



FLORIDA STATE  
UNIVERSITY



# FALL 2020 PLAN

June 12, 2020

## Florida State University Fall 2020 Plan

### INTRODUCTION

In March, Florida State University began a new chapter in its history as the entire campus moved to remote learning after spring break in response to the spread of COVID-19 across the globe. Administrators, faculty and staff across the university rose to the challenge of transitioning about 10,000 courses to remote learning, and our students demonstrated remarkable flexibility and resilience in adapting to the conversion.

FSU was better prepared than almost every other university to put a plan into action because of the lessons we learned teaching remotely from our Panama City campus after Hurricane Michael. The flexible remote teaching plan we put into action allowed our faculty, students, and staff to continue teaching and learning nearly immediately, despite the horrific destruction throughout the area from that Category 5 storm.

Although the majority of the university faculty and staff also began working remotely in April, FSU has remained open throughout the pandemic and has continued to offer services, programs and events virtually and through other modes of delivery. In addition, FSU researchers, faculty and students have also lent their expertise to help combat COVID-19 by studying the disease, tracking its spread, and making face shields and other protective equipment.

Now, as states across the nation, including Florida, begin to re-open many sectors of society, FSU looks forward to resuming as many face-to-face classes and on-campus activities this fall as possible but recognizes that we must do so in a thoughtful and measured way.

Over the past few months, Florida State University faculty, staff and administrators have consulted with state and local authorities, health experts, the Florida Board of Governors and the FSU Board of Trustees to develop a return-to-campus plan for Fall 2020. The plan is responsive to the State University System of Florida's Blueprint for Reopening Campuses and outlines our strategy moving forward. However, we also acknowledge that we must be adaptable and responsive to changing conditions and circumstances. The flexibility that allowed our Panama City campus to evaluate, modify, and re-evaluate their approaches to meeting their mission in evolving circumstances will be critical as we do the same at all our FSU locations this fall. Our plan is indeed a blueprint, which may be modified as we build our Fall 2020 semester.

The overarching goal of the Fall 2020 Plan is to provide a healthier and safer environment for student, faculty, and staff success, continuing our focus on what makes the FSU experience so unique and engaging. Although some aspects of university life will be different this fall, our commitment to providing a world-class education to our 42,000 students remains the same. We believe this plan reflects the values and mission of Florida State and provides programs and services that will support our students, faculty and staff.

## EXECUTIVE SUMMARY

The Florida State University Fall 2020 Plan is the result of the work of many task forces and committees representing all facets of the university. Our plan is intended to allow flexibility to respond to COVID-19 as circumstances warrant and conditions change in the university community, across the state and around the world. Moreover, FSU expects to evolve its strategy to comply with the most up-to-date guidance from state and local officials, health experts and others as we gain new knowledge and greater understanding about best practices to prevent and treat the virus.

Our plan prioritizes the well-being of every member of our community, including students, faculty and staff as well as visitors, volunteers and vendors and strives to create a healthier, safer environment for all. It incorporates new policies, procedures and oversight for teaching, learning and working, including strategies to protect individuals at a higher risk for developing adverse outcomes for COVID-19.

The Fall 2020 Plan as outlined in the following pages is organized in alignment with the State University System of Florida's Blueprint for Reopening Campuses and focuses on five major areas that include the following key points:

### **I. A Healthy Campus Environment**

- Social distancing guidelines are in place and face masks will be required for all members of the university community as well as visitors.
- All FSU buildings will be cleaned, sanitized and disinfected according to CDC recommendations using EPA-registered cleaning agents.
- University Athletics will adhere to guidance provided by the NCAA and ACC. All student-athletes will be tested for COVID-19 before returning to Athletics facilities and daily screenings will take place at specific entrances.

### **II. A Healthy Community Environment**

- Vendors, visitors and others will be fully briefed on necessary campus health and safety precautions.
- FSU will continue to work closely with the Florida Department of Health, local hospitals and others on its plan for contact tracing.
- Noncompliance of requirements to wear face masks and practice social distancing may result in employee suspension or a referral to student behavior and/or academic review boards.
- FSU strongly encourages every member of the campus community to get the influenza shot.

### **III. COVID-19 Virus Testing**

- All employees must be tested before they will be allowed to return to campus; employees will be offered a test at an FSU drive-through facility.
- FSU has set forth the aspirational goal of initial baseline return-to-campus COVID-19 testing of all faculty, staff, and students.

- All individuals who intend to be physically present on campus will be strongly encouraged to undergo clinical testing for COVID-19 through a recognized testing procedure of their choice before returning to campus.
- Students may be asked to take a COVID-19 test as part of FSU's Sentinel Surveillance program, which aims to test a percentage of students monthly to detect when community spread may be increasing.

#### **IV. Contact Tracing and Surveillance**

- FSU is partnering with the Florida Department of Health to establish the FSU Contact Tracing Initiative.
- Students, faculty or staff who are identified through contact tracing will be notified and required to isolate for 14 days.
- An 80-bed, on-campus residence hall (Rogers Hall) and several other smaller facilities will be used only for quarantining residential students who have tested positive for the virus for 14 days. Off-campus students will isolate in their off-campus apartments/houses.

#### **V. Academic Program Delivery**

- Fall Semester will begin Aug. 24, 2020 and end Dec. 11, 2020 as previously scheduled; however, no face-to-face classes will be held after the Thanksgiving break.
- FSU will offer face-face classes for selected lab and experiential courses; both synchronous and asynchronous distance learning courses; and hybrid classes that are a mix of both face-to-face instruction and remote learning.
- FSU's award-winning International Programs will not offer courses at our Study Centers in London, Florence or Valencia this fall.
- The FSU Center for the Advancement of Teaching is working with many faculty to help them learn to teach more effectively through remote means.
- Only 25-50% of classroom space will be used at any given time in order to limit the number of students, faculty and assistants who may be in the room at any given time.

### **FALL 2020 PLAN**

#### **I. A HEALTHY CAMPUS ENVIRONMENT**

- ❖ **The foundational priority of Florida State University's plan is the health and welfare of all students, faculty, staff, vendors, volunteers and visitors.**

At Florida State University, we have always focused on building strong and diverse communities of students, faculty, and staff as we have designed academic, research, collaborative, interdisciplinary, and context-based programs that have led to some of the nation's best outcomes for student success and faculty and staff achievement. This plan reflects FSU's dedication to striving to provide a safer and healthier environment for all our constituents in all these categories of excellence.

❖ **Health and safety on the Florida State University campus is a shared responsibility for all involved.**

The Fall 2020 Plan is predicated on well-planned policies, procedures, and oversight designed to promote a safer and healthier environment for teaching, learning and working, including strategies to protect individuals at higher risk for developing adverse outcomes of COVID-19. All students, employees, vendors, volunteers and visitors will be subject to these policies, procedures and oversight.

Courses will be taught in multiple formats; academic advising and support services for students will be available face-to-face and remotely; intercollegiate athletics, including practices and competitions, will continue and follow NCAA and ACC requirements; and services such as parking, student recreation, student health, and student activities will be available.

❖ **The social distancing guidelines recommended by the Centers for Disease Control and Prevention (CDC) that are in place at the time of FSU's fall opening will be implemented in all of our campus facilities and will include procedures for enforcement.**

All FSU faculty, staff and student members will be directed to follow the instructions below, which mirror the recommendations from local, state, and federal entities, including the CDC, the Florida Department of Health, and FSU's Emergency Management and Environmental Health and Safety offices:

Social distancing helps to slow the spread of COVID-19. Because people can spread the virus before they know they are sick, it is important that everyone — even those who have no symptoms — keep proper distance from others when possible. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19. Also, be mindful of others who may have personal circumstances or situations that present challenges with practicing social distancing.

Practice social distancing:

- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in large groups.
- Stay out of crowded places and avoid mass gatherings.
- Limit close contact with others outside your household in indoor and outdoor spaces.
- Use ZOOM™ or similar applications as alternatives to face-to-face meetings.
- Try to avoid casual conversations in common areas, e.g. hallways – take them outside with appropriate distancing.
- In tightly enclosed spaces such as elevators, limit occupancy to no more than three people.
- Entry to buildings will be regulated and monitored. The FSUCard is required for entry to all buildings, and exterior doors should not be held or propped open for any other person. Each person should use their own card to enter the building.

Departments and building coordinators will identify usable building access points and coordinate arrival and departure times to reduce congestion during typical “rush hours” of the business day. Staff arrival and departure will be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs and elevators. Violation of these guidelines may result in immediate revocation of building access privileges, as well as corrective action.

Departments are also responsible for ensuring that employees can work while maintaining the CDC social distancing guidelines (minimum of 6 feet). Departments are responsible for ensuring that high-risk employees receive consideration for their health needs (outlined later in this document).

One important way FSU will work to mitigate the spread of COVID-19 is to provide alternating office coverage, as appropriate, for departments. Departments may develop rotating schedules for staff, alternate their presence in the department on a daily or half-day basis, rotate on-campus presence weekly, or allow employees to come to their work location as needed to perform their job duties by checking in with the supervisor first to ensure a reduced footprint is maintained.

Departments will assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open workspaces with multiple throughways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.
- In some customer-focused settings, such as reception or information desks, the use of clear barriers may be an alternative when other options are not effective.

FSU will decrease density in residence halls as much as possible by offering voluntary contract releases. An announcement was sent to all on-campus residents in May 2020, informing students of likely policies and procedures for residence halls. All students who want to be released from their housing contract will receive their full financial deposit back. We will communicate and enforce reduced capacity limits in all lounges, laundry rooms, and kitchen areas. FSU will limit residence hall program size to reduced capacity of lounges and incorporate social distancing/masks protocols when students are not in individual rooms.

Social distancing in classrooms, studios, and labs are described in Section V. [Academic Program Delivery](#).

- ❖ **Sufficient personal protection equipment (PPE), including face coverings, as well as hand sanitizers, will be available at the time of opening, as well as an adequate long-term supply for the campus, and procedures for enforcement of PPE policies.**

FSU's guidance on the use of face coverings is in accordance with [CDC recommendations](#). We require the wearing of appropriate masks while indoors, for all members of the university community as well as visitors. The wearing of face coverings is considered an additional public health measure to help reduce community transmission of respiratory diseases and COVID-19.

The Procurement Office at FSU has identified and ordered the most effective examples of reusable cloth masks, and these are available to all departments and units across campus. Procurement plans include ongoing orders that will ensure adequate supplies throughout the semester and beyond. FSU also has ordered a large supply of disposable masks that will be used as needed for members of the university, especially students, who may not have a mask with them when attempting to enter a building or classroom.

Cloth face masks should:

- Fit snugly but comfortably against the side of the face ensuring that it covers the nose and mouth.
- Allow for breathing without restriction.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Be able to be laundered and machine dried without damage or change to shape.
- Should not be shared with or worn by others.
- When not in use, should be stored in a clean, dry bag.

Sanitary Care for Face Coverings:

- Keep face coverings/disposable masks stored in a clean dry bag when not in use.
- Cloth face coverings should 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 use.
- 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 or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

No more than one person should be in the same office unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, a cloth face covering should be worn at all times.

Cloth face coverings should be worn by any staff in a reception/receiving area. Cloth face coverings should be used when inside any FSU facility where others are present, including while walking.

❖ **All students and employees will be educated in the requirements and expectations for the social distance guidelines and the use of PPE on the campus.**

University Health Services, University Counseling, Human Resources and University Communications will launch a comprehensive marketing campaign for students, faculty, staff and others to communicate appropriate practices, such as social distancing, handwashing and wearing masks. This robust, widespread, multimedia Public Health Information Campaign will educate the FSU campus community. This campaign will reinforce essential public health practices, reinforce the importance of the attestation software, demystify the testing and tracing process for employees and students, and provide consistent messaging about the role of every individual in the university's collective health.

Student Affairs has launched Virtual FSU, a compilation of resources, programs, and services available online for students. This program aims to foster community and connection virtually and provides a "one-stop shop" for virtual student life at FSU. In addition, FSU has prepared a digital document, *"Return to Campus Guidance: Student Guidance for Safely Returning to Campus."*

A campus-wide announcement will be sent to students in July encouraging any student considered a high risk for severe illness according to CDC guidelines to discuss their return-to-campus plan with their doctor/specialist. Students who decide not to return to campus, will be provided with virtual course and student life options.

FSU has prepared a thorough digital document, *"Return to Work Guidance: Faculty and Staff Guidance for Safely Returning to Campus,"* that details all required safety protocols and actions. Available to all employees, it is about their own conduct as we continue to meet the mission and crucial functions of the University while keeping the community safer and healthier. All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of FSU's return to work. Failure to do so may result in corrective action.

Special consideration will be given to employees who are 65 and older, and/or have underlying health issues that may increase the severity of infection should they contract COVID-19. The Governor advised that high-risk individuals stay home if they are able, avoid crowds, and practice social distancing when they must be out. For high-risk employees who do not want to report to campus and are also unable to perform their duties remotely, supervisors will consider approving sick or annual leave, unless operational functions would be severely impacted.

Conditions that may contribute to higher risk for contracting COVID-19 include:

- Age 65 and older
- Living in a nursing home or long-term care facility
- Moderate to severe asthma
- Chronic lung disease
- Liver disease
- Diabetes

- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Immunocompromised individuals (including those who are pregnant)
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.

Employees who fall into these high-risk categories and wish to seek temporary workplace modifications should work with the Office of Human Resources. Modifications may include remote work, additional options for physical distancing (including staggering shifts), alternative work locations, reassignment, modified or flexible schedules and/or the use of leave.

As an effort to mitigate the spread of COVID-19 in our campus community, nonessential personal travel is strongly discouraged. If an employee does travel for personal reasons, the employee will be advised to avoid areas that have been heavily impacted by the spread of COVID-19.

❖ **Florida State University’s plan provides specific protections and protocols for participation in athletic competition by students, staff, and spectators that comply with CDC guidelines and state policies regarding COVID-19**

Our “Back to Athletics” task force includes executive staff, sports medicine, compliance, academics, football operations, student-athlete development, and stewardship/development. This task force utilizes input and recommendations from state and local governments, University leadership, the NCAA Sport Science Institute, the National Athletic Trainers’ Association Council for Sports Medicine-Division I (NATA ICSM), University Health Services, and FSU athletics team physicians. The following guidelines will govern the reopening of the Athletics Department and allow the safe return of student-athletes, coaches and staff.

1. Leadership

Kris Stowers, M.D. will serve as the FSU Athletics Chief Infection Officer. Our sports medicine staff will work closely with Dr. Stowers and in conjunction with University Health Services. All modifications will be approved by the Director of Athletics or his designee. All coaches, staff and student-athletes will participate in COVID-19 education sessions.

2. Testing

All staff and student-athletes will receive COVID-19 testing before returning to athletics facilities. Daily screening procedures will be in place at specific entrances. Anyone with symptoms will follow a reporting protocol.

### 3. Quarantine Plan

In conjunction with University Health Services, housing has been identified and will be available immediately for any student-athlete who tests positive for the virus. Any student-athlete or staffer who receives a positive test will be isolated for 14 days.

### 4. Tracing Protocol

Athletics will work with the FSU Tracing Team and the Department of Health for official contact tracing. Our athletics sports medicine staff will help conduct local tracing of student-athletes within athletics facilities to ensure adequate cleaning of all spaces.

### 5. Building Operations Protocol/Cleaning Plans

All athletics facilities will be operated on a schedule developed by sports performance and facilities/events management staff and will remain locked and closed to the public. Signage will be designed to educate and enforce expectations. Paths of entry and exit will be established to ensure a 6-foot boundary of social distancing guidelines, and multiple hand sanitizer stations will be provided throughout the building. Elevators will be limited to no more than two persons at a time. All non-essential staff who are able to continue working remotely will be encouraged to do so.

Personal Protective Equipment (PPE) will be provided and required to enter the facilities and in common areas. Source containment masks will be available to coaches, student-athletes and staff and will be required in common areas as well as in groups of 10+ occupants. Hand washing will be required when staffers leave their personal work space and public kitchenettes and equipment within each work unit will be limited.

Cleaning of all spaces will be viewed as a team approach and occur in common areas and at frequent touch points by facilities staff. The athletic training room will be cleaned after each treatment by the sports medicine staff. Weight rooms will be cleaned after each session by strength and conditioning staff. All team and departmental meeting and conference rooms will be cleaned by the host users after each meeting. The approved ProKlean solution will be made available and utilized in each of these spaces occupied by staff and student-athletes. We are continuing to develop plans for safe travel for teams and fans attending away games.

### 6. Procurement Plans

Our reopening task force team works with University Emergency Management, Environmental Health and Safety, and FSU Procurement on sourcing all of the items needed.

### 7. Sports Performance Plans

Nutrition, Strength and Conditioning, and Counseling departments will adequately and safely serve the needs of student-athletes and staff during this time.

### 8. Communication Plans

Ninety-second to two-minute educational videos will be recorded via smart phones with a common message of “Protect. Participate. Excel. #SeminoleSafe” to be incorporated at the end

of each communication. Videos will be uploaded through a secure YouTube channel and disseminated through TeamWorks.

- ❖ **FSU Fall 2020 includes plans for the gradual and measured approval of student extracurricular activities, including Greek organization operations and functions, student organizations, clubs, intramural sports and social gatherings.**

FSU is working with fraternity and sorority houses on safety protocols for residents. We are requiring appropriate social distancing/mask protocols/limited size for all events and programs.

The majority of student events, activities and programs will be offered virtually. Registered Student Organizations may plan limited in-person events, which may be possible outdoors with social distancing and possibly inside if adequate space is available. No open food or beverage sources, like buffets, are permitted. If food is served, it must be single servings and prepackaged. The majority of programs will be offered virtually, including registration processes and trainings.

FSU Campus Recreation will continue to offer virtual fitness opportunities. We will prohibit recreational activities that do not provide for appropriate social distancing in response to state/local/campus guidelines. We will limit capacity in any indoor fitness facility. We will spread out equipment to ensure 6-foot distancing, increase and standardize enhanced cleaning protocols, and utilize no-contact check-in.

- ❖ **FSU will regularly clean, sanitize, and disinfect all university facilities, including classrooms, office spaces, housing and food service facilities, social activities/public space, and research equipment and laboratories.**

All FSU buildings will be regularly cleaned, sanitized, and disinfected according to CDC recommendations, utilizing EPA registered cleaning agents, and will include:

- Disinfecting main entrance doorways, handles, handrails, light fixture switches, etc.
- Sweeping and mopping of floors/vacuuming carpeted areas.
- Cleaning restrooms thoroughly.
- Restocking paper goods.
- Restocking soap dispensers.
- Emptying trash receptacles in common areas and/or restrooms.
- Wiping common area tables/chairs/etc.

Limited service will be provided to office areas. Laboratory areas will not be serviced unless permitted in writing by the laboratory manager/officers. In areas where services are not requested, trash receptacles must be placed on the outside of office/laboratory door for pickup.

Any sensitive, laboratory- or facility-unique equipment that is not part of the normal cleaning protocol will require manufacture cleaning specification and will be the responsibility of the department to provide guidance.

Central services may be limited at times and will only be provided to buildings where there is activity. We will establish priorities within the institution and set specific standards, either detailed or generalized, for maximum flexibility for those essential personnel and their work areas. Once it is determined that an area is deemed essential, our staff will continue to provide enhanced cleaning on a regular basis. While facilities staff will properly clean areas, employees should proactively clean and disinfect their workspaces to help ensure a safe work environment for all. Every employee plays a contributing role in preventing the spread of COVID-19.

For frequently touched surfaces or objects such as counters, tabletops, workstations, doorknobs, bathroom fixtures, toilet handles, phones, keyboards, tablets, desks, chairs, tables or any other hard surface, a [U.S. Environmental Protection Agency \(EPA\)](#) household cleaning spray or wipe can be used on COVID-19. When using cleaning sprays or wipes, employees will be directed to follow the precautions, application directions, and contact time according to the label instructions to ensure the safe and effective use of the product.

If dining on campus, one should wear a cloth face covering until ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Employees are encouraged to take food back to their office area or eat outside if this is reasonable for their situation.

If eating in a work environment (break room, office, etc.), a 6-foot distance must be maintained, and individuals should not sit facing one another. Cloth face coverings should be removed only to eat and then should be put back on. Departments will remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including tables, refrigerator handles, coffee machines, etc. after using in common areas.

## **II. A HEALTHY COMMUNITY ENVIRONMENT**

- ❖ **Each university plan should emphasize that the health and safety of its campus is a shared responsibility among students, employees, vendors, volunteers, visitors, and surrounding community members.**

FSU's overall plan is based on institutional, community, and most importantly, individual responsibility. We have had numerous meetings with all facets of our institution in designing our plan and have also met and communicated frequently with city and county leaders, including the mayor, law enforcement and our local Chamber of Commerce. Procurement, food services, and all vendors with whom we do business will be fully briefed on how to help make our campus and larger community safer and healthier. Our Visitors Center staff also have the necessary safety precautions in place for anyone who visits.

- ❖ **Governmental leaders, business owners, and health care providers in the surrounding university community should accept a shared responsibility with the university to promote the health of the campus and its surrounding community. As important partners, these entities should be strongly urged to commit to adhering to and endorsing national and state guidelines and university policies that are in place to promote health and safety.**

FSU has worked closely with numerous health care providers, including our local hospitals and clinics, as well as the Florida Department of Health and our local Department of Health, to develop a plan for testing and contact tracing. The Chamber of Commerce and local business leaders, like local government leaders, have been vocal in their support of all actions needed to maintain a safer and healthier community.

- ❖ **Every individual coming on to a state university campus should be expected to accept personal responsibility for his/her actions by following all CDC recommendations and university policies. Each university should establish and publicize consequences for non-compliance of all relevant national, state, and university policies.**

As noted elsewhere in this plan in greater detail, everyone on the FSU campus is required to wear an appropriate mask whenever indoors, practice safe social distancing, and follow all CDC, governmental and FSU guidelines. Noncompliance of faculty and staff may result in suspension or other employment actions. Noncompliance by students will be referred to student behavior and/or academic review boards.

- ❖ **Universities should support prevention and mitigation strategies developed by the Florida Department of Health for other infectious diseases that may worsen or are similar to COVID-19, such as influenza.**

FSU strongly encourages every student, faculty, and staff member to get the influenza shot and will offer many opportunities to get the shot on campus as well as information about where else it is available in the community. Our Health and Wellness Center will continue to be diligent in its treatment of illness of any kind within our student body, including mental health and wellness issues.

### **III. COVID-19 VIRUS TESTING**

- ❖ **FSU has a COVID-19 testing plan to determine who in the campus community should be tested, and when and how often they should be tested, to enable employees and students to return to campus in a controlled, phased-in approach.**

## **EMPLOYEES**

### **Campus Re-Population**

- Recognizing the unique features of a residential campus community in terms of live course delivery, communal living spaces, research facilities, and recreational and athletic

events, FSU has set forth the aspirational goal of initial baseline return-to-campus COVID-19 testing of all faculty, staff and graduate assistants.

- Employees will be offered a test at an FSU drive-through facility.
- If a test result is provided from an FDA-approved test, this is sufficient in lieu of campus provided testing. The date of the test should be within 10 days of campus arrival.

### **Post-Exposure Management**

- Employees who have been potentially exposed to a COVID-19 patient will be interviewed to determine whether the employee is at a low, medium or high risk for having contracted COVID-19 according to [CDC guidelines](#). Recent contacts with others will also be documented. Interviews will be conducted remotely whenever possible.
  - Employees determined to be at low risk will be permitted to continue working and will be required to self-monitor their symptoms and temperature daily and comply with social distancing and masking requirements on campus.
- Non-clinical employees in the medium- and high-risk exposure categories will be required to self-isolate at home and not return to work until 14 days after the onset of symptoms.
- Clinical employees in the medium- and high-risk exposure categories, if asymptomatic, may continue to perform clinical duties under the following conditions:
  - The employee's immediate supervisor must be informed.
  - The supervisor and the Infection Prevention Team will meet and discuss the situation and a plan of action specific to the circumstances will be developed.

### **Symptomatic Employee Management**

- Employees who are ill for any reason should inform their supervisor and isolate at home.
- A [CDC time-based strategy](#) will be utilized for return to work.
  - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications, AND
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath), AND
  - At least 10 days have passed since symptoms first appeared.
- If the employee is diagnosed with COVID-19, the following procedures will apply: Management of a COVID-19 Infected Employee.

### **COVID-19 Infected Employee Management**

- If the employee is diagnosed with COVID-19, regardless of symptoms or lack thereof, the employee must isolate at home immediately and the employee's supervisor must be informed.
- Severely ill employees should be encouraged to contact their primary physicians.

- Employees who do not require hospital admission must remain in isolation at home ([CDC interim guidance](#)).
- A CDC symptom-based strategy will be utilized for return to work, with clearance by the FSU Infection Prevention Team. Upon return to work, the employee must:
  - Wear a facemask at all times.
  - Be restricted from contact with high risk populations until 14 days after illness onset.
  - Adhere to hand hygiene, respiratory hygiene and cough etiquette in CDC's interim infection control guidance (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles).
  - Self-monitor for symptoms and seek medical re-evaluation if respiratory symptoms recur or worsen.

❖ **FSU has plans to identify and prioritize individuals who warrant testing.**

**FSU will identify and prioritize individuals who warrant testing in conjunction with our team from the College of Medicine, College of Nursing, Public Health and others, along with local health providers. A Campus Infection Prevention Team will be formed to review cases of infection within the campus community.**

- **For review of student cases**, the CIP Team includes an Infection Preventionist Physician, Student Affairs, University Health Services, and others as needed. For student athletes, the CIP Team will include representatives from coaching staff as appropriate.
- **For review of employee cases**, the assigned CIP Team includes an Infection Preventionist Physician, the Employee Supervisor, Human Resources, and others as needed.

**Test analysis, data monitoring, and follow-up capabilities are planned, as is the ability to scale up the program.**

❖ **The testing program includes a regimen for individuals coming to the campus from state, national, and international locations that have been identified as “hot spots.”**

FSU continues to consult with Florida Surgeon General Dr. Scott Rivkees and the Florida Department of Health. Hotspot areas will be updated on an ongoing basis.

- Recognizing the unique features of a residential campus community in terms of live course delivery, communal living spaces, research facilities, and recreational and athletic events, FSU has set forth the aspirational goal of initial baseline return-to-campus COVID-19 testing of all faculty, staff and students.
- All individuals who intend to be physically present on campus will be strongly encouraged to undergo testing for COVID-19 through a recognized testing procedure of their choice before returning to campus. Recognized means of testing include a clinical

test administered through FSU's on-campus testing facility; a private lab test via a private physician; or any other FDA-approved test with results provided prior to return. This flexibility in election of a recognized testing process is intended to strongly incentivize members of the campus community to take responsibility for campus health and well-being. All members of the campus community have a shared interest in preventing an initial outbreak during the repopulation of campus and to quickly detect and address any potential subsequent outbreaks. We fully anticipate substantial cooperation from our faculty, staff, and students toward our goal of testing of 100 percent of those physically present on campus.

❖ **Health care professionals will rapidly respond to identified “hot spots” on the campus.** FSU will work with the Department of Health and campus-based efforts to identify smaller communities impacted by COVID-19 and work to quickly quarantine, test, and/or isolate positive cases to help stop the spread. Mitigation steps, such as a temporary suspension of in-person activities, may be employed to address “hot spots” that are identified through contact tracing.

- The University will launch a surveillance program to randomly test faculty, staff, and students. Community members are strongly encouraged to prioritize participation in this program as we all do our part to keep campus safer.
- Asymptomatic individuals who wish to be tested will be able to request testing according to test availability.

**If suspected positive or tested positive for COVID-19:**

- Employees should report that they suspect or have tested positive at [HR-COVID@fsu.edu](mailto:HR-COVID@fsu.edu) so that the University can better trace the COVID-19 impact on our community.
- Students should report that they suspect or have tested positive at [report.fsu.edu](http://report.fsu.edu) so that the University can better trace the COVID-19 impact on our community and offer telehealth monitoring and case management services if needed.
- Severely ill individuals should call 911 or a hospital emergency department directly.
  - Tallahassee Memorial Hospital: (850) 431-0911
  - Capital Regional Medical Center: (850) 325-5000
- Individuals who do not require hospital admission should remain in isolation in their off-campus residence. On-campus students who test positive will be moved to Rogers Hall.
- Clearance to return to campus/residence hall will be determined by 14 days free of symptoms and a negative test or CDC guidelines.
- Self-monitor for symptoms and seek medical re-evaluation if respiratory symptoms recur or worsen.

- ❖ **Collaboration is in place with the Florida Department of Health to acquire testing resources, staffing, and expertise.**

FSU is working closely with the Florida Department of Health, as well as local health departments in Leon County and surrounding areas. We are partnering with the Florida Surgeon General and his staff to ensure we are able to use appropriate testing materials and expertise and make all needed notifications immediately.

- ❖ **Protocols are established with the local hospital and health care system and the capacity of the system is clarified.**

The FSU COVID-19 Diagnostic Laboratory is being established in collaboration with Tallahassee Memorial Hospital to allow faster qPCR test results and increase test capacity available to the university community. We have multiple testing partners, including Capital Regional Medical Center, Quest Diagnostics and the Mayo Clinic, for additional testing needs.

- ❖ **A Clinical Advisory Committee on testing and tracing is meeting regularly and in frequent communication to develop and bring to fruition our clinical framework for safely repopulating campus.**

FSU has multiple committees and task forces in place and all are working together with our main Clinical Advisory Committee, composed of physicians, health care professionals, contact tracing experts and others.

- ❖ **We will provide expertise to smaller institutions in the SUS in developing appropriate testing programs.**

We are working in partnership with the local and state Departments of Health and local and national medical providers. We are especially pleased to share expertise and recommendations with any members of the SUS that, like FSU, does not have teaching hospitals.

### **III. CONTACT TRACING AND SURVEILLANCE**

- ❖ **Contacts of those found to be infected with the virus will be identified and quarantined for 14 days.**

Any students, faculty or staff who are identified through contact tracing will be notified and required to isolate for 14 days. This requirement is easier to oversee effectively with those students living on campus.

- ❖ **For students in on-campus housing, facilities (rooms, building sections, or temporary housing, on or off campus) must be identified that will be suitable for isolating positive virus cases for 14 days. Resources must be made available to provide care and services to these individuals and include the ability for quarantined students to continue their studies.**

We have identified Rogers Hall (80 beds) and several other smaller facilities that will be used only to quarantine on-campus residential students who have tested positive for COVID-19. Student Affairs will help provide access to meals and virtual services. Academic Affairs will assure that the students can continue their studies remotely if they are able to do so.

- ❖ **The health environment of the campus will be regularly monitored to enable campus leaders to quickly respond to significant increases in virus infection and hospitalization rates. A threshold should be defined in advance for the campus that will trigger a return to tighter social distancing and behavioral restrictions.**

FSU is partnering with the Florida Department of Health (FDOH) to start an FSU-staffed, but FDOH-directed, FSU Contact Tracing Initiative (FSUCTI). FDOH has established that they welcome partnership with FSU, but FDOH is ultimately responsible for overseeing the state's contact tracing initiative. FSU will facilitate FDOH's hiring of contact tracing staff, training and onboarding new employees, and receiving contact tracing information from the FSUCTI. FSU is committed to being a partner in these efforts and managing data in compliance with FDOH's standards and practices.

For the Tallahassee campus, the FSUCTI will be housed in an FSU call center/office setting on FSU's main campus or at Innovation Park and will be staffed by FSU students, staff, and faculty, as well as FDOH contractors as requested by FDOH. FDOH requests that FSU staff this office with frontline tracers (individuals actually doing the phone/text/e-mail contacting) and higher-level management staff that reflects FDOH's pyramidal organizational structure. FSU will designate a lead for reporting to and interfacing with FDOH leadership as required.

For the Panama City, Florida, and Sarasota campuses, FSU and FDOH will explore the opportunities for and advantages of setting up an on-campus center. The FSU-PC campus in particular will be good for the partnership arrangement.

The FSUCTI will employ contact tracing best practices and augment those with existing FSU databases and information systems. These university datasets include housing data, employee/HR datasets, classroom information, course rosters, and swipe card data from libraries, dining areas, and other buildings that track user access. These employee and student data will promote quicker and better contact tracing efforts for the FSU campus community.

Central to the FSUCTI effort is information flow into and out of the center(s). Timely information on positive tests from FDOH, Leon County Health Services, and any FSU testing lab within the campus community must flow with speed into the FSUCTI. Essential to the FSUCTI effort is accurate data capture and data management. FDOH requires the use of the Merlin system for capturing these data, and FSUCTI will develop protocols to ensure accurate, timely, and uniform data capture.

As part of FSU's Testing and Tracing Plan, the university will also develop an Attestation Solution for all employees and students. This solution will require individuals to attest to their general good health before accessing FSU facilities each day. Those who have a fever or other possible indicators of COVID-19 will be directed not to come to campus. Depending upon the mix and severity of their symptoms, they will be directed to seek medical care, obtain a COVID-19 test, or self-quarantine for a period of time. Employees who show symptoms will not be allowed to return to work and their supervisor will be alerted to their need for remote work or time off for health reasons. Students who indicate a mix of these symptoms will not be allowed to attend classes, use FSU facilities, etc. The Attestation Solution is essential to providing

speedy guidance to individuals to obtain a test, as well as actionable information to prophylactically begin the tracing process should a test come back positive.

Lastly, as previously noted, a robust, widespread, multimedia Public Health Information Campaign will serve to educate the FSU campus community. This campaign will reinforce essential public health practices and the importance of the attestation software, demystify the testing and tracing process for employees and students, and provide consistent messaging about the role of every individual in the university's collective health.

Through testing, peaks in positive rates that occur will be evaluated with respect to how concentrated or widespread the epidemiological data demonstrate the outbreak to be. A peak that is confined to a single residence hall or particular student group, for instance, may result in smaller-scale changes rather than a campus-wide change in distancing and behavioral expectations. Larger-scale peaks will result in campus-wide adjustments. FSU will continuously monitor the campus health data and will tailor modifications to the immediate situation.

## **VI. ACADEMIC PROGRAM DELIVERY**

- ❖ **Faculty, staff and administrative leaders are exploring new and creative ways to use technology to deliver classes in a variety of alternate modes using flexible formats, from course modules and courses provided fully through distance learning, to classroom-to-hybrid approaches that blend the two modalities.**

Multiple FSU Academic Continuity task forces with representatives from all parts of campus have met numerous times, and communicated frequently with related groups, as we prepare to offer a full range of courses, including face-to-face (F2F) selected labs and experiential courses that are difficult to teach and learn effectively in remote ways; distance learning both synchronous, asynchronous and combined; hybrid classes that are both virtual and F2F in limited and safe ways; and what might be called mixed method courses, which are prepared to be taught both F2F or remotely as needed.

The same considerations are being made for our branch campuses. The Ringling Museum campus has reopened with highly structured visitor access and exploration protocols in place. In the first week of reopening, about 200 visitors per day came to our 66-acre, multi-building campus there.

Our FSU-Panama City, Florida campus has conducted the same deep explorations of what is best for their campus, with its much smaller student and employee numbers and small footprint. After successfully weathering post-Michael impacts, they know both the challenges and possible solutions to dealing with a natural disaster. They work intensively with faculty, departments, and administrators on our main campus to offer needed courses in multiple formats, not only for students there, but also at the Tallahassee campus.

Our Panama City, Republic of Panama campus is still closed, along with much of that country. Panama has been hard hit with COVID-19, and while we are intending to offer classes to our students there in Fall 2020, it is not yet clear exactly when we will be able to begin doing so.

Our national award-winning International Programs will not offer courses at our centers in Europe this fall. Although we successfully ended spring semester with virtual classes for our students who started on-site at our Florence, Valencia, or London sites, we do not think the situation is yet stable enough to send students there for Fall 2020.

❖ **Ongoing faculty training and professional development has been ramped up to provide additional training and support for new online technologies and non-traditional modes of delivery of instruction.**

FSU's Office of Distance Learning has added multiple new virtual workshops and mentoring for faculty planning courses to be offered via distance learning and remote means. Funds have been utilized this summer to prepare faculty and instructional staff who submitted applications for in-depth work to continue our improvements in using remote means to ensure student success in areas such as mathematics and classes such as trigonometry and calculus. We are providing new technologies in F2F classrooms that will necessarily hold fewer students per class and who will need to interact with one another, the instructor, and the technology from a safer distance.

Our Center for the Advancement of Teaching (CAT) is working with many additional faculty and disciplinary groups from across FSU to help them learn to teach more effectively through remote means. The FSU focus on state-of-the-art pedagogies and high impact teaching and learning practices has led to our greatly improved records of student success as demonstrated in timely graduation, retention, and new records of national and international awards earned by our students.

❖ **Class sizes and classroom densities as well as timing of classes are being evaluated in consideration of the social distancing guidelines that are in place.**

Our team in the Registrar's Office has been joined by members of Facilities and representatives from colleges and centers to prepare what have been evolving plans for classes and special densities in keeping with guidance from the CDC, Florida Department of Health, and other regulatory agencies. We will utilize approximately 25% (to a possible maximum of closer to 50% if allowing sufficient spacing) of any classroom space at any given time, thus limiting the number of students, faculty, and assistants who may be in the room. When our modified Fall 2020 schedule is made public after approval of our plan, it will include not only different modes of instruction for many courses, but also the safer and healthier use of classrooms for all. We will include as many face-to-face classes as possible, as we understand the value of those teaching and learning experiences for students and faculty alike.

Additional concerns regarding use of research labs and equipment are of critical importance to our faculty, post-doctoral scholars, graduate students, and research staff. FSU has completed the third week of Phase 1 of a planned 3-phase resumption of research on our campuses and

other facilities. Phase 1 included restricting the density of researchers (faculty, staff and graduate students) to a maximum of 25% of pre-COVID working densities. It also included appropriate social distancing that, at a minimum, follows federal, state and local guidance. Undergraduates are not yet permitted on campus and all research involving human-to-human interactions is limited to those instances that would result in potential harm to the subject if the research was curtailed (e.g., clinical trial).

Phase 2 is expected to begin by late June, and will continue to increase on-campus research activity. As in phase 1, the goal is to maintain social distancing; we will aim for no more than 50% of the normal occupancy of any individual space. This might mean that the majority of people return to their work spaces for some of the time, or that a minority of them are there most of the time, while others continue to work from home. We will ensure 6 feet between workers and two or fewer people per 100 square feet. Chairs and center directors, with the approval of their deans, will be responsible for implementing this guidance.

Further considerations for the kinds of research activities that will begin in Phase 2 include:

- Lab research may increase density to 50% of normal occupancy, within the following parameters: shift work/scheduled access; ensuring at least six feet between people at all times (with use of PPE where this is not possible); disinfection of work surfaces after use.
- Face-to-face (“interactional”) human subjects research that can be conducted within the parameters of social distancing (e.g. observational, some behavioral) may resume, provided that it does not involve populations vulnerable to COVID-19 (see CDC website). Consent forms must henceforth be revised to take into account new risk and mitigation factors (see FSU IRB website for suggested language); steps taken will include the provision of PPE and disinfection procedures, and may well include physical barriers and/or moving research to larger rooms. For interactions that happen off-campus, the PI must ensure provision of PPE and disinfecting supplies, and must ensure cleaning protocols are followed.
- Face-to-face (“interventional”) human subjects research and clinical research that cannot be conducted within the parameters of social distancing may recommence with the approval of the OVPR, provided that it does not involve populations more vulnerable to COVID-19. Consent forms must henceforth be revised to take into account new risk and mitigation factors; steps taken will include the provision of PPE and disinfection procedures, and may well include physical barriers and/or moving research to larger rooms. For interventions that happen off-campus, the PI must ensure provision of PPE and disinfecting supplies, and must ensure cleaning protocols are followed.
- Remaining core facilities and equipment that require significant time to turn on, recalibrate, etc. will be restarted.
- Field research involving students may recommence, with appropriate social distancing and/or use of PPE where that is not possible.

- Most meetings will remain virtual or will be within space guidelines with appropriate PPE.
- ❖ **To maximize the safety of the campus community, FSU is considering alternative academic calendars, including the beginning and the end of a semester and weekly and daily schedules.**

After much discussion of multiple possible scenarios by many parties, including the Faculty Senate Steering Committee, FSU will start and stop its Fall 2020 semester as planned, with the exception that no face-to-face courses will meet in person after the Thanksgiving holiday. Fall semester will begin August 24, 2020, and end December 11, 2020. The final two weeks of the semester may be used for remote teaching, reviews, completion of academic projects to be shared virtually, and online exams for those classes that use exams.

We, like many other universities, think this calendar is the least disruptive and offers time to make up days lost to hurricanes, large outbreaks, or other causes. It also allows events like Seminole Sensation week, housing move-in, orientation, new faculty orientation, department meetings and retreats to occur on schedule (with nearly all in a virtual format). It also allows housing contracts and leases to proceed as usual and provides a typical semester timeline for instructional material delivery.

At this point we have not made decisions about Spring 2021, but expect to offer the academic calendar as currently planned if circumstances permit.

- ❖ **Flexibility is critical to the success of all students and faculty as schedules and delivery modes may need to be adjusted in reaction to the evolving health conditions on campus.**

FSU task forces have identified multiple ways to rearrange and revise schedules and delivery modes as needed in reaction to evolving health concerns on campus and in the community. Our internal professionals, local and state officials, and SUS colleagues are prepared to draw on collective areas of expertise to address and scale as needed in response to whatever our situations require.

FSU is known for its collaborative nature and its willingness to work with all members of the SUS. FSU President John Thrasher is a vocal member of the Council of Presidents who brings vital government leadership experience to our collective efforts. Provost Sally McRorie serves as chair of the Council of Vice Presidents, VP for Research Gary Ostrander chairs the Research Council, Dean of Medicine John “J.” Fogarty chairs the medical school deans’ group, and CFO Kyle Clark is deeply engaged with his SUS peers as is VP for Student Affairs Amy Hecht. We know that it takes not just a team, but many interrelated teams to address challenges as enormous as those we now face and will continue to face as FSU and our sister universities open for Fall 2020.

## **CLOSING**

In closing, Florida State wishes to thank the State University System of Florida and the Florida Board of Governors for its leadership as the state universities navigate the challenges of COVID-19. The SUS Blueprint for Reopening Campuses provides tremendous guidance as we strive for a healthier and safer environment as students, faculty and staff return to campus for the fall semester. The Blueprint allowed FSU to develop a broad strategy that is tailored to our unique mission as one of the state’s preeminent research institutions, while allowing us the flexibility to adapt to changing conditions and circumstances.

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