community member who tests positive for COVID-19. The university will require quarantine for individuals who meet the current medical definition of COVID-19 exposure while test results are pending, or until the 14-day quarantine period is complete. Brandeis is following the [CDC's recommended recovery strategy](#). If an individual had symptoms, recovery status is assigned when: (1) the individual remains fever-free without the use of fever reducers for 72 hours, (2) symptoms have improved, and (3) it has been at least 10 days since their symptoms first appeared. If an individual tested positive for COVID-19 but had no symptoms, the individual can be cleared to return 10 days after the test, as long as the individual does not develop symptoms. If the individual develops symptoms, then the individual must follow the recovery strategy for those with symptoms. Notification for return to on-campus activities is directed through Brandeis occupational health services, in consultation with an individual's healthcare provider.

For students who test positive for COVID-19 and live on campus, their required self-isolation will occur in separate on-campus rooms reserved solely for that purpose. Students who may have been exposed to COVID-19 through close contact with an infected individual and are living on campus will be required to self-quarantine for 14 days. During self-quarantine, students stay in their current bedroom and do not leave for any reason except to use the bathroom or in health emergencies; the university will provide medical care, deliver meals, and provide other assistance. Faculty will be expected to work with students in self-isolation or self-quarantine so that students can continue their coursework. Undergraduate and graduate students who live off campus and test positive for COVID-19 will also be required to self-isolate. The university will provide instruction on the most safe and effective way for doing so, following CDC guidance, for those students depending on their circumstances.

## Positive Case and Contact Tracing

To help determine the risk of potential exposure to others, university or public health officials will conduct [contact tracing](#) for any Brandeis community member who has tested positive.

Contact tracing will be conducted for close contacts of laboratory-confirmed or probable COVID-19 patients. Individuals who test positive or report symptoms and all their immediate contacts must be interviewed within 24 hours. Testing will then follow for all close contacts of confirmed or probable COVID-19 patients.

[Close contact](#) is defined as being closer than six feet for longer than 15 minutes, regardless of whether a face covering was worn. The results of the positive test and the list of close contacts a community member has had will be shared with the relevant board of health as appropriate. Those identified as having been exposed through close contact will be required to participate in the self-quarantine protocol described above. All community members are required to cooperate with the contact tracing process, participate in isolation or self-quarantine when directed, and share information requested by public health authorities, contact tracing staff, and Health Services to facilitate this important aspect of limiting the spread of COVID-19.

## Contingency Plan for Potential Campus Outbreak

Brandeis has built flexibility into all of its fall 2020 plans so that our students, faculty, and staff can transition to remote work should conditions warrant it. The university's decision to transition to remote-only operations will be based on the following:

- Local, state, or national shelter-in-place advisories or restrictions that require remote-only operations
- Exceeding quarantine and self-isolation capacity for the residential population
- A surge in positive cases, coupled with increased severity of illness among campus demographic cohorts
- Contact tracing analysis (a surge in cases tied to an event, for example, might be treated differently than one tied to a rampant community spread with severe illness)

## TUITION AND FEES

We recognize that, in the face of the profound impact of the pandemic and subsequent economic crises, many families' financial needs have changed. Therefore, for the 2020-2021 academic year, there will be no increase in undergraduate or graduate tuition rates; there will be no lab or studio art fees; and there will be no increase in room and board fees (residence halls and dining).

We will continue to meet the demonstrated financial needs of our students and have set aside additional financial aid funding. We urge those students and families whose financial situations have recently changed to immediately contact Student Financial Services so that their financial aid packages can be reviewed and revised appropriately. We hope that this step will support us in our goal of ensuring that students from every background, regardless of financial need, can find a home here.

No additional reduction in tuition will be made. This is for two reasons. First, despite the hardships imposed by the pandemic, we will continue to deliver the high-quality academic programs and services that our students and their families expect, and our schools will continue to devote their resources to delivering excellence in course instruction, student services, and extracurricular activities. Our students will continue to have access to the many services and elements that make Brandeis an outstanding education and experience. The faculty and administration of our schools are deeply committed to enriching in-person, virtual, and hybrid instruction so that students receive the benefits accruing from a rigorous academic experience, complemented by a compelling community experience. Second, the university's costs are not going down. The costs of providing a Brandeis-quality educational experience have increased, not diminished, in light of the pandemic. Nor does our model of instruction this year seek to reduce costs; to the contrary, we are using technology to enhance the Brandeis experience and provide as much individual engagement with students as possible. Moreover, we expect that our students will continue to experience significant benefits from all that they will learn at Brandeis and the network that they establish as Brandeis students.

#### **REFUNDS**

The general refund schedule for student withdrawals is available on our [refund policy page](#). This policy remains in effect during 2020-21. There will be no refund of tuition, or other fees in the event that Brandeis determines that all courses must move to a virtual format. In the event that students are required by the university to permanently vacate their on-campus housing before the end of the housing license period, we will provide a pro-rated refund of room and board charges. Students may request partial refunds of the unused portions of meal plans if the university decides to close the dining halls for the remainder of the academic year. Students who are approved to remain on campus despite the closure will be responsible for housing fees for the duration of their stay.

#### **AGREEMENT**

By registering at Brandeis University, students acknowledge and agree that Brandeis University reserves the right, in its sole discretion, to modify its educational, extracurricular, and other programs for its students at any time, including, without limitation, its right to provide any of the educational and extracurricular programs remotely. Tuition and mandatory fees have been set regardless of the method of instruction and will not be refunded in the event that instruction or programs occur remotely for any part of the academic year for any reason.

## **COMMUNITY-BUILDING AND SUPPORT FOR STUDENT SUCCESS**

As we look to the fall semester, it is clear that a vibrant and inclusive campus community does not emerge organically—especially when many students must engage with fellow Brandeisians remotely, or while engaging in strict physical distancing procedures. Even and especially as we prepare for an unprecedented semester which will come with many changes in day-to-day student life, Brandeis is committed to offering an excellent liberal arts education that extends beyond the classroom and provides students with the tools and support to succeed.

To support these goals, the university has re-designed and invested in structures to foster a stronger, more cohesive Brandeis community—despite the physical distances that will likely exist between many students, professors, and student-facing staff in the fall semester.

## Year-long Orientation and Undergraduate Academic Support

Typically, we welcome first-year students into the Brandeis community through Orientation, a vibrant welcome to campus held over three days in the lead-up to the start of fall classes. This process is designed to help prepare incoming students to adjust to classes, activities, and university life.

The following academic year will come with countless anticipated and unanticipated challenges, not only for first-years but also for our returning students. To support the needs of our students as they embark upon this unprecedented academic year, Brandeis is implementing a re-designed, year-long orientation and student-support program for both first-years and returning undergraduates. This cohort-based model for both first-years and upper-level students will enable them to build relationships across class years, bolster academic advising and co-curricular support, and provide ongoing mentorship from faculty, staff members, and peers. The [Division of Student Affairs](#) and [Academic Services](#) will release more information on the details of these plans by mid-July.

## Student Life

Even as a greater proportion of campus life will take place remotely in a more physically distant and less dense environment in the fall, it is essential for students to engage in out-of-class experiences where they can connect meaningfully with one another and have fun. Brandeis will create a wide range of online activities and events throughout the fall semester, in addition to developing opportunities for students living on campus to have safe, engaging co-curricular experiences. We will share additional information about day-to-day student life by mid-August as the start of the semester approaches.

Departments including Student Activities, Hiatt Career Center, and Community Service have already begun to offer several virtual engagement opportunities. For instance, the Waltham Group is hosting new virtual volunteer opportunities this summer. Similarly, Student Activities has showcased a variety of virtual programs over the past several months, including open mic nights, virtual trivia, and online bingo. Further on-campus and virtual programming in the fall semester will include alumni, faculty, and staff as participants and hosts. Finally, the Hiatt Career Center will launch Rise Together, a new alumni engagement initiative, this fall. The program will transform professional development support for our students by strengthening and increasing connections between our students and alumni based on community cohorts.

Student affairs-related domestic travel outside the greater Boston area—including for events supported by Student Activities or Community Service—is not permitted at this time. Revisions to this policy will be made based on public health data, state travel guidelines, and information from the CDC. ROTC students are permitted to travel to other campuses to participate in ROTC activities.

To continue to support both graduate and undergraduate students throughout this difficult time, the Division of Student Affairs will offer in-person services to students, as well as telemedicine and teletherapy, through the Brandeis Health Center and the Brandeis Counseling Center. Students will also continue to receive support from the [CARE Team](#).

Beginning in late August, the Division of Student Affairs will also offer new opportunities for Brandeis family engagement. These virtual events will provide Brandeis families to engage with and connect to the extended Brandeis community throughout such an unprecedented fall semester.

## CONCLUSION

The COVID-19 pandemic poses to Brandeis a set of unprecedented challenges, which have made it necessary to rethink and redesign all aspects of teaching, learning, campus life, and day-to-day work at our institution. The fall 2020 semester will not be easy. But this report presents a coordinated and comprehensive strategy for the upcoming semester, which will enable the university to prioritize the health and safety of our students, faculty, and staff.

## APPENDIX A – COVID-19 TASK FORCE MEMBERS

### *Co-Chairs*

Lisa M. Lynch	Provost and Executive Vice President for Academic Affairs
Stewart Uretsky	Executive Vice President for Finance and Administration

### *Participants*

Mark Brimhall-Vargas	Chief Diversity Officer & VP for Diversity, Equity and Inclusion
Eric Chasalow	Dean, Graduate School of Arts and Sciences
Joel Christensen	Chair of the Faculty Senate
Colleen Collins	Medical Director, Brandeis Health Center
Diana Denning	Administrative Director, Brandeis Health Center
Kim Godsoe	Senior Associate Provost for Academic Affairs
Kathryn Graddy	Dean, Brandeis International Business School
Ed Hackett	Vice Provost for Research
Dorothy L. Hodgson	Dean, School of Arts and Sciences
Dan Kim	Senior VP for Communications, Marketing, & External Relations
Jim La Creta	Chief Information Officer
Sacha Nelson	Gyula and Katica Tauber Professor of Life Science
William R. O'Reilly	Chief of Staff and Senior Advisor to the President
Raymond Ou	Vice Provost for Student Affairs
Lynne Rosansky	Interim Vice President, Rabb School for Continuing Studies
Samuel Solomon	Chief Financial Officer and Treasurer
Lois Stanley	Vice President for Campus Operations
Robin Switzer	Vice President of Human Resources
David Weil	Dean, Heller School for Social Policy and Management
Mary-Ann Winkelmes	Executive Director, Center for Teaching and Learning

### *Staff Support*

Morgen Bergman	Assistant Provost for Strategic Initiatives
Zachary Kasdin	Special Assistant to the President
Vincent Lim	Assistant Vice President for Strategic Initiatives

You can find a full listing of Task Force and Working Group members [here](#).

## APPENDIX B – GUIDELINES FOR SCALING UP RESEARCH, PHASE 1A AND 1B

### OFFICE OF THE PROVOST

The following guidelines have been built on Based on recommendations from the Brandeis Covid-19 Task Force and the Research, Labs, and Studios Working Group. These Guidelines are subject to periodic updates.

On May 11, Governor Charlie Baker announced the [Commonwealth of Massachusetts Four-Phased Approach](#) to reopening business activities in the state, and on May 18 he announced that laboratory research would be among the activities permitted to ramp up during Phase 1 on May 25. In this document we outline our phased approach to ramping up research and inquiry on campus that follows the Massachusetts guidance and the Brandeis University Campus Scaling Up Stages. Since March, we have been in the “Current State” or “Essential Operations,” where only minimal essential work and labs conducting research on COVID-19 are permitted. To enter Phase 1 and begin to scale up research in our laboratories<sup>1</sup>, we will adopt the principles and practices of the [COVID-19 MA Guidance and Directives](#) and implement additional measures and precautions to protect the health and wellbeing of the Brandeis community and the residents of the Commonwealth of Massachusetts.

For the purposes of these Interim Guidelines, we have divided Phase 1 into two: Phase 1a, which deals with scaling-up of laboratory research, and Phase 1b, which deals with scaling up of other research activities, resources, and inquiry on campus. This document outlines our detailed guidelines for Phase 1a, and poses a series of questions and items that need further clarification at the University-level for continued guidance to be developed for all phases.

**Current State:** current essential work and labs working on COVID-19 research

Timing: now

**Phase 1a:** ramp up of laboratory research that does not involve human subjects, conducted by principal investigators, graduate students, postdoctoral fellows and associates, and other technical staff.

Timing: as permitted by State, pending receipt and review of individual lab plans and protocols by the co-chairs of the COVID-19 Research, Labs and Studios working group. Pending Provost, EVP for Finance and Administration, and VP for Human Resources final approval, training for this phase of scale up could begin May 26<sup>th</sup>.

**Phase 1b:** ramp up of other research and inquiry, including certain library services, creative work, undergraduate research assistants, and services excluding human subjects and teaching with minimal staffing to support the needs of scholars.

Timing: From June 22 for studio arts and paid undergraduates in science labs, and from July 6 in the library. Protocols to be posted on the Vice Provost for Research [website](#).

**Phase 2:** Certain research protocols involving human subjects, as approved by the IRB and the Provost, with space staggering, physical distancing, and PPE.

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<sup>1</sup> Laboratory research is defined for the purpose of Phase 1a as research activities that occur in a lab that cannot be conducted remotely. At this time, face-to-face human subject research will not be permitted. Additionally, use of campus office spaces is off-limits at this time, unless activities must be conducted on campus that cannot be conducted remotely.

Timing: Face-to-face human subjects research will be assessed by the IRB and the Provost. Some computer-mediated, off-campus research is ongoing; in-person research will be reviewed by the IRB and by the Provost to ensure that it meets state guidelines and University standards for safety.

**Phase 3**: Use of offices, meeting spaces for inquiry that could be conducted remotely

Timing for Phases 2-3 not yet determined.

### **Guidelines for Phase 1a Research**

We recognize that under Phase 1a, extreme precautions and guidelines must be in place to ensure a safe working environment for personnel. We have broken down our guidelines by topic area.

### **Physical Plant/Engineering Controls**

#### *Laboratory Areas*

The nature of the rooms, buildings, common spaces, air flow, furnishings and equipment, layout, surfaces, and activities performed in the various areas in which laboratory research is conducted requires a case-by-case determination of the number of persons that can safely work in a given area. For this reason, our guidance with regard to safe occupancy is not based on the average density (persons per square foot) in a particular place. Rather, before labs will be permitted to scale up, each PI, in coordination with EH&S/Facilities guidance, must indicate the number of personnel allowed to occupy a space at a given time with signage on the door or entrance. This figure must conform to State requirements for physical distancing: all personnel will be required to keep a minimum distance of 6 ft from one another if more than one person occupies a given space at one time. In addition, for Phase 1a each lab will be limited to no more than 1/3 of its usual capacity (based upon the usual number of personnel who occupied a lab prior to issuance of the stay-at-home order). A spreadsheet with this information will be kept on file by the department chair and the Vice Provost for Research.

#### *Common Spaces*

Signs will be posted at elevators to indicate that they will be single use. Single use of bathrooms is strongly encouraged, with signs to that effect posted. Signage will be posted to remind personnel not to touch elevator buttons with their hands, if possible. Personnel will be encouraged to use stairs whenever possible.

Facilities Services personnel will redirect through signage traffic flow through buildings to being one-way, where practicable.

Signage describing and depicting health and safety policies and procedures will be developed and posted throughout all laboratory buildings along with information for reporting health policy violations.

#### *Cleaning Protocols*

Research groups will undertake primary custodial service of lab spaces, which will increase custodial capacity to focus on repeated cleaning of shared spaces throughout each weekday. Custodial staff will leave cleaning supplies on a weekly basis so personnel can clean their own spaces and will be available for additional cleaning of lab spaces when needed. Research personnel will be responsible for the cleanliness of dedicated research spaces. This includes sweeping/swabbing of floors, waste removal to receptacles in common area, and the disinfection of all surfaces and tools prior to and after use. Per state guidelines, each lab will be required to keep a cleaning log with the date, time, and scope of cleaning.

Facilities Services has developed further protocols for cleaning common areas during the scale-up of research activities. Custodial staff will also keep a cleaning log with the date, time, and scope of cleaning.

## **Personal Protective Equipment (PPE) Controls**

Requirements for PPE are based upon state, local, and institutional requirements in addition to the requirements of occupational health and safety based upon the activities in which laboratory personnel are engaged.

### *Face Coverings*

ALL PERSONNEL MUST WEAR A MASK AT ALL TIMES, whether in the lab or in a common area, whether alone or around others. Exceptions include using the bathroom, eating and drinking in permissible spaces while maintaining physical distance of 6 ft. or more, and conducting research techniques that require removal of the face mask and have been detailed in the individual lab protocol. Laboratory personnel are expected to provide their own mask (reusable masks are permitted) unless there are special circumstances that require disposable masks (i.e. animal research). When disposable masks are required, they will be provided by the laboratory and purchased through Procurement. Personnel will be responsible for ensuring that reusable PPE is washed and cleaned regularly.

### *Other PPE*

Laboratory personnel are expected to use other forms of PPE including face shields, gloves, lab coats, gowns, booties, etc. where required and appropriate for the risks in which they are engaging. PPE is for individual use and may not be shared.

## **Behavioral Controls**

We recognize that new behaviors must be learned and implemented in order to keep one another healthy and safe. Before labs will be permitted to scale up research activities, all laboratory personnel requesting access to research spaces must undergo a mandatory PPE & COVID-19 Training, which will be provided by EH&S and the Office of Research Administration.

Any member of a lab wishing to come to campus, must sign up on a lab's designated registry to ensure that 1/3 or fewer lab members (based upon the usual number of personnel who occupied a lab prior to issuance of the stay-at-home order) will be in a lab at any given time. On a daily basis before coming onto campus, the lab member must complete a health Self-Assessment and verify on the registry that they have done so and are safe to come in to lab. Individuals who feel sick, exhibit symptoms associated with COVID-19, or suspect exposure to someone who has a confirmed case of COVID-19 within the past 14 days are not permitted on campus at any time. PIs are responsible for ensuring that density requirements do not exceed guidelines and that all lab personnel are completing the health self-assessment on a daily basis.

All persons must log in on arrival to the lab and log out on departure. This is required in order to keep track of personnel who overlapped in the lab, for tracking exposure should an outbreak occur. PIs will retain logs for at least 30 days.

Additionally, we recommend the following policies:

1. All personnel must maintain a minimum of 6 ft distance from one another at all times.
2. As previously stated, all personnel must wear a mask or face coverings at all times.
3. All personnel must strictly follow standard laboratory safety techniques including the removal of all contaminated PPE prior to leaving the work area, keeping reusable PPE clean, ALWAYS washing hands after removing PPE, and never reusing disposable gloves.

## **Laboratory Requirements**

Each PI is required to submit a Scaling-Up protocol to their department chair and the Vice Provost for Research that describes the safety measures s/he will put into place prior to scaling-up. This protocol will summarize the activities that

will be conducted in the lab during Phase 1a and will describe in detail how each lab will implement the safety procedures and guidelines that are outlined in this document, along with any specific or particular guidelines that are necessary based upon the activities or space of each lab (such as procedures that require removal of masks). Prior to scaling-up, the PI must train all personnel on the lab scaling-up protocol, including safety procedures, signup procedures, logging procedures, and additional cleaning and sanitizing procedures. Additionally, the protocol and supporting information must describe the following:

- a. A listing of all authorized lab personnel and how many individuals can be in each area of the lab space at any given time.
- b. A clear process to ensure work shifts do not overlap.
- c. Procedures for maintaining supplies needed to maintain safety and for communicating their storage location to lab members. These supplies include face coverings, gloves, soap, hand sanitizers, cleaning materials, first aid kits.
- d. Procedures to clean/wipe down shared items, equipment, and work surfaces prior to usage by others and document in accordance with state guidelines.
- e. A process to maintain access and activity logs for at least 30 days in order to trace contact should someone become sick with coronavirus.

It is understood that in Phase 1a, personnel will only be permitted to come to the lab to conduct activities that they cannot conduct remotely. Personnel should not come to campus if the work that they intend to do can be conducted off campus. They should only stay on campus for the time required to conduct their work and then leave. Time on-campus should be minimized. We realize that many research personnel will want to spend long hours in the lab. Lab members must adhere to scheduled and approved time so that staggering and social distancing are honored.

Each PI must think carefully about which lab members will be allowed to return to work initially. Criteria they might include in their thinking include:

- Trainees (PhD students and postdocs) may be given priority due to the need to complete their research projects in a timely fashion.
- Priority may be given to lab staff who volunteer willingly to return to the lab.
- Trainees and employees may be given priority if they need to complete experiments to meet a thesis, paper submission, or a grant submission deadline.
- Consider occasionally replacing personnel in the schedule with new people, to allow as many lab staff as possible to make some progress in their projects.
- Undergraduate volunteers are **not** allowed in laboratories for the duration of the pandemic, unless deemed essential personnel through written justification and exemption from this policy is approved by the Provost.

### **Shared Equipment**

Protocols are required for shared equipment and shared facilities in the same way that protocols are required for each lab. Each piece of shared equipment or a shared facility shall designate a person to be responsible for the oversight, training, safety, and implementation of safety protocols. This individual will also be responsible for maintaining records of sign-up and use. All issues regarding such protocols shall be directed to the responsible person in addition to the chair of the responsible department.

### **General Policies**

**Allowable Personnel** – only current, trained members of each lab may be permitted to conduct work in Phase 1a. **Undergraduates will not be able to work in research labs as employees or on summer fellowships until after a three-week review on the initial re-opening of research labs under Phase 1a is completed and a discussion of how lab**

**protocols would be modified to include undergraduate employees/paid fellows is approved by the Provost, EVP for Finance and Administration and VP for Human Resources.**

Any personnel returning from out-of-state<sup>2</sup> must follow [current guidance](#) on 14-day self-quarantine prior to reporting to campus – these individuals should work from their place of quarantine to the greatest extent possible if they are asymptomatic. International graduate students or postdocs that can't return to campus, but are able to engage in NIH-sponsored research activities are, by definition, foreign components. Consult with SPA when planning for the restart of research that necessarily involves personnel in this situation.

**Food & Beverages** – Food and beverages are not allowed in laboratory spaces. Food and beverages, when consumed in shared spaces, may not be shared with others. Personnel are encouraged to bring food that does not require refrigeration and does not require heating to minimize exposure.

**Pets** – Pets are not permitted on campus at any time.

**Visitors** – No visitors are allowed into laboratories; only trained personnel are permitted entrance.

**Monitoring & Enforcement** – Brandeis University maintains a zero-tolerance policy for violations of the safety guidelines detailed in this document. Enforcement will be by periodic inspection of authorized spaces by EH&S personnel, the auditing of card key swipes, and the engagement of PIs, Chairs, Deans, and the Vice Provost for Research to ensure compliance. Individuals and labs that depart from the policies outlined in these guidelines will lose privileges or close until the threat of COVID-19 has passed. University policy governing the reporting of violations of the safety policies and procedures will also be followed. Additionally, the Department of Public Health may conduct random inspections of laboratory spaces.

## **Recommended Guidelines for Phase 1b Research**

We recognize that under Phase 1b, extreme precautions and guidelines must continue to be in place to ensure a safe working environment for personnel. We have broken down our recommendations by topic area beginning with Creative Arts and then the Library.

### **Description of Phase 1b Activities – Creative Arts**

In the current state, very minimal activity has been occurring in the Creative Arts spaces and studios; so much so, that sets from plays not performed, installations in studios, and other constructed pieces are left in the state they were in when the stay-at-home orders were issued.

In Phase 1b, we will designate procedures to “reset” the Creative Arts spaces by staff (estimated to take approximately 6 weeks), as well as allow certain faculty and staff to come to campus to conduct scholarly activities that cannot be conducted remotely.

The following guidelines will describe the methods and safety measures that will be in place before Phase 1b begins, as well as the safety protocols for personnel that will be ongoing.

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<sup>2</sup> Commuters from neighboring states are not subject to self-quarantine, as they will be considered “designated essential workers”, per [Massachusetts state guidance](#): “Health care workers, public health workers, public safety workers, transportation workers and designated essential workers are exempt from this requirement.”

## **Physical Plant/Engineering Controls**

### *Theater and Studio Areas*

During Phase 1b, we will be deconstructing and cleaning up the theaters. Class rooms and studios in Studio Arts will also be broken down and cleaned. Additionally, certain faculty may need to access spaces and equipment such as the recording studio, the ceramics kiln, and the dance studio. Individual faculty will be the sole occupants of the studio spaces. Theatrical breakdown work will require 2 or 3 staff members. Studio breakdown and cleaning work will require 1 staff member with occasional assistance from relevant faculty. All work will follow the procedures outlined in the [Brandeis University Scaling Up Guide](#). All personnel will be required to keep a minimum distance of 6 ft from one another if more than one person occupies a given space at one time.

### *Common Spaces*

Facilities personnel will clearly mark all elevators to indicate that they will be single use. It will be recommended to staff that only one person may use a bathroom at a time, though no signs will be posted to this effect to honor the building code. Signage will be posted to remind personnel not to touch elevator buttons with their hands, if possible. Personnel will be encouraged to use stairs whenever possible.

Additional hand sanitizing stations will be placed in crucial places throughout the buildings.

Signage describing and depicting health and safety policies and procedures will be developed and posted throughout all Creative Art buildings along with information for reporting health policy violations.

### *Cleaning Protocols*

Creative Arts personnel will undertake primary custodial service of their primary work spaces. This includes sweeping/swabbing of floors, waste removal to receptacle in common area, and the disinfection of all surfaces and objects prior to and after use. Per state guidelines, personnel will be required to keep a cleaning log with the date, time, and scope of cleaning. Custodial staff will leave cleaning supplies on a weekly basis so personnel can clean their own spaces and will be available for additional cleaning when needed.

Facilities is currently developing further protocols for cleaning common areas as Creative Arts activities scale-up. These protocols will also note the timing of custodial activities so as to keep occupancy inside buildings at a minimum at all times. Custodial staff will also keep a cleaning log with the date, time, and scope of cleaning.

## **Personal Protective Equipment (PPE) Controls**

Requirements for PPE are based upon state, local, and institutional requirements in addition to the requirements of occupational health and safety based upon the activities in which laboratory personnel are engaged.

### *Face Coverings*

ALL PERSONNEL MUST WEAR A MASK AT ALL TIMES. Exceptions include using the bathroom, eating and drinking in permissible spaces, or engaging in approved activities that require the removal of a mask (these activities must be described in detail and approved by the Vice Provost for Research). Creative Arts personnel are expected to provide their own mask (reusable masks are permitted). The Creative Arts division will provide disposable face masks for personnel who engage in activities where a disposal mask would otherwise normally be required (sanding, etc.). Personnel will be responsible for ensuring that reusable PPE is washed and cleaned regularly.

*Other PPE*

Personnel should NOT wear gloves, but rather wash their hands with soap and water for 20 seconds regularly or use hand sanitizer when a sink is not available. Personnel should avoid touching their face or mask, and should wash their hands prior to and after applying or removing a face mask.

Personnel are expected to use other forms of PPE including face shields, gloves, clothing covers, booties, etc. where required and appropriate for the risks in which they are engaging. PPE is for individual use and may not be shared.

**Behavioral Controls**

We recognize that new behaviors must be learned and implemented in order to keep one another healthy and safe. Before Phase 1b will commence, all Creative Arts personnel who will be a part of Phase 1b activities must undergo a mandatory COVID-19 & Library Safety Training, which will be provided by EH&S and the Office of Human Resources.

A centralized schedule will be created so that the Creative Arts personnel who need to come to campus to conduct their work can sign up for times and overlap throughout the spaces is minimized. This will ensure that appropriate de-densification is preserved. Before coming onto campus, Creative Arts personnel must complete a [Self-Assessment](#) and verify on the Creative Arts registry log that they have done so and are safe to come in to work. Individuals who feel sick, exhibit symptoms associated with COVID-19, or suspect exposure to someone who has a confirmed case of COVID-19 within the past 14 days are not permitted on campus at any time. The individual area coordinators (Rebecca Strauss for Studio Art, J.B. Barricklo for Theater Arts, Deborah Rosenstein for Music) will be responsible for ensuring that density requirements do not exceed guidelines and that all Creative Arts personnel are completing the self-assessment each day they come to campus.

All persons must log in on arrival to campus and log out on departure. This is required in order to keep track of personnel who overlapped in the buildings for tracking exposure should an outbreak occur. The Division of Creative Arts will retain logs for at least 30 days.

**Creative Arts Safety Protocols**

*Personnel*

It is understood that in Phase 1b, personnel will only be permitted to come to the campus to conduct activities that they cannot conduct remotely. Personnel should not come to campus if the work that they intend to do can be conducted off campus. They should only stay on campus for the time required to conduct their work and then leave. Time on-campus should be minimized.

*Use of Creative Arts Space*

Faculty and staff who wish to return to campus to conduct scholarly and/or creative inquiry and activities must develop a written protocol that they will follow to describe how they will comply with the required safety guidelines that are outlined in this document. They will also indicate the spaces that they will occupy and their anticipated times of use so that appropriate, coordinated cleaning of common spaces can be arranged. For certain areas that may have many porous surfaces, a mandatory quarantine of 72 hours between different users will be required.

Written protocols should be submitted to the individual area coordinators for review (Rebecca Strauss for Studio Art, J.B. Barricklo for Theater Arts, Deborah Rosenstein for Music). The area coordinators will then submit these protocols to the Vice Provost for Research for final review and approval and will be kept on file in the Office of Research Administration.

## General Policies

**Allowable Personnel** – only current faculty and staff may be permitted to conduct work in Phase 1b.

Any personnel returning from out-of-state<sup>3</sup> must follow [current guidance](#) on 14-day self-quarantine prior to reporting to campus – these individuals should work from their place of quarantine to the greatest extent possible if they are asymptomatic.

**Food & Beverages** – Food and beverages may not be shared with others. Personnel are encouraged to bring food that does not require refrigeration and does not require heating to minimize exposure.

**Pets** – Pets are not permitted on campus at any time.

**Visitors** – No visitors are allowed into Creative Arts spaces in Phase 1b.

**Monitoring & Enforcement** – Brandeis University maintains a zero-tolerance policy for violations of the safety guidelines detailed in this document. Enforcement will be by periodic inspection of authorized spaces by EH&S personnel, and the engagement of managers, department chairs, the Division Head of Creative Arts, the Vice Provost for Research, the Provost, and Human Resources in applying discipline to abusers. University policy governing the reporting of violations of the safety policies and procedures will also be followed. Additionally, the Department of Public Health may conduct random inspections of Creative Arts spaces.

## **Description of Phase 1b Activities – Library**

**Phase 1:** Onsite employees (including student employees) supporting essential functions or supporting online teaching and learning, and facility oversight. All research, workshops, and instruction support will be delivered through virtual means.

**Phase 2:** Multi-user items (books, DVDs, laptops, etc.) lent via contactless methods. Staff onsite to support this

**Phase 3:** Specialized spaces made available on limited bases (Archives & Special Collections Reading Room, MakerLab, Digital Scholarship Lab, Automation Lab, Audio Studio, Video Studio). Staff onsite to support activity in these spaces.

**Phase 4:** Further scaling of space availability

### Communication

- The Library will post updates on Facebook, Twitter and Instagram
- Banner alerts are used at the top of webpages to call out important information
- External newsletters are sent to faculty, first-year and transfer students, and opt-in subscribers
- Flyers and other signs can be posted on doors and in bathrooms

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<sup>3</sup> Commuters from neighboring states are not subject to self-quarantine, as they will be considered “designated essential workers”, per [Massachusetts state guidance](#): “Health care workers, public health workers, public safety workers, transportation workers and designated essential workers are exempt from this requirement.”

## Phase 1-3 Controls

### Space

- All elevators will indicate that they will be single-use. Only one person may use an elevator at a time. Signage will be posted to remind personnel not to touch elevator buttons with their hands, if possible. Personnel will be encouraged to use the stairs whenever possible.
- Traffic through the building will be one-way, where practicable.
- Signage describing and depicting health and safety policies and procedures will be developed and posted throughout all laboratory buildings along with information for reporting health policy violations.

### Face Coverings

- ALL PERSONNEL MUST WEAR A MASK AT ALL TIMES. Front facing staff and those deemed essential will be provided masks. Other staff will be expected to provide their own mask (reusable masks are permitted) unless there are specialized risks where disposable masks are required. Staff will be responsible for ensuring that reusable PPE is washed and cleaned regularly. If a mask malfunctions, a disposable mask will be available.

### Allowed staff, including student staff

- Only current, trained members of each may be permitted to work in Phase 1-3.
- Any staff returning from out of state<sup>4</sup> must follow current guidance on 14-day self-quarantine prior to reporting to campus – these individuals should work from their place of quarantine to the greatest extent possible if they are asymptomatic.
- Food & Beverages – When consumed in shared spaces, it may not be shared with others.
- Pets are not permitted on campus at any time.
- No visitors are allowed into the Library with rare exceptions made for researchers visiting the Archives and Special Collections Reading Room.
- Monitoring and enforcement is everyone's responsibility and enforced by the management team

## Phase 1: Services

Digitization of reserve materials and research will continue to be prioritized. Student-workers (2-4 at any time through the summer) with staff supervision will continue through the Summer to support services that typically fall under their job descriptions, including scanning reserve and document delivery requests. This will include mail receiving and other facility monitoring and repair.

## Phase 2: Services

Contactless pickup services will be provided at a specified location around an entrance to the library. Requests will be made via an online form or email. Touchless lockers will be installed to allow for contactless on-site pickup of loaned

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<sup>4</sup> Commuters from neighboring states are not subject to self-quarantine, as they will be considered "designated essential workers", per [Massachusetts state guidance](#): "Health care workers, public health workers, public safety workers, transportation workers and designated essential workers are exempt from this requirement."

items (location to be determined), and shipping will be made available for non-campus material requests. An updated list of loanable equipment, and adjusted loan-rules, will be issued and updated to the community. Returned items will be disinfected via quarantine or other accepted process.

### Phase 3: Services

#### Labs and Studios

##### Maintaining low density

- The density of people in the lab or studio space will be limited to one to two people. Managers of the space have set up a shared calendar where people must sign up and the total number signed up will be monitored and maintained. This signup requirement will include all students, university employees, and guests.
- Any Public Computer Terminals in the lab will be spaced out so that they are 6 ft apart, and this distance will be maintained at all times.
- All work that can be done remotely will continue to be done remotely; this will include providing remote support to patrons in labs and studios whenever possible.
- People will wear PPE as recommended by the University while in the lab, studio, or other common spaces.
- Each room will have supplies for decontaminating the area after each person is done working. Each person will decontaminate the area both before and after they use it.

##### Maintaining social distancing/following public health guidance

- If a researcher requests a piece of equipment that has been used by another researcher within the previous 72 hours, the new researcher will be informed that another person has used the collection within the previous 72 hours.
- People will wear PPE as recommended by the [University/CDC](#) while in the Labs and Studios.
- The Labs and Studios will have supplies for sanitizing the area after each person is done working. Each person, including all researchers and students, will sanitize the area both before and after they use it.

##### Oversight

- The calendar will be monitored by the manager.
- Signage will be posted at all entrances to ensure that anyone who wants to use Library space is aware of the need to sign up before entering the space.
- The manager will reinforce often the need to follow all protocols and will mediate or enforce if necessary.

#### Archives & Special Collections Reading Room

##### Maintaining low density

- The density of people in the Reading Room will be limited to one person plus one supervising staff member. The coordinator of the space maintains and monitors a shared calendar for appointments. This appointment requirement will include all students, university employees, and guests.
- A distance of at least 6 feet between people will be maintained in the department, including the Reading Room, at all times.

- All work that can be done remotely will continue to be done remotely.

Maintaining physical distancing/following public health guidance

- If a researcher requests a collection that has been used by another researcher within the previous 72 hours, the new researcher will be informed that another person has used the collection within the previous 72 hours.
- People will wear PPE as recommended by the [University/CDC](#) while in the Reading Room.
- The Reading Room will have supplies for sanitizing the area after each person is done working. Each person, including all researchers and students, will sanitize the area both before and after they use it.

Oversight

- The appointment calendar will be closely monitored by the coordinator.
- Signage will be posted at all entrances to ensure that anyone who wants to use Library space is aware of the need to sign up before entering the space and of the need to maintain physical distance (including in the exhibit area).
- The coordinator will reinforce often the need to follow all protocols and will mediate or enforce if necessary.

Phase 4: Common Spaces

Further details to be determined when we open for instruction, study, and community space.

## APPENDIX C – REDUCING RISK OF INFECTION AND TRANSMISSION

*Social solidarity in agreeing to engage in the behaviors that reduce infection and transmission is key to the University opening and staying open.*

### STRATEGIES TO REDUCE RISKS OF INFECTION

**Handwashing:** Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public or shared space, after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.



Proper handwashing video: <https://www.youtube.com/watch?v=srTtNHhkagp>

**Physical Distancing:** Like masks and face coverings, physical distancing slows viral spread through reduced droplet exposure. Since people can spread the virus before they know they are sick, it is important to physically distance from others when possible, even if you have no symptoms.



Physical/Social distancing video: <https://www.youtube.com/watch?v=NhR2Nym7Pbo>

***During stage one, all faculty and staff on campus must follow these physical distancing practices:***

- ***Stay at least 6 feet (about 2 arms' length) from other people at all times as able***
- ***Do not gather in groups***

**Coughing/Sneezing Hygiene:** If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



**Sanitation of Surfaces:** While custodial crews will continue to clean office and work spaces based on a schedule, additional site level care should be taken to identify a plan for sanitizing frequently touched surfaces.



Additional requirements may apply in these areas depending on your role in the University. Please consult with your manager or supervisor to discuss in more detail.

## STRATEGIES TO REDUCE RISK OF TRANSMISSION

### Face Masks/Cloth Face Coverings:

Brandeis University is committed to the health and safety of our students, faculty, staff and students. The use of face coverings helps reduce the spread of the Coronavirus by reducing droplet transmission. **Until further notice, all staff, faculty, contractors, and students will be expected to wear face coverings while on campus in all areas, indoors and out.**



In the interest of the environment we recommend the use of cloth, reusable, washable face coverings (except as noted for essential staff). Some people may be unable to wear a snug mask due to medical conditions and could use a looser bandana style covering as needed. Masks with exhalation valves do not filter the wearers droplets and do not meet the community standard.

### Cloth Face Covering

Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions. **Intended use:** Recommended for use in areas where six feet social distancing cannot be consistently maintained and required in designated areas. Must be washed or replaced daily. Not required when working alone in an enclosed office without central air.



### Disposable Mask

Commercially manufactured masks that help contain wearer's respiratory emissions. **Intended use:** Recommended for use in areas where six feet social distancing cannot be consistently maintained and required in designated areas. Must be washed or replaced daily. Not required when working alone in an enclosed office without central air.



### N95 Respirator

Provides effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions. **Intended use:** These masks are reserved for healthcare workers and other essential staff in approved areas with tasks specific hazards determined by OESO.



Everyone must follow the appropriate use, care and cleaning requirements for each type of face covering used. More information on masks and other aligned policies that support the safety of individuals on campus can be found in the links below.

**Note:** Masks with exhalation valves do not meet facial covering requirements as they have one-way valves which do not block your droplets dispersal so are not effective at reducing your transmission risks to others.

## CDC Information on Use and care of face coverings

### **Putting on the face covering/disposable mask:**

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

### **Taking off the face covering/disposable mask:**

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

### **Care, storage and laundering:**

- Keep face coverings/disposable masks stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

## CDC Guidance on Use of Face Coverings

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

### Important Information About Your Cloth Face Coverings

<https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

## How to Wear a Mask

[https://www.youtube.com/watch?v=qilLP\\_UnaHg](https://www.youtube.com/watch?v=qilLP_UnaHg)

## Donning PPE

<https://www.youtube.com/watch?v=of73FN086E8>

## SYMPTOM MONITORING REQUIREMENTS

Anyone who plans to be on campus will need to conduct symptom monitoring every day. At this time, [symptoms](#) \*of COVID 19 include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Fatigue



- Repeated shaking with chills
- Muscle pain
- Sore throat
- GI symptoms such as nausea, vomiting and diarrhea have also been reported
- New loss of taste or smell



If you have any of these symptoms, or had “close contact” (you spent at least 10 minutes within 6 feet of that person) with anyone with confirmed COVID-19, or you, or a household member is currently on home isolation or quarantine:

- Do not come to campus.
- You must stay home and isolate immediately. Contact your medical provider for advice, care, and testing. Massachusetts expects all individuals with symptoms to be tested with a diagnostic test, as should any identified close contacts. Staff and Faculty should use their primary care provider if they have COVID-19 symptoms.
- If you are a faculty or staff member you should also notify your immediate supervisor of your absence and you should report your illness symptoms to Brandeis Occupational Health Services: 781-736-4474. Occupational Health Services will provide guidance regarding self-care, support in accessing medical care, provide information on self-isolation, and support the isolation and return to work clearance.
- If you are a student you should contact the Brandeis Health Center [brandeishealthcenter@brandeis.edu](mailto:brandeishealthcenter@brandeis.edu) or 781-736-3677 (during regular hours) or 781-239-1948 (after-hours urgent consultation).

## APPENDIX D – STUDENT HEALTH AND WELLBEING POLICIES AND PROCEDURES AGREEMENT

Brandeis graduate and undergraduate students will be fully committed to core health and wellbeing policies in order to respond to the unprecedented challenges due to COVID-19. These policies and processes are grounded in our shared values emphasizing community, mutual respect, and personal integrity—values enshrined in our student [Rights and Responsibilities](#). Collectively, all members of our community including students, faculty, and staff, will adhere to institutional, local, and state guidance related to prevention, infection control, and mitigation steps of the COVID-19 disease.

All new and returning students must adhere to policies and guidelines for the following, unless exceptions are granted for medical or religious purposes:

- Personal health and safety (hand washing, self-monitoring for COVID-19 symptoms)
- Personal behavioral expectations (face coverings, physical distancing, etc.)
- Comply with self-isolation, self-quarantine procedures as directed by campus official
- Follow all institutional guidance including signage for all campus spaces (residence halls, meeting rooms, classrooms, lab spaces, performance venues, etc.)
- Complete daily attestation to COVID-19 symptoms
- Submit to regular, weekly testing and provide medical records for health professionals to aid infection control and mitigation purposes
- Electronically sign this formal agreement with the aforementioned policies and processes and any evolving institutional guidance pertaining to COVID-19

Again, based on the principles upholding shared commitment to community, mutual respect, and personal integrity, we expect all students to adhere to policies and procedures pertaining to COVID-19. For observed instances of non-compliance, we encourage, but do not expect, community members to address violators directly if they feel comfortable doing so. Allegations for non-compliance of policies or procedures may be referred to student affairs professionals including Community Advisors, Area Coordinators, deans, and directors. The Department of Student Rights and Community Standards will be tasked with responding to formal reports of non-compliance submitted through the [online portal](#).