

**RHODE
ISLAND
COLLEGE**
[COVID 19]
OPERATIONAL
RESPONSE
PLAN

JUNE 15, 2020

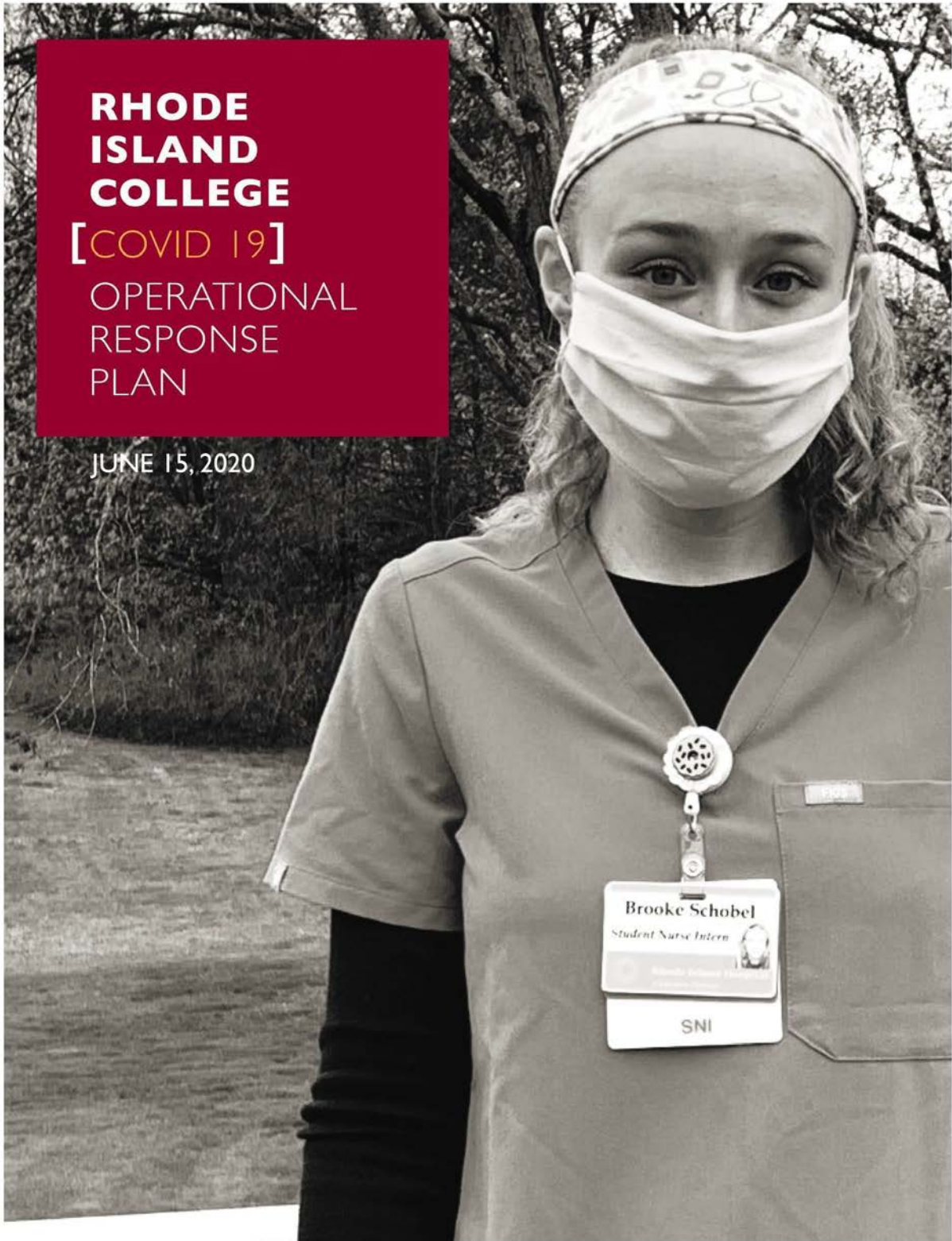


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INSTITUTIONAL PROFILE

Rhode Island College is a regional comprehensive public college that serves approximately 7,531 undergraduate, graduate and doctoral students through its five schools: The Faculty of Arts and Sciences, the Feinstein School of Education and Human Development, the School of Business, the School of Nursing and the School of Social Work. Established in 1854, we are Rhode Island's first public institution of higher education.

The college is located on a beautiful 180-acre suburban campus in the vibrant city of Providence, and has satellite locations at the Rhode Island Nursing Education Center in Providence's Innovation District and the Rhode Island College Workforce Development Hub in Central Falls, RI. Rhode Island College is known throughout the Northeast for its high-quality academic programs, small class sizes, personalized, hands-on learning experiences, nationally recognized faculty, and highly competitive tuition among public four-year institutions.

We are overwhelmingly a commuter-student campus (85%) with the majority of students coming primarily from every part of Rhode Island, Massachusetts and Connecticut. We offer degrees supported with high-touch, hands-on, practical learning programs including laboratories, performing and visual arts and nursing, education and social work programs with clinical experiences in under-served populations, such as work with older adults and communities of color.

Approximately 15% of our students live in a congregate setting in our residential community, which consists of six residence halls. An additional 8% percent of students are student-athletes participating in over 21 different sport programs.

In addition to the college's main campus, our Workforce Development Hub is located in the heart of Central Falls, a predominately Latinx community that has been disproportionately impacted by COVID-19.

Mission Statement

As a leading regional public college, Rhode Island College personalizes higher education of the finest quality for undergraduate and graduate students. We offer vibrant programs in arts and sciences, business and professional disciplines within a supportive, respectful and diverse community. Dedicated faculty engage students in learning, research, and career attainment,

and our innovative curricula and co-curricula foster intellectual curiosity and prepare an educated citizenry for responsible leadership.

Vision Statement

Rhode Island College will be recognized as an outstanding institution of higher education that is valued for high-impact programs and educational practices that prepare Rhode Island's diverse population; for meaningful learning experiences that foster student retention and completion and support professional development; and for its partnerships that strengthen undergraduate, graduate and co-curricular programs. The college will be known for the expertise and leadership of its faculty, students and alumni; for its adaptability to the changing social and economic environment; and for its collective impact on Rhode Island's economy and culture.

[EXECUTIVE SUMMARY]



EXECUTIVE SUMMARY

Since the onset of COVID-19, dedicated members of our faculty, staff and administration have come together in new ways to ensure the health and safety of our community in the midst of this pandemic so that we can continue to fulfill our mission. Throughout the pages of this plan, you will see the faces of some members of our community and that is because this plan is reflective of their work, their commitment to Rhode Island College and their best thinking, based upon best practices and available information from health officials. I want to thank each of them for their thoughtful contributions and critical analysis, which has led to the development of a plan that is reflective of our mission and core values

Summary of College Operations

The entirety of the college's operations have been impacted by COVID-19. This plan reflects an examination of every aspect of our college's work, beginning with academic instruction.

Academic Instruction

The college believes that continuing the remote teaching and learning environment, with few exceptions, will significantly enhance our ability to maintain the health and safety of our commuter student population and campus community, while delivering on our mission and minimizing the cost of mitigation.

Business Processes, Procedures and Activities

Throughout this document and appendices, we have outlined plans that address the complexities of operating the college in the midst of this pandemic. Issue areas in this plan include, but are not necessarily limited to, the following:

Academic Advising	Hygiene and Mitigation Practices
Academic Instruction	Illness in the Workplace
Access to Buildings	Instructional Design and Technology Use
Adams Library	Isolation and Quarantining
Athletics	Move-In/Move-Out
Bookstore	New Students
Campus Buildings	Occupancy and Limits on Occupancy
Campus Events and Activities	Outbreak on Campus
Campus Life/Campus Activities	Program Placements
Campus Tours	Prospective Students
Career Development	Public Safety
CARES Act	Recreation Center
Class Scheduling and Class Sizes	Remote Teaching and Learning
Classroom Mitigation Strategies	Residence Halls
Cleaning, Disinfecting and Sanitation	Residential Life
Code of Conduct	Restrooms
Common Areas	Rhode Island College Foundation Support
Communications	RI Nursing Education Center
Commuter Students	Screening Protocols
Computer Lab	Social Distancing Compliance
Conferences and Events	Space Utilization
Contact Tracing	Students from Historically Marginalized Identities
Counseling and Mental Health Services	Student Health Center
Disability Services	Student Organizations
Donovan Dining Center	Student Travel
Employee Support	Student Tuition and Fees
Employee Training	Student Union
Employee Travel	Supply Chain for PPE and Other Supplies
Enrollment and Recruitment	Teleworking
Faculty Engagement	Testing
Faculty Travel	Transfer Students
Financial Aid	Transportation
Freshman Class Experience	Verbal and Visual Screening
Freshman Cohort Model	Waste Disposal
Graduate Education	Welcome Center
Health Education	Workforce Development Hub
Health Screening	

Communications

Our “Anchor Strong” communication campaign will increase awareness about the overall reopening plan, healthy hygiene practices, mitigation strategies, policies and procedures and the social norms that we must institute in order to maintain a healthy campus environment. Most importantly, our goal is to ensure that every member of our campus community knows what steps they must take to protect themselves and our community.

Health and Safety

We are committed to supporting our community through prevention, mitigation, testing, contract tracing, quarantining and isolation.

Generally, the college has identified procedures related to all facets of the COVID-19 continuum of support for our students, faculty and staff, including but not limited to:

- Procedures to respond to cases of illness in the workplace
- Use of face masks and other personal protective equipment
- Asymptomatic and Symptomatic Testing
- Contact Tracing
- Guidelines for Travel

Our space planning committee evaluated all campus locations across our 180-acre main campus as well physical spaces within the Rhode Island Nursing Education Center in downtown Providence and our Workforce Development Hub in Central Falls.

All spaces will be reconfigured to accommodate new occupancy limits in accordance with that assessment so that the college can adhere to gathering size restrictions as required by the Governor’s Reopening Plan.

The college has established a robust cleaning and disinfecting protocol in accordance with CDC guidelines. The college has identified high-touch locations across campus that will be cleaned and disinfected at increased levels.

The college has adopted the visual-verbal screening process to screen employees and students entering a building or workplaces. The Visual Verbal Screening Tool will be used for self-reported symptoms that are consistent with COVID-19 and other COVID-19 risk factors. The college will require that employees and students perform self-temperature checks.

Student-athletes, out-of-state students and students from hotspot areas, will be quarantined for 14 days when arriving on campus. Upon arrival to campus, students will be required to undergo specific procedures prior to entry in the residential community.

Human Resources

Maintaining the health and safety of our employees remains a top priority, especially now. To that end, the college's Department of Human Resources has implemented a number of policies, including, but not limited to, the following:

- Illness in the Workplace
- Visual Verbal Screening
- Teleworking
- Contact Tracing
- Testing

In order to respond to the needs of our employees, the college has also identified two (2) HR managers who will serve as case managers, supporting employees impacted by COVID-19. We are committed to supporting any of our employees through the time they can safely return to RIC.

Public Safety and Our Collective Mission

We are mindful that while we plan for the fall, most of us remain at home or are taking necessary precautions to stay safe. Yet, we recognize that COVID-19 is not our only community crisis. Racism and structural inequities are diseases that continue to plague our society, inadequately treated and uncured through too many generations.

We will work collaboratively with public safety and members of our campus community who wish to demonstrate against injustice and ensure that such demonstrations are peaceful and conducted in accordance with health standards outlined in this plan.

Guided by a community-oriented mindset of "education first," Public Safety will also be a key partner in educating the campus community members about key guidance around social distancing, limitations in congregating in common areas, quarantine and isolation, and use of face coverings. Our officers will not issue a criminal summons or arrest any member of our campus community for violations of these protocols.

Student Experience

Rhode Island College will continue to provide students with a high-quality student experience. From the prospective student experience to career and professional development, Rhode Island College is committed to providing all students with accessible, engaging and safe experiences.

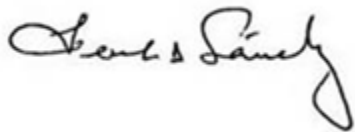
Attention and intentional support will be provided to first-year students through the Office of New Student Programs and the First Year Cohort Model. Any students interested in living on our college campus will participate in the socially-responsible, low-residency residential program. As part of the RIC experience students will have the opportunity to participate in virtual programs that promote a sense of belongingness for students, provide a high tech, high touch service and offer resources and programs that support their overall wellbeing.

Final Thoughts

We are mindful that despite the many hours that have gone into developing our plan, things are sure to change. We will remain agile and flexible in our thinking in order to preserve the health and safety of our community.

We would be remiss if we did not take a moment to express our appreciation and our gratitude to Governor Gina Raimondo, members of the Rhode Island Department of Health, others in public service and those who work on the front lines, like so many of our Rhode Island College alumni. We thank each for their tireless effort and commitment to the citizens and communities within our state.

Yours in education,

A handwritten signature in black ink that reads "Frank D. Sánchez". The signature is written in a cursive style with a large, looping "S" at the end.

Frank D. Sánchez
President

OVERVIEW OF THE PLANNING PROCESS

Goals

Develop operational plan recommendations for FY2021 that address the immediate and urgent priorities for the college. Upon completion, these recommendations will be forwarded to the president for approval.

Intended Outcomes

1. Preparing the college for Fall 2020
2. Deploy practices to ensure health and safety for students, faculty and staff
3. Support systems to enhance teaching and learning in the remote environment
4. Build systems and make decisions to stabilize the college's budget
5. Adapt practices to stabilize enrollments and the student experience
6. Advance our best case for funding to federal and state leadership
7. Bring our community into the fold to ensure our entire campus community is well informed and able to provide feedback.

Guiding Principles

- Be Mission-Driven
- Be Transparent
- Be Strategic: Innovation/Efficiency
- Be Open- "Everything is on the table"-
- Be Focused on health and safety of our students, faculty and staff

- Be Committed to achieving high-quality learning experience for students
- Be Decisive- move with speed, consistency, and decisiveness; do not let perfect be the enemy of prompt action
- Be Purposeful- focused on our mission, vision and core values
- Be willing to act on imperfect information
- Be Collaborative-trust teams and individuals with the most expertise to come up with creative approaches to addressing unanticipated and anticipated needs and challenges
- Be Bold-What Would Happen If?

Planning Teams

The current health crisis has impacted every facet of the college's operations.

The **Strategic Planning Committee**, originally charged with developing the college's 3-5 year plan, was given a new focus -- immediate planning for the upcoming academic year. The committee, comprised of some 60 faculty and staff members, focused on our three overarching strategic directions:

- Academic and Teaching Excellence
- Quality of the Student Experience
- Strengthening Resource Generation and Financial Stewardship

To aid in the development of the plan, two more committees were formed:

The **RIC Online Committee** was charged with identifying strategies to support remote teaching and learning. In an ideal situation, we would return to campus as we always have, but this committee planned for scenarios where that may not be possible. The RIC Online Planning Committee examined all facets of remote instruction, including technology needs, faculty training and support for students.

Anticipating decreases in our state allocation and decreases in tuition and fee revenue based on the devastating economic impact of COVID-19, the **Strategic Budget and Resources Planning Committee** conducted an analysis of the college's structural deficit. This committee made recommendations for balancing the college's budget by addressing realistic revenue opportunities and achieving expense savings.

Each of these committees with guidance from the President's Executive Council (PEC), the Academic Leadership Council and the COVID-19 Planning Team was tasked to work on specific areas. For each of those areas, the committees addressed specific questions that the PEC has identified as critical for campus operations in the immediate term.

We followed our [MOCHA decision-making process](#) to keep track of the work to be completed by each member of the team.

Planning Assumptions

In light of an ever-changing environment, the college considered a number of

planning scenarios, including fully on-campus, some on-campus opportunities, delayed opening, and fully remote. These plans also consider a phased in approach during the fall semester. To this end, we set out to plan the most realistic scenario that aligns with the [Governor's phased reopening plan](#) for the state, while being cognizant of our limited financial resources.

Our planning assumptions:

- Health and well-being of our campus community will remain our top priority
- In order to fulfill our mission, we must find flexible and innovation solutions
- The spread of COVID-19 may/will likely continue into the fall 2020 semester, with a new surge during the flu season
- "Normal" operations will not resume and there will be a "new normal"
- Confirmed cases will happen and addressing outbreaks must be incorporated into our planning
- Academic instruction will include a combination of online, hybrid and in-person options for students.
- Residential living opportunities will be limited, with the cascading effect of limiting auxiliary operations, such as dining services
- The supply chain is not within our control and our ability to implement the plan will depend upon the availability of supplies and personal protective equipment (PPE).

- Enrollments are anticipated to decline
- Federal stimulus opportunities may occur, but cannot be certain. State resources may not be available to support our efforts, and may/will likely be diminished due to revenue shortfalls at the state-level.
- The college's structural deficit
- Technology will be a critical component of our plan to operate in a remote environment
- Workforce will be vastly remote, but critical operations must continue
- Social norms must change in order to minimize the potential for spread of COVID-19 on campus
- COVID-19 has/will cause increased stress on our entire campus community
- Accessibility and ADA compliance must continue
- Diversity, equity and inclusion remain integral to our planning at all levels
- Social justice protests may/will continue into the fall
- Things will undoubtedly evolve in this rapidly-changing environment

Planning Process

To develop operational plan recommendations for immediate and urgent FY2021 priorities for the college, the Strategic Planning Committee co-chairs assigned owners for each component of the Operational Plan.

The owners were provided specific questions to address utilizing a prescribed template that required them to align their

plans with the guidelines from Phase II in the [Governor's phased reopening plan](#) for the state. Draft plans were shared with identified stakeholders and the assigned manager of the plan (often the Strategic Planning team, but not always) for review and feedback. The team helped to ensure alignment among the plans and identify additional issues for consideration. Each plan owner worked with the Steering Committee Chair to incorporate feedback from the team and to generate recommended plans for consideration using two universal templates.

The first template asked owners to present and analyze 1 or 2 options for consideration. The analysis included:

- A description of the recommendation
- A summary of the pros and cons of the recommendation
- An outline of major dependencies for the recommendation
- Identification of the critical decisions needed to pursue the recommendation
- Identification of the unknowns that impact this plan
- The estimated direct costs of the plan
- The estimated losses of the plan
- The estimate financial gains, if any
- The critical impacts of the plan on other areas of the college
- The plan owner's opinion and rationale for which option to pursue (if there was more than one option presented)

The second template asked the owners to outline the details of their recommended option and briefly list out the following:

- Specific activities required
- The resources needed including human resources, technology, facilities, and training to implement the plan and ensure access, inclusion and equity.
- Needed changes to policies and procedures

- Estimated cost for each activity
- Assessment of priority for each activity

Using the templates above, the Steering Committee Chairs and plan owners submitted final draft plans to the President's Executive Council and/or the President for review and decision-making.

[ACADEMIC INSTRUCTION]



STUDENT SURVEY

MAY 2020

RHODE ISLAND COLLEGE

RESPONDENT PROFILE

84%

of student respondents were undergraduates.

(Most)

31%

had already earned 90 credits or more.

49%

were taking more than four classes.

THESE RESPONDENTS WERE VERY COMMITTED TO COMPLETING THEIR DEGREES.

2,853 STUDENTS RESPONDED TO THE COLLEGE'S SURVEY

1,400 students responded online, a 22% response rate

1,483 students answered over 3,200 direct phone calls

Of **3,647 students**, staff were not able to connect with **51%** or 1,800 students. Of the remaining students we were unable to connect with:



29% received a final email outreach from a member of the team



55% received a final message left on their phone



16% did not receive a call due to invalid numbers or full voicemail

Reasons many students were non-responsive:



Full-time nurses managing academic demands and work



Students managing childcare and family concerns



Students managing illness (including COVID-19) and job loss

Transition to online learning went well for many students, but there were challenges:



Challenges due to the use of different learning and remote platforms utilized by their instructors, such as Zoom, Google, Teams and Blackboard



Challenges with clinical placements and internships, as significant safety concerns surfaced and organizations laid off staff or shut down.



Many of our students are front line workers, essential workers, & members of the National Guard who were called to serve (more than 100 reported this status).

60% of students reported that their instructors had communicated with them about changes in their courses, so they knew what to expect.

22% reported the most significant challenge they had with technology was their instructor's discomfort or lack of familiarity.

REMOTE INSTRUCTION
Educational challenges with remote learning included personal motivation to complete the work (15%), personal preference for in-person instruction, their difficulty focusing (14%), and home environment.

70-97% of students strongly agreed or agreed whether faculty cared about their learning and progress, creating a welcoming environment, stimulated their interest on the subject and demonstrated professional, respectful behavior.

FACE-TO-FACE
videoconferencing was important to 56% of students.

14% reported that their own discomfort with technology was a challenge for them.

A QUARTER OF RESPONDENTS
were concerned about missing internships and clinical experiences and 22% were concerned about accessing advising services; 16% were worried about financial matters.

ACADEMIC INSTRUCTION, PLANNING AND DESIGN

At the start of the Spring 2020 semester, the majority of our courses were offered through in-person instruction. By March 7th, we made the decision to move to remote teaching and learning. On March 23, more than 1,000 classes moved to remote teaching and learning, and schools reported 80-100% response from students.

During the remaining six-weeks of the semester, the Office of the Provost and Division of Student Success made phone calls and surveyed students to discuss feedback regarding students' remote learning experience.

As we look to the year ahead, instructional continuity continues to be a top priority for the college and our students. To devise the plan for academic instruction, consideration was given to the following areas, among others:

- Health and Safety of the RIC community
- Preservation of RIC mission to deliver high quality, affordable degrees and certificates
- Significant resource and capacity constraints (structural budget deficit, massive state deficit and support, cost of mitigation.)
- Need to minimize impact on enrollments/revenue
- Risk and liability concerns
- Balance of commuter and residential student population
- Courses with high need for face-to-face

instruction.

- Programs with clinical placements, student teaching, and other external program requirement
- Practicality of social distancing
- Faculty support for instructional design
- Student interest in remote vs in-person instruction
- Technology needs for faculty and staff
- Accessibility
- Academic support in a remote environment
- Costs for testing

Remote Teaching and Learning with In-Person and Hybrid Options for Fall 2020

Based upon these areas of consideration, and in consultation with epidemiologist and, other colleges and universities, we examined whether fully-online, fully in-person, or hybrid would be the best approach for maintaining the health and well-being of our campus community while ensuring that the college is in its best position to deliver on its mission. Ultimately, the recommendation is to continue remote teaching and learning with a variety of in-person and hybrid options.

Classes will resume Monday, August 31 according to the published academic calendar.

While most classes will be offered online, in either synchronous, asynchronous or hybrid format, select studio and laboratory classes along with some first-year courses may be offered in-person. **On Wednesday, August 5, students will be able to log into their MyRIC account to view their updated course schedules.**

The college believes that continuing the remote teaching and learning environment, with few exceptions, will significantly enhance our ability to maintain the health and safety of our commuter student population and campus community, while delivering on our mission and minimizing the cost of mitigation.

Each academic dean has recommended the combination of remote, in-person, or hybrid instruction that best achieves instructional continuity under the circumstances.

The Faculty of Arts and Sciences

The Faculty of Arts and Sciences is the largest school with approximately 50% of student majors. The Faculty of Arts and Sciences recommends in-person classes for the following area; music, ensembles, theatre and select research opportunities. The recommended mitigation strategies for music courses are listed in Mitigations in the Classroom. Dance plans to modify their schedule, offering studio classes to the spring and lecture classes in the fall. The Department of Art plans to resume studio courses and will minimize ways in which students enter the building and classrooms in addition to other mitigation strategies. Courses in the sciences and many laboratories will be remote for the fall semester.

Schools of Business and Social Work

Both the School of Business and the School of Social Work have determined that they will offer all classes remotely. For the 300 students in the School of Social Work who are required to have field placements in order to stay on track to degree, the School

of Social Work will be working with community partners to arrange appropriate and safe field placements. Areas around risk management and liability for clinical placements are being reviewed with legal counsel to ensure consistent protocols are in place for all clinical and internship placements.

School of Nursing

Nursing students need 2,000 clinical hours in order to complete their degrees and sit for their licensure exams. In order to maintain accreditation standards, the School of Nursing must continue to offer laboratory courses in-person. Likewise, simulations will also be offered, with four students and one faculty member, in order to make sure our students continue to gain hands-on, practical experience.

In addition, standardized testing must also be in-person as the company that administers the test will not permit remote testing. This once-a-year testing will be monitored by faculty and will be conducted in multiple rooms and in small groups of eight, practicing social distancing, at the RINEC.

Feinstein School of Education and Human Development

The Feinstein School of Education and Human Development (FSEHD) offers academic programs in Technical Education and Health and Physical Education that they plan to conduct in-person. Health and physical education courses will be limited to required courses for students majoring in health and physical education.

FSEHD students are also required to complete clinical placements, but those placements are dependent upon the operational decisions of the State's K-12 strategy for reopening public schools. Once those decisions are made, the FSEHD will work with schools to ensure placements for our students.

Hybrid Course Offerings

The college is considering making available a limited number of hybrid courses for the fall as part of a phased in option. Should the environment allow for an increase in the number of students on campus, the college will consider inviting selected faculty to teach hybrid courses by the mid-term.

Program Placements

A number of the college's programs require some form of practical learning experience such as internships, practicums, clinical placements. Academic departments have planned options such as simulation software, where practical, and will offer community-based learning only when the partner institution has a fully-developed plan for mitigation that adheres to CDC

recommendations and only with the informed consent of the student. The college has developed standard placement protocol expectations for all programs.

Support for Remote Teaching and Learning

As we prepare for the upcoming academic year, we strive to achieve excellence in online teaching and learning and comprehensive support for student learning through:

- Wider implementation of universal instructional design resources and training for faculty
- Increased faculty engagement with incentives
- Provisioning of hardware for faculty and students based upon need
- Broadband access for our students
- Increased academic supports for our students

Instructional Design Resources and Training for Faculty

Instructional Designers

At the present time, we only have one staff member to assist with instructional design. We will be hiring temporary, part-time instructional designers to work directly with faculty in each school. In addition, we will identify faculty within departments with substantial experience or knowledge in online learning to serve as a resource for other faculty members. We will also utilize an informal "think tank" to brainstorm and talk about various topics to support one another in this environment.

Virtual Center for Faculty Teaching and Learning

We are developing a virtual Faculty Center for Teaching and Learning (FCTL) within Blackboard. It includes a toolkit for faculty.

Trainings

In order to ensure that faculty are prepared to continue delivery of high-quality academic programs, we have enhanced the faculty training program. Training programs and incentives will be supported through funding from the CARES Act.

Quality Matters 2-week course

The "Teaching Online: An Introduction to Online Delivery" workshop explores basic components of online course delivery. Participants will be introduced to best practices for teaching in an online learning environment, the instructor's role and the learner's role in the online classroom, the importance of getting (and keeping) students engaged, and methods of facilitating online discussions using the discussion board.

Learning Objectives

1. Apply best practices in teaching and learning in an online learning environment.
2. Explain the role of the instructor in an online learning environment.
3. Explain the learner's role in online learning.

4. Develop a resource to help learners be successful in the role of an online learner.
5. Explain the importance of orienting learners to online learning.
6. List methods of engaging and motivating learners in an online course.
7. Explain the importance of instructor interaction and timely feedback in online courses.
8. Determine appropriate instructor interaction and feedback in online courses.
9. List best practices for facilitating discussion boards.
10. Create a discussion board rubric for assessing learner participation in discussion boards.
11. Align assessment methods with learning objectives or competencies.

Magna asynchronous workshops

Developing and Teaching an Online Course Presents the core principles and best practices that will give you a solid foundation for your online teaching. Led by Dr. Brian Udermann, PhD, Director of Online Education at the University of Wisconsin-LaCrosse and a 15-year veteran of online teaching, *Developing and Teaching an Online Course* provides roughly 20-25 hours of instruction, divided into four units: Introduction to Online Teaching, Online Course Development, Online Course Facilitation and Management, Effective Use of Technology. With transcripts, worksheets, reflection questions, and regular assessments to enhance your learning, this asynchronous course will help

faculty get you up to speed on the principles and practices of online teaching.

Preparing to Teach Online

A 10-hour curated course that provides you the most solid grounding in best practices for teaching online. This course can serve as your roadmap for successful entry into the online space. It will empower you to teach confidently and competently from your first day of class, and help you drive the kind of learning outcomes you want for your students. After completing *Preparing to Teach Online*, educators will: Understand how to incorporate basic instructional design to assist with online learning; Know how to design assignments specifically for online learners; Learn to create a lively online classroom with instructor presence; Understand how to quickly and effectively engage students; Master how to communicate with online learners; Design and facilitate online discussions; Learn to add interactivity to an online course; Be able to use technology to assist with feedback; More effectively manage teaching time.

Managing Your Online Classroom

This approximately 9-hour course can help faculty make the online experience even more impactful for your students, while making it even more rewarding for you. This intensive, idea-filled course takes a systematic look at the key elements of online teaching, while providing actionable insights you can use to build on your current online classroom. The course shares strategies for: Managing online courses

more efficiently; Introducing innovative tools like micro-lectures for courses; Building community, ensuring equity, and strengthening student-instructor relations; Using course design to discourage cheating; Boosting engagement and collaboration, Improving retention; Exporting active-learning tools from the traditional classroom to your online courses (e.g., group projects, service learning); Employing non-traditional means to assess learning; Using technology to deliver impactful feedback in less time.

Hardware and Broadband Access

The shift from in-person to online learning for Fall 2020 requires a comprehensive adaptation of courses and the provision of technology and tools to maintain the high-quality faculty-student engagement that defines the Rhode Island College educational experience. In the short term, this process empowers the college to confront COVID-19 challenges during Fall 2020 using remote strategies that maintain the quality and effectiveness of academic programming. In the long term, these actions will strengthen the college's resiliency and online capacity for future success in academic programming and operational continuity.

Based upon survey data from Spring 2020, faculty and students revealed a significant need for hardware to support teaching and learning in the remote environment. Further, in addition to hardware needs, students expressed the need for broadband access to facilitate learning remotely. Consequently, we are planning to implement comprehensive provisioning of

technology. We will distribute laptops to approximately 125 faculty members to support remote learning in the Fall 2020. For students, we will provide need-based technology grants or loans for the acquisition of hardware and reliable broadband.

Other steps that we plan to take to support faculty and students in the remote environment can be found in the Remote and Online Learning Recommendations (**Appendix A**) which include the following:

- Consolidation of existing technology/teaching support resources into a one-stop-shop for online teaching & learning (combined Faculty Center for Teaching and Learning & User Support Services)
- Adjustments to peer and student course evaluations to better assess remote teaching
- Comprehensive support for student learning through technology
- Create a virtual computer laboratory for remote access to academic software
- Provide for campus wide video-conferencing solution & lecture capture capabilities
- Establish a fund for closed captioning and transcription services
- Establish best practices and policies for online exam proctoring and alternative assessment options
- Establish expectations for high-quality faculty-student engagement

Classroom Mitigation Strategies

The college offers academic instruction in three locations: 1) main campus in the Mt. Pleasant/Fruit Hill neighborhoods of Providence, 2) the Rhode Island Nursing Education Center (RINEC) in downtown Providence, and 3) Rhode Island College Workforce Development Hub in Central Falls.

The college has a variety of rooms that are used for academic instruction, including classrooms, laboratories, lecture halls, performing arts auditoriums, and other meeting rooms throughout the three locations.

Limitations on Class Sizes

Due to our emphasis on personalized learning, Rhode Island College already offers small class sizes and maintains a 19:1 student to faculty ratio. A small percentage of our classes exceed this ratio. For purposes of minimizing the number of students per class, being mindful not only of established social distancing protocol (i.e., 6-foot distance), but also the Governor's phases for reopening, the college established 20 students per class as the maximum number for purposes of this plan.

Limitations on Classroom Utilization

Each instructional space was reviewed and evaluated by the college's Space Planning Committee to determine the degree to which social distancing could be facilitated with sizes limited to no more than 20 students per class. The updated occupancy limits were loaded into the college's Event Management System (EMS) so that this

information would be readily available for classroom scheduling.

Given the emphasis on remote learning, classroom utilization will be limited.

Accordingly, we are seeking to utilize just four classroom buildings, as reflected in Table 1: Classroom Space Allocation and Utilization:

Table 1: Classroom Space Allocation and Utilization

Location	Square Footage*	Original Occupancy	Social Distancing Occupancy	Types of Classes
Nazarian Center (not including auditoriums)	46,110	145	114	Performing Arts
Clarke Science	43,126	358	214	Science Laboratories
Fogarty Life Science	65,114	560	248	Nursing Laboratories
Alex and Ani	52,614	383	339	Fine Arts

Limitations on Classes Offered On Campus

The College has limited the number of classes offered on campus. Specifically, courses that are mostly lectures will be offered remotely. Conversely, those classes that are more difficult to conduct in a remote environment (i.e. laboratories, performing and fine arts courses) will be offered in person.

The following is a summary list of the courses that will be offered on campus (Please see Nursing and Arts and Sciences Courses and Fall Inventory Visual Arts for more detail, **Appendix B**):

Table 2: Summary of Courses Offered On Campus

Areas of Study	Number of Courses	Anticipated Number per Class	Building	Rationale /Additional Detail
Nursing	5	Varies	Fogarty Life Science	<p>Lab course – requires hands-on skills including injections, patient mobility, wound care.</p> <p>Hands-on skills including auscultation of heart, lung, and abdominal sounds.</p> <p>Simulations - students require skills learning and assessment throughout program</p>
Fine Arts	89	Less than 16 per class	Alex and Ani	Drawing, Ceramics, Photography, Printmaking, Metalsmithing, Painting, etc.
Music	29		Nazarian Center	All sections of MUS 164/564: Chamber Music Ensembles (1-25), MUS 269: Master Class in Applied Music, (1-8), MUS 150: Topics (1-8), MUS 250: Topics (1-5), and MUS 350: Topics (1and 2) will also meet in the Nazarian Center large

				classrooms. Enrollments will not exceed 10 students in any one section.
Theatre	8	Less than 20	Nazarian Center	Acting, Improvisation, Movement, Technique and Science Study, Musical Theatre, Sewing
Science	12	24	Fogarty Life Science	Biology, Chemistry and Physics lab work

Mitigation Inside the Classroom

Classroom mitigation strategies will follow the guidance from the Centers for Disease Control, Rhode Island Department of Health (RIDOH) and will include:

- Visual/Verbal Screening prior to entering the building prior to the start of class (still making the determination as to who specifically will do this)
- Removing/rearranging desks, chairs and furniture to allow for 6ft social distancing
- Incorporate a standard seating chart for classes, to the greatest extent possible
- Requiring face coverings while in the classroom and keeping face covered during class for added protection.
- Faculty members should be 6 feet if wearing a mask and/or speaking from within a barrier enclosure such as a 3-sided plexiglass enclosure, or can safely maintain at least 9 ft. distance
- Position faculty in classroom at a greater distance from the front row (move the front row—9ft distance, for example)
- If the lecturer is neither wearing a mask nor speaking from within a barrier enclosure, they should be position from the front row
- Interior surface of cubicle should be disinfected between lectures
- Implement at least 14ft social distance for singing and performing
- Hold music and chorus classes outdoors to the greatest extent
- Placing cleaning supplies in the classrooms for students to wipe down their areas in addition to setting the expectation for students to bring their own supplies
- Cleaning and disinfecting of frequently touched surfaces by housekeeping staff after each classroom is used; cleaning 2-3 times per day based on usage
- Self-cleaning and disinfecting of frequently touched surfaces (teaching area) by faculty upon entry into the classroom and at the end of class

- Any fixed items such as lecterns, microphones or keyboards should be disinfected between lecturers
- Hand hygiene supplies will be made readily available in the classrooms
- Signage reinforcing key messages throughout the classroom environment

Managing Traffic flow in Academic Buildings

In order to minimize contact before, during and after classes, classroom scheduling will be staggered to minimize the number of classes in the same hallway or corridor and classes will be staggered with sufficient time to clean between classes, particularly in those cases where the same classroom must be used (e.g. laboratory space).

Signage will be installed throughout all buildings, including classrooms, to educate all who enter about the policies governing health and safety in the RIC community.

Academic Support and Advising

The quality of academic advising is the most powerful predictor of satisfaction with the college environment (National Survey of Student Engagement, 2001). To ensure that academic advising is not interrupted during the fall semester, a concerted effort to strengthen the communication between advisors and students is crucial. In addition, the ability for advisors and key staff to understand and respond to needs of students in the first month of the semester will help to contribute to the success and

engagement of our students, specifically our first-year students.

Academic Advising at Rhode Island College consists of professional advising through the Office of Academic Support and Information Services (OASIS) and faculty advising in the academic programs. In the fall, OASIS - which will be renamed the Office of Academic Advising - will advise exploring majors, intended first-year nursing majors and first-year students in select programs in the School of Business. Collaborative academic advising planning will be needed to ensure high quality advising services to students.

The COVID-19 pandemic shifted how advisors had to connect with their students during peak advising and registration time in March of 2020. Professional and faculty advisors took their advising appointments to Microsoft Teams, Zoom, Blackboard Collaborate or other methods of virtual conferencing. Appointment-making varied among advisors with some using email, specific appointment making tools or Starfish.

Starfish Enterprise Success Platform was adopted as Rhode Island College's advising and retention software in the Spring of 2019, with a pilot running from February to May 2019. The pilot consisted of testing early alert, kudos, scheduling and advising features in Starfish among 28 participants (18 faculty and 10 staff members). From the pilot, 300 student profiles were created and 372 appointments were generated. 43% of faculty advisors who participated in the pilot indicated they felt extremely comfortable using Starfish while another

43% indicated they felt comfortable. In specific regard to the most valuable advising function of Starfish, 50% of faculty advisors indicated that the scheduler and the ability to raise flags on students were the most valuable functions of Starfish.

Since the launch of the Starfish pilot in Spring of 2019, RIC has generated about 140 faculty users and approximately 1,600 student users.

Starfish has three key components: *Early Alert*, *Connect*, and *Degree Planner*, and the college is currently using the *Early Alert* and *Connect* features. Through *Connect*, students can easily access their student success network. This network includes their academic advisor, course instructors, and staff from offices such as Office of Academic Advising, Learning 4 Life, the Counseling Center and the Career Development Center. *Connect* eases the process of scheduling appointments, gives advisors ready access to relevant information about advisees, and enables the recording of “speed notes” to capture advising sessions. With *Early Alert*, instructors will be able to easily notify students (and, in some cases, support staff) of concerns they have about a student’s academic performance.

Ensuring Uninterrupted Academic Advising

To ensure academic advising services are not interrupted in the fall, Rhode Island College will leverage the use of Starfish as an advising and Early Alert tool. In addition, we will create online training resources for both advisors and students that are accessible and user-friendly.

Starfish

The use of Starfish will increase communication across departments and offices and will allow earlier identification of at-risk students. Starfish allows for easy scheduling of appointments with academic advisors and other services such as Career Development Center. Office 365 is integrated with Starfish and appointments made can be seen in both Starfish and the Office 365 calendar. Starfish also offers simplification of record keeping and sharing, where appropriate, with others. It is the hope that Starfish will provide students with a one-stop experience when it comes to finding and communicating with members of the campus community.

The Starfish Implementation team consists of staff and faculty, including the Director of Academic Advising, Director of Faculty Advising, Director of New Student Programs, Director of Career Development, staff from RIC’s Management Information System (MIS) team and Director of Learning for Life. Subcommittee members include faculty users and representatives from Student Life.

The Starfish implementation team will continue to work on building out engagement with Starfish through training, enhancing the workflows within Starfish, and sharing with campus community members the advantages of the advising tool. Non-degree students will be added to Starfish for the start of the fall semester, and advisors will be able to see non-degree and certificate-seeking students in the system.

Additionally, as part of the plan, the Offices of Advising (OASIS) and New Student Programs will be building out Starfish to include a more robust Early Alert program. The goal of the Early Alert Program is to provide instructors teaching specific first-year courses (i.e., RIC100: Introduction to RIC; FYW100: First Year Writing and FYS100: First Year Seminar) with the ability to alert a team of staff and advisors to provide support and intervention to first-year students who are exhibiting specific needs. The first five to six weeks of a student's first semester are critical to their success, and Rhode Island College is dedicated to providing support for first-year students through the Early Alert Program in Starfish.

By the start of the fall semester, Blackboard will be integrated with Starfish. One key aspect to this integration is the ability to raise system flags on students who have not logged onto their Blackboard courses for some time. This will alert the instructor and be supported by staff.

Academic Advising Online Training and Resources

The Office of Advising, in conjunction with the Director of Faculty Advisor, New Student Programs and other departments, will be providing online resources for all faculty and academic advisors. These resources will include training modules hosted through Blackboard, and will also consist of how-to videos, instructional manuals and more. Providing online resources will make it easier for advisors and students to access the information they need when they need it, and increase

knowledge of academic requirements, policies, and procedures, and increase understanding of the developmental approach to advising and understanding students where they are at.

Mode of Delivery of Advising Services

Advising Services will be provided remotely, for the most part, following the plan below:

Limited In-Person Advising Meetings

- Faculty Advising--faculty advisors will decide whether they want to have in-person or online advising sessions.
 - If they are in person, they will need to have enough office space to sit six feet away from the advisee and must wear masks.
 - Both parties will need to wear masks and the advisor will need to sanitize the space before each advisee arrives.
 - The amount of time spent in an advising session may need to be limited. Group advising (done by Nursing, for instance) would require sufficient space and smaller groups.
 - Faculty should schedule appointments online (preferably via Starfish) or via email rather than by sign-up sheets on their office door.
- Office of Academic Advising - Limited in-person advising meetings can occur and online advising sessions will continue as the semester progresses.

- If they are in person, a few things need to occur. We will need to follow state guidelines (i.e., masks, 6 feet apart, sanitizing/cleaning the space, etc.).
- Due to our location (lower level of the Adams Library), we would need to coordinate with neighboring offices so that our collective spaces have minimal, physical traffic to match the required guidelines and safety measures.
- should both know how to share their screens if necessary.
- It is crucial that faculty advisors have computers (preferably with cameras) and internet at home, and that MyRIC and Starfish can handle the increased load at key times.
- Office of Academic Advising - Starfish would also need to be utilized appropriately across our office.
 - We would continue to hold meetings with students using Teams, Zoom and/or phone calls.
 - We would use the appropriate platform(s) that RIC would encourage, keeping in mind what works for the student and their access to tech.

Remote and Online Advising Meetings

- Faculty advising--faculty advisors would have students sign up for advising via Starfish or other online tool.
 - Once an appointment is scheduled, faculty advisors could provide a link to a Zoom or Blackboard meeting to the student, or they could decide to hold the session over the phone.
 - If using a video conferencing tool, advisors and advisees

Key Takeaway: *We will leverage Starfish as an advising and Early Alert tool and create enhanced online training resources - including training modules through Blackboard, How-To videos, instructional manuals and many more - for both advisors and students.*

Freshman Cohort Model

Much of what makes up first-year experience programs in institutions of higher education are activities that have the following overall research-based objectives: increasing student-to-student interaction; increasing faculty-to-student interaction, especially out of class; increasing student involvement and time on campus; linking the curriculum and the co-curriculum; increasing academic expectations and levels of academic engagement; and, assisting students who have insufficient academic preparation for college (Barefoot, 2000).

During the first year at Rhode Island College, most students take three courses - FYW100: Introduction to Academic Writing, FYS: First Year Seminar, and RIC100: Introduction to Rhode Island College.

The First-Year Writing Program is dedicated to introducing students to the rhetoric, practices, and expectations of writing in the academy. In doing so, it strives to help students understand the recursive process of writing; to invest in writing as a tool for discovery and understanding as well as conveyance; and to appreciate the ways in which different genres and situations require different ways of writing. In the four-credit FYW100 course, students are introduced to some of the genres of academic writing and to the writing process. Writing assignments present a progressively more complex sequence of rhetorical situations and purposes.

Students also enroll in a four-credit First Year Seminar course (FYS100). Students

choose from a wide variety of topics rooted in various disciplines. Each section is discussion-based, focused on developing critical thinking, oral communication, research fluency, and written communication.

Lastly, RIC is entering its second year of facilitating RIC100, a one-credit course designed to support students' transition into college. In this course, students learn how to navigate college in general and RIC specifically, including such topics as time management, wellness, college expectations, note-taking, cultural competency and campus resources.

The first semester and/or year can be exciting and challenging for any first-year student. Combined with the COVID-19 pandemic and potential numerous mitigations needed to adhere to social distancing guidelines, the first semester and/or year can be even more challenging. Thus, to elevate the experience for incoming students in Fall of 2020, Rhode Island College is committed to designing and developing a First-Year Cohort Model - MyRICohort.

The First-Year Cohort Model will consist of cohorts of first year students. A cohort is made up of 20 students in a FYS100 course and another 20 students in a FYW100 course. The 40 students in these two courses will take the same RIC100 course together. Students in these cohorts will enroll in the same two courses: RIC100: Introduction to Rhode Island College course and a FYS100: First Year Seminar course or FYW100: Introduction to Academic Writing.

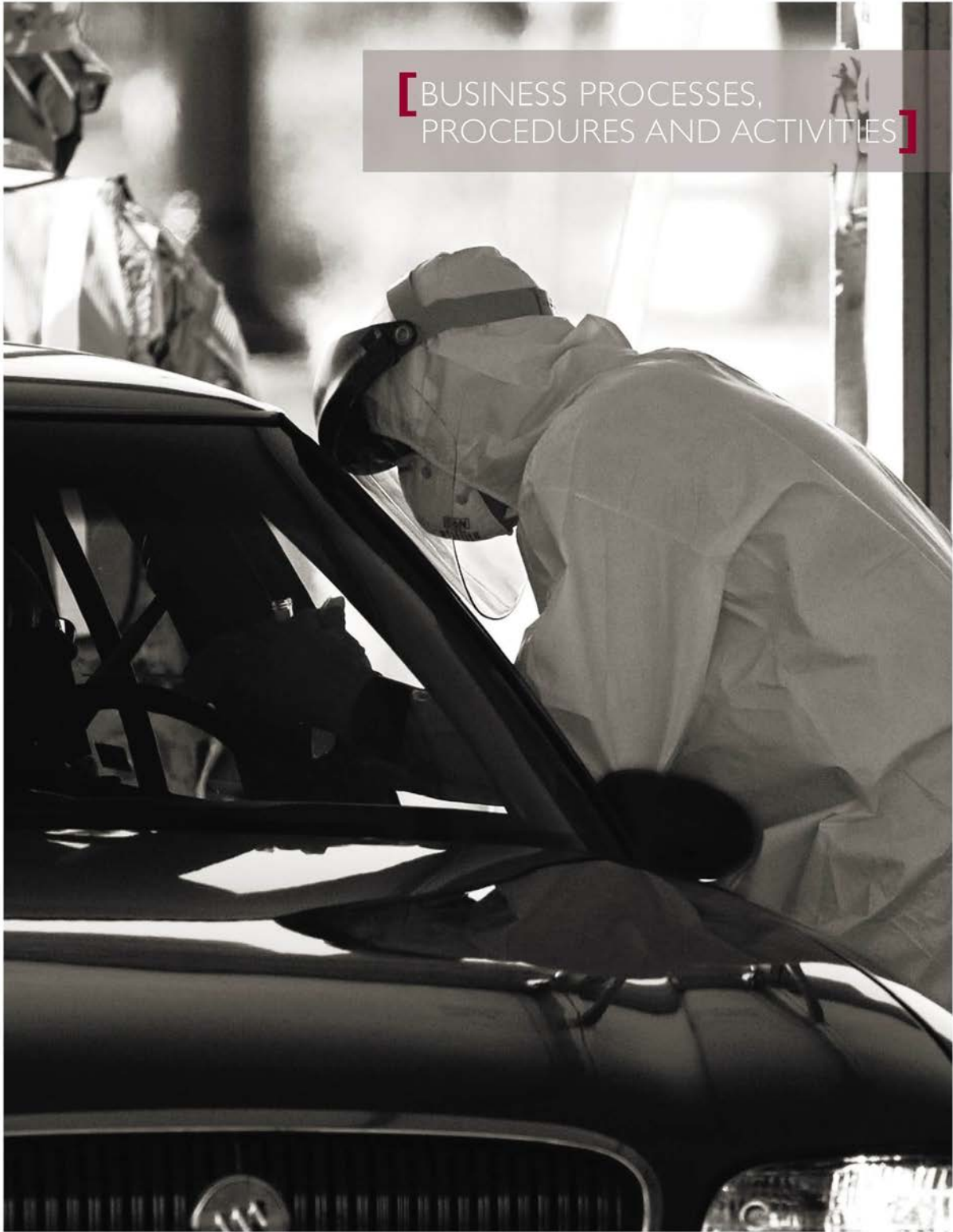
Each cohort of students will have the same resources - 2 instructors and an undergraduate peer mentor. Cohorts of students will also be provided a complementary co-curricular experience facilitated through the Office of New Student Programs and the RIC100 Peer Mentor Program. See **“New Student Experience”** for more information.

The block scheduling of the two courses will support mitigations and create pods of learners, particularly for the face-to-face cohorts. However, the number of face-to-

face cohorts will be minimal. Special attention has been given to the time and day courses are all scheduled. Courses that are in-person have been linked to ensure students are traveling to campus on the same days for their two to three courses.

We are also adjusting course offerings to ensure students are not traveling to campus solely for their 1-credit class. Scheduling plans for the First Year Cohort Model are still being developed, and we are ensuring classroom mitigation is developed. See also **“Mitigations in the Classroom in Academic Instruction, Planning and Design.”**

Key Takeaway: *To elevate the experience for incoming students in Fall of 2020, Rhode Island College is committed to designing and developing a First-Year Cohort Model that will consist of RIC100: Introduction to Rhode Island College course and either aa FYS:100: First Year Seminar course or FYW100: Introduction to Academic Writing.*



BUSINESS PROCESSES, PROCEDURES AND ACTIVITIES

Campus Events and Activities

Athletics

This plan has been developed with a number of guiding principles that include student-athlete safety, student-athlete welfare, and the student-athlete experience with a recognition of the importance of campus safety, spectator safety, etc. The Department of Athletics has been diligently following the guidelines of Center for Disease Control and monitoring information provided by the NCAA. Anticipated fall sports include golf, soccer, tennis, cross country, volleyball, lacrosse, baseball, and softball.

The Little East Conference has announced it will not conduct conference regular season competition or championships for Fall sports during the Fall 2020 semester. Rhode Island College will provide limited opportunities for student-athletes, including those not governed by the Little East Conference or those governed by other conferences, to practice and compete in accordance with health and safety protocols.

Student-Athlete Return to Campus

Based on NCAA recommendations, fall sport student-athletes living in the residence halls would return to campus on

or about Friday, August 14th. Winter and spring sport student-athletes will return with the regular student body pending recommendations and guidelines provided by the NCAA and Center for Disease Control.

Student athletes will complete a waiver of liability and an agreement to adhere to guidelines that encourage and promote social distancing.

Spring student-athletes participating in non-traditional sports would follow the same guidelines as all student-athletes before starting any form of athletic competition, including team meetings and individual workouts.

Practices

Fall practices will be scheduled according to state, college, NCAA and CDC guidelines while also ensuring the appropriate supportive resources. Temperature checks, screening and signage will be standard operating procedures for entering and participating in any practice opportunities (see sports medicine). Student athletes must take and record their temperature on a daily basis. Students must report any change in temperature above 100.4 degrees to the Student Health Center.

Student-athletes will not be allowed entrance into a facility until a member of the coaching staff and/or sport's medicine staff is on-site.

Sports Medicine

Requirements for a pre-participation physical will not be waived and will continue to be standard operating procedure during the pandemic.

The training room(s) in the Murray Center and Recreation Center will, for the most part, be closed during the first month of the athletic calendar with its reopening dependent on the most recent guidelines and best practices. A training room will be established outdoors under a tent at the varsity competitive complex/Black Track for pre-practice support.

Supportive techniques and equipment in the training room, rehab, taping, whirlpools will not be available during the first period of the athletic calendar with any resumption being based on the most up to date guidelines and best practices provided by the appropriate governing bodies.

Competitions: Home Games

The Little East Conference has announced it will not conduct conference regular season competition or championships for Fall sports during the Fall 2020 semester. Rhode Island College will provide limited opportunities for student-athletes, including those not governed by the Little East Conference or those governed by other conferences, to practice and compete in accordance with health and safety protocols.

There will be no locker rooms for visiting teams and home teams through the end of

month of September at which time this guideline will be reevaluated. In addition, there will be no spectators through the end of September at which time the guidelines will be reevaluated. Out-of-state spectators are discouraged.

It is recommended that the visiting teams be screened and check their temperatures before leaving their campuses. A certification sheet will be developed in conjunction with the NCAA official roster that will be certified by the visiting athletic trainer and presented upon arrival at the host site.

Bathrooms will be assigned and designated for each team equally. Face masks will be required for coaches and student-athletes when not involved in competition and in some instances during competition (i.e., tennis doubles, etc.).

Additional seating will be added to each bench site to accommodate social distancing. Benches will be marked accordingly. Hydration will be supported by either disposable cups or individually assigned water bottles. Ideally, we would use hands-free filling stations. Training staff will support distribution in each case and ensure sanitizing. Training staff will wear face masks and gloves.

Indications are that balls do not transmit the disease but precautions to sanitize them when appropriate and especially at the conclusion of the competition will be practiced. There will be limited personnel in

the press boxes, only those directly involved in video production or competition delivery services will be allowed. Masks and social distancing will be expected, and the facility and all production equipment will be sanitized by media relations staff following use. Following competition, athletic staff and sport's medicine staff will sanitize all equipment.

Recommendations will be made to not allow bulk food or drinks in the facility, including no coolers. Bus drivers are not allowed in competition areas unless they were included in screening at visiting team sites and are on the certification form. Officials (referees) would have to be screened by the home team trainer prior to entering the site. All sports will be under continuous review for adherence to current guidelines.

Competitions: Away Games

Transportation continues to be evaluated with the intent that current transportation practices, policies and guidelines will continue to be followed and adjusted (i.e., smaller teams would still take vans on short trips. Coach bus transportation is currently accommodating 16 people according to transportation officials, which will require accompanying vans, another coach, or creating designated travel squads. The first two options have a budget impact and the last option has a student-experience impact. Travel squads in sports like men's and women's soccer with 28 people, transportation may pose a challenge.

Hopefully with ongoing implementation phases these numbers will expand. It is recommended that no overnight travel be allowed.

The Rhode Island College staff, as noted, would be responsible for certifying travelers are symptom free upon leaving campus, and a student-athlete who shows symptoms would not be allowed to travel under any circumstances. We will continue to monitor the collegiate sports league guidance on whether a team would need to be quarantined/restricted from play pending a symptomatic team member PUI test result.

There will be no eating in restaurants through the first part of the fall season at which time it will be reevaluated. Some solutions being considered include food purchased on the road and delivered to the team upon its departure from the competition site or pre-ordered meals from in-state brought with the team. Hydration would either be as noted previously through disposable cups or individually assigned water bottles. We would use hands-free filling stations.

Coaches will screen travelers upon return from the competition site. Uniforms will be collected in bulk by coaches for laundering.

Recruiting and Campus Tours

On-campus tours for prospective student athletes will occur using specific CDC and state guidelines. We have asked

prospective student-athletes to limit those involved with tours to their parents and themselves with masks and social distancing being required. Almost the entire tour will take place outside with the opportunity for a quick “glimpse” of the arena, the success center, the Donovan Dining Center and a residence hall, if possible. Each prearranged group is being informed where to park and will have socially distanced discussions with athletic staff following the tour.

Over the next couple of months, it is highly recommended that off-campus recruiting be restricted to virtual recruitment. That being said, it is perfectly understandable that a home visit may be required to “seal the deal.” In-person visits may be allowed on a case-by-case basis by either the Director or Associate Director of Athletics and in compliance with social distancing protocols. No overnight travel will be approved. No attendance at events like AAU tournaments will be approved.

Equipment Room Operations

Equipment room operations continue to be evaluated for best practices. It is imperative that uniforms be distributed and laundered and cleaned in the most appropriate manner. With student-athletes residing on campus, the best practice as it relates to the cleaning of their practice gear continues to evolve and best practice will prevail. In any case and similar to the set-up of a tent for sports medicine an open

collection and distribution site with proper best practices will be established.

Compliance Services

The Department of Athletics is committed to all student-athletes as they maneuver through the many questions related to waivers and additional eligibility corresponding to the COVID-19 pandemic. This includes the application and preparation of waivers to ensure that each and every student-athlete gets a fair and equitable chance to continue their intercollegiate athletic experience in the safest way possible. Currently all compliance related requests and issues are being dealt with remotely and on a case-by-case basis.

Athletic Facilities: The Murray Center

The Murray Center will be closed to the public for Fall 2020. Students, faculty and staff will continue to have access. We are proposing that the bottom level of the Murray Center remain closed through the first month of the academic year with the exception of escorted appointments and faculty/staff office access. Such restrictions will help keep the area sanitized in compliance with CEFMA guidelines, which is difficult to do given that it houses locker rooms, lacks adequate ventilation, and is carpeted. The top and main levels have tile and linoleum floors that are easier to disinfect. All water coolers have been shut

down in the short term pending review. People entering the building will be checked visually and screened for temperature and will respond to screening questions which will be posted on signs at entrances. Misting devices (i.e., electrostatic sprayers) are currently being purchased and will require facility staff and housekeeping to sanitize areas on a daily basis directed at use areas and in association with upcoming institutional and building plans.

Pending the reopening of the Murray Center for the academic year fall 2020, the locker rooms, film room, student-athlete meeting room, student lounge and weight room will be closed and evaluated continually for expanded use and sanitizing requirements.

Athletic Facilities: The Recreation Center

Officially opened and dedicated during the 1989 fall semester, the Recreation Center is a tangible reflection of the college's commitment to provide an exciting on-campus environment that is conducive to the total growth and development of its students, faculty, and staff and assists in their total wellness. The mission of the Recreation Center is to provide RIC students, college community, alumni, and interested persons from the community-at-large with high-quality recreational programs and services.

Emphasis is on open recreation, personal fitness, health, and wellness, regardless of age, gender, race, or skill level. Safety, security, cleanliness, and responsiveness to individual needs are paramount. The

center's programs are geared to develop an appreciation for the importance of the use of one's leisure time. The approach is aimed at improving one's physical, emotional, intellectual, and social well-being.

The physical and mental health and wellness of our campus community is a top concern. As such, the Recreation Center will be open with limited hours in the fall.

Under modified floor plans and mitigations set in place, the Recreation Center will be open for use by students who opt-in to utilize the facility. We will use the guidance and recommendations for gyms and fitness centers provided by Rhode Island's Reopening Plan (https://www.reopeningri.com/resource_pdfs/Phase-II/Phase-II-guidelines-for-gyms-and-fitness-centers-06.05.20.pdf) and will ensure Phase 3 guidelines are also incorporated.

Outdoor Venues

All outdoor athletic venues – practice complex, tennis facility, competitive complex & Black Track, Bazar Field, Pontarelli Field will be closed to the public. Students, faculty and staff will continue to have access. All outdoor athletic venues would be operational using strict CDC guidelines. Due to the enormous sanitizing requirements it would be recommended that facilities like tennis remain closed while evaluating its use. Opening that type of facility would require significant supervisory and sanitizing resources.

Key Takeaway: Student athlete welfare, safety, and experience are at the core of the Athletics plan for the fall. Ensuring mitigations are set in place for student athlete return, sports medicine, training, and use of facilities, Athletics is preparing for competition of fall sports that include golf, soccer, tennis, cross country, volleyball, lacrosse, baseball, and softball. Guidelines around competitions, whether home or away, include no locker room use and visual and verbal screening.

Conferences, Events and Social Gatherings

The college is taking the following steps administratively as it relates to conferences and events:

- Temporarily restricting access to RICRooms (campus space management platform) for all campus reservations; direct all inquiries to CECS. CECS will provide assistance with ALL events excluding academic class scheduling. (exception – Athletics)
- Developing new meeting guidelines to meet health and safety standards as directed by the state of Rhode Island and RIC. (next two slides)
- Adopting NEW room rental pricing structure based on added costs to meet health and safety standards.
- Developing NEW multiple-phased room capacities adjusting for physical distancing and group size allowances.
- Developing safety signage plans / directions for community safety.
- Communicating event standards and guidelines with on-campus and off-campus clients.
- Updating and enhancing Force Majeure language used in RIC event contracts.
- Promoting new and innovative services offered for meetings and events such as live broadcasting, on-demand services and hybrid events.



Key Takeaways: The college will host all conferences, events and social gatherings in accordance with CDC guidance and as directed in the various phases of Reopening RI by the State of Rhode Island. High-touch points will be cleaned twice per day or after major usage. In addition, using an electrostatic sprayer two times per week, the college will perform supplemental disinfection / sanitization of clean, hard surfaces that are difficult to access.

Social Distancing in Performing Arts Venues:

Event Seating

The college’s two main auditoriums in Roberts and Sapinsley Halls have been

assessed to accommodate social distancing. New seating protocols allow for pod seating with options for individual seating (Image 1) or pod seating (Image 2) based on family-size:

Image 1: Individual Seating (shows maximum, but depending upon phase of operation, the numbers would be adjusted downward)

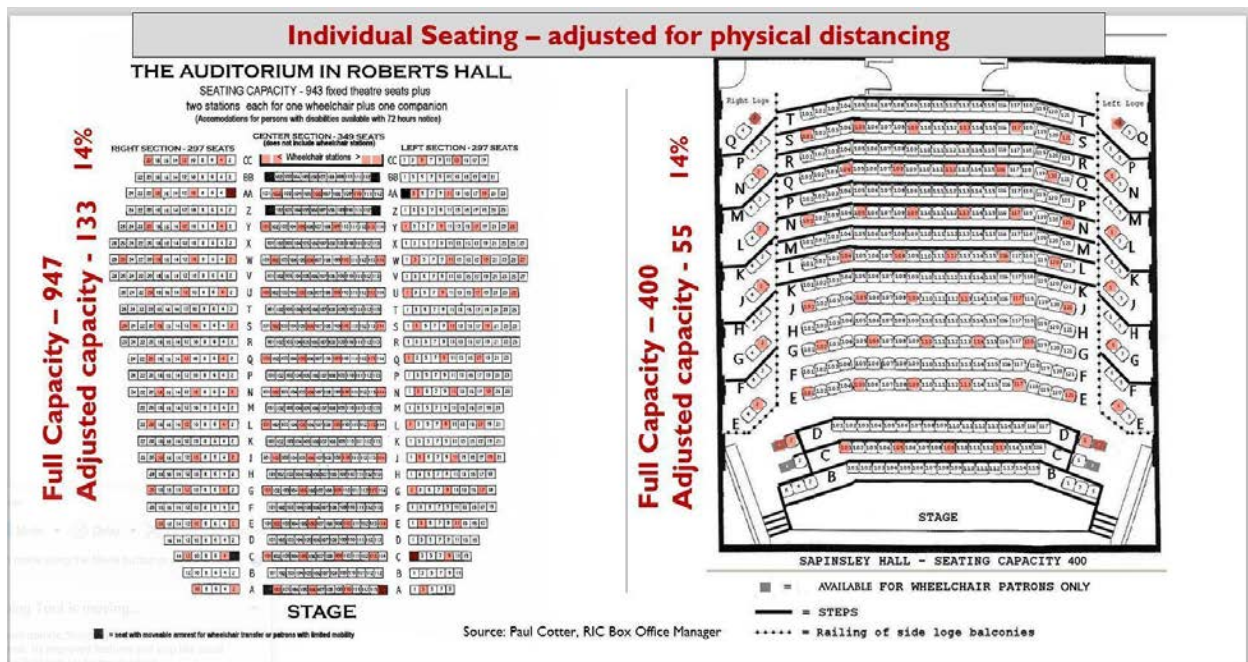
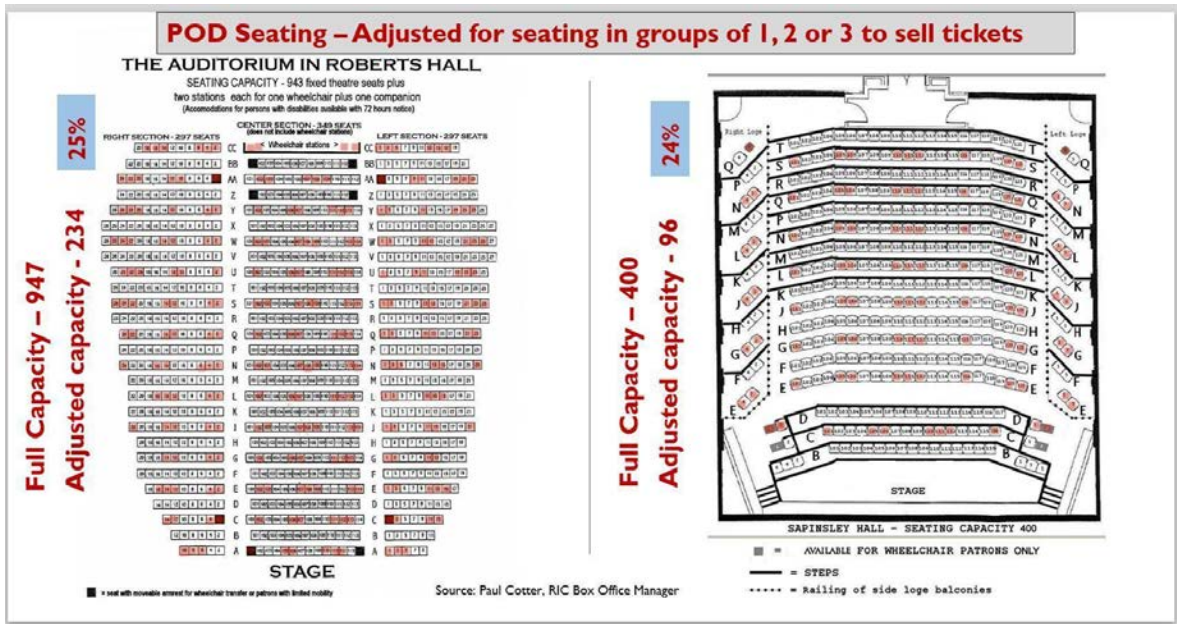


Image 2: POD Seating (shows maximum, but depending upon phase of operation, the numbers would be adjusted downward)



In Images 3 -5 below, floor plans for other venues (i.e., Gaige Hall 200) have been identified to accommodate events of varying sizes based upon the phase of operation:

Image 3: Square seating configuration possibilities (32 people) (shows maximum, but depending upon phase of operation, the numbers would be adjusted downward)

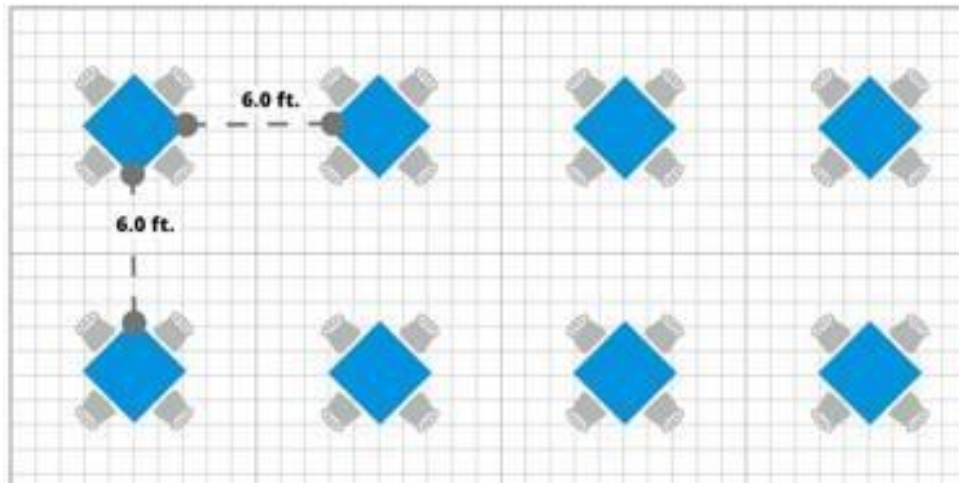


Image 4: Round of 8, reduced to rounds of 4 (60 people) (shows maximum, but depending upon phase of operation, the numbers would be adjusted downward)

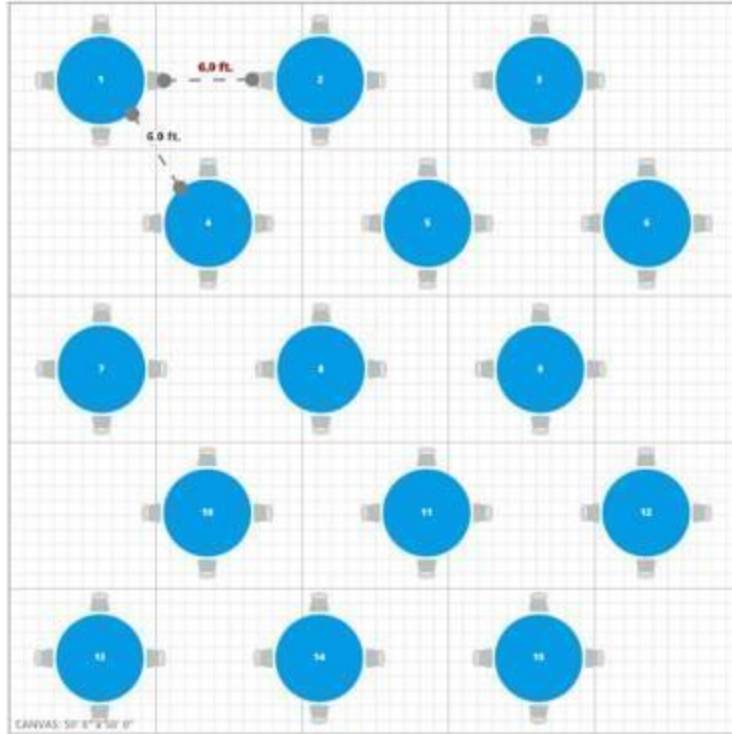
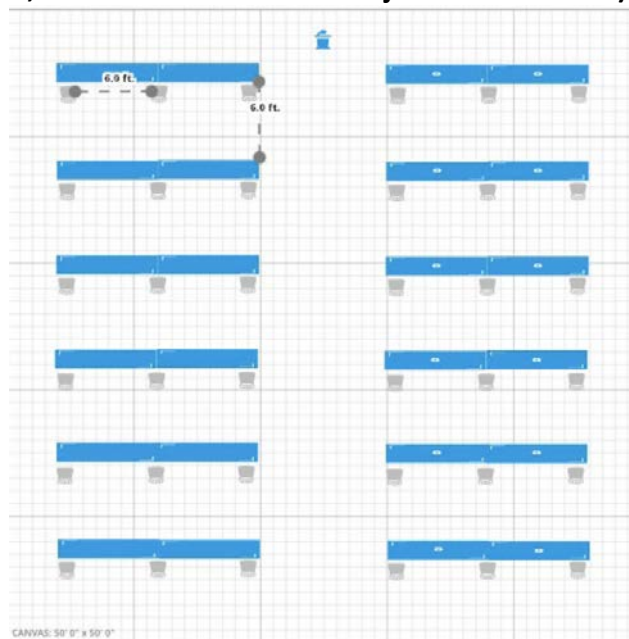


Image 5. Classroom-style seating possibilities (36 people) (shows maximum, but depending upon phase of operation, the numbers would be adjusted downward)



Cleaning and Disinfecting

When hosting any event, we will implement cleaning and disinfecting guidelines to meet health and safety standards.

The College Events and Conference Services team, working with the team in housekeeping, will ensure that the high-

touch points listed below are cleaned twice per day or after major usage. In addition, using an electrostatic sprayer two times per week, the college will perform supplemental disinfection / sanitization of clean, hard surfaces that are difficult to access.

Public Areas (lobby, restrooms, entryways, hallways, dining and food service areas)

- Door handles, handrails, push plates
- Bike rack or other barricades the public may touch
- Handrails for stairs, ramps, and escalators
- Elevator buttons – inside and out
- Reception desks and ticket counters
- Telephones, Point of Sale terminals, and other keypads
- Tables and chairs, including high chairs and booster seats
- Hands-free beverage and filling stations, vending and ice machines
- Trash receptacle touch points

Restrooms

- Door handles and push plates
- Sink faucets and counters, and toilet handles
- Lids of containers for disposal of women's sanitary products
- Soap dispensers and towel dispenser handles
- Baby changing stations
- Lactation stations
- Trash receptacle touch points

Back of House Offices, Dressing Areas, Green Rooms, Production Areas, Loading Docks

- Individual office and other room furniture
Door handles, push plates,

doorways, railings

- Light switches and thermostats
- Cabinet handles
- Telephones, computers, other keypads, mouse, microphones
- Backstage and technical equipment, trash receptacle and other touch points

Ingress and Egress

From the time of entry until time of departure, guest safety will be a top priority:

- Signage will be placed throughout all event venues, particularly at points of ingress and egress reminding guests about health and safety standards
- Handwashing stations will be placed at all points of ingress and egress
- Parking lots will be reconfigured to allow for social distancing consistent with guidelines articulated in this plan
- Guests will have staggered entry times (scheduled patron arrival times to be provided during ticketing process)
- There will be staggered entry for late arrival
- The line waiting managed using lines marked on the ground, rope and stanchions, etc.

Disability Accommodations

- Staff will wear clear face coverings or ones with a see-through window over their mouth to
- Ingress and egress areas will be reconfigured to ensure social distancing but also continued accessibility.
- Reduced capacity venues (Roberts Hall and Sapinsley Hall) have reduced capacity that includes accessible seating, including companion seats

- We will continue to offer reasonable ADA Accommodations.

Box Office

The college's Box Office will operate as a paperless/contactless office - all admissions through advance sales /phone / internet / print at home tickets, will be scanned at the door – to avoid handling paper tickets. The Box office will only be open during show time to resolve issues. There will be no on-site sales. For RIC faculty/staff with an ID, no tickets will be issued.

As the first line of contact, the Box Office becomes key to communication with patrons throughout the process (including, email communication with updates). The Box office physical spaces will be reconfigured to meet new safety standards including Plexiglas windows.

There will be assigned seating only and no general admission seating.

Employee Care

The safety of RIC employees are of paramount importance, including student employees. Accordingly, the following steps will be taken:

- Visual Verbal Screening of all employees prior to entering the workplace
- Reconfiguring of physical space to allow for social distancing at employees' workstations
- Employees will be trained to use the visual verbal screening tool to detect

patrons who may not be well enough to enter venues

- All employees will be trained on health and safety standards
- Employees with increased interaction with patrons will wear face coverings and gloves.

Conferences

While in-person conferences and large-scale events will continue to be cause for concern, the college will utilize live-streaming technology to host events that previously would have been held on the RIC campus.

Transportation

Ridership has been extremely low to the Rhode Island Nursing Education Center (NEC) in downtown Providence for the last two academic years and has further reduced with the introduction of the UPASS Program with RIPTA for all RIC students. The operation of the RINEC shuttle service will be transferred to the campus. This transfer of the RINEC shuttle to the campus will eliminate the RINEC shuttle runs back and forth to the RINEC. Rhode Island College vehicles will be disinfected in accordance with the guidelines set by the Center for Disease Control for [disinfecting transport vehicles](#) RIC will continue the UPASS program with RIPTA.



TOGETHER WE ARE ANCHOR STRONG: A Healthy Campus Communication Campaign

Communication plays a vital role in the college's reopening plan and overall prevention framework. Throughout the spring 2020 semester, the college benefited greatly from the input and engagement from a wide range of voices and opinions in the decision-making process. This must continue.

Working strategically with the Student Health Center, we will implement a health promotion communication plan for the RIC community that outlines students' access to care, the services that are offered at the

Student Health Center, and the availability of telepsych and telemedicine visits.

Health promotion communication will go out to the RIC community. Communication will provide information on available services in Student Health Services, the Counseling Center and human resources. The communications will also explain that tele visits are offered in both areas and the safety protocols that are in place.

To assist with COVID-19 tracking, the communications will ask that anyone in the community with COVID-19 symptoms or possible exposure should inform Health Services. It will also ask that students call for an appointment and avoid walk in visits.

Key Takeaways: Our "Anchor Strong" communication campaign will increase awareness about the overall reopening plan, healthy hygiene practices, mitigation strategies, policies and procedures and the social norms that we must institute in order to maintain a healthy campus environment. Most importantly, our goal is to ensure that every member of our campus community knows what steps they must take to protect themselves and our community.

With specific regard to reopening, we will be transparent about the considerations and factors that were used to generate the recommendations and acknowledge areas yet to be resolved.

The communication's team within the Division of College Advancement and External Relations oversees the development and implementation of the college's Health Emergency Communication Protocol by developing, vetting,

disseminating and updating unified messages to the members of our diverse campus community and the public, that are informative, timely, transparent and reflective of the college's mission and core values.

Delivered through multimedia platforms (website, email, social media, print), these communications, which are also translated into Spanish, educate our stakeholders about COVID-19 health and wellness,

including updates on the spread of the illness/disease and protective measures recommended by local public health authorities, thereby instilling confidence throughout the campus community.

The RIC Campus Community

For purposes of our communications, the RIC campus community may refer to all or a subset of the following:

- Undergraduate and graduate students
- Parents of undergraduate and graduate students
- Full and part-time/adjunct faculty
- Full and part-time staff
- Alumni
- Alumni Association Board of Directors
- RIC Foundation and RIC Foundation Board of Directors

Other target audiences include campus visitors, guests, community-at-large and members of the media.

General Content of Communications

The goal of our communications to provide information that is necessary to inform and protect our students, faculty, staff and other individuals. Generally, messages may include, but are not necessarily limited to, the following:

- Action steps
- Business Impacts (i.e., budget considerations)
- Health and safety measures

- Human Resources
- Important updates (active or confirmed cases, # in quarantine)
- Information for particular stakeholder groups (residential students, faculty, etc.)
- Office or building closures
- Policy changes
- Travel

While the college seeks to be transparent in its communications, certain information will not be communicated in order to protect the privacy of the individuals impacted:

- Personally identifiable information
- Office location
- Residence hall location

Messages include points of contact for additional information and always with an expression of our core values. Care is given not to send communications during those times when there may be limited availability to respond to inquiries (i.e., weekends, Fridays, late nights). These messages are housed on www.ric.edu/coronavirus.

Key Messages

- Reopening RI Phases
- Create habits and reminders to avoid touching your face and cover your mouth and nose with your elbow or a tissue when you cough or sneeze (and immediately dispose of the tissue).

- Wash your hands often with soap and water, for at least 20 seconds, and if soap and water are not available use 60-95% alcohol-based hand sanitizer.
- Avoid touching your eyes, nose or mouth.
- Clean and disinfect surfaces that are frequently touched, such as doorknobs, tables, desks and handrails.
- Wear cloth face coverings when out in public.
- Limit food sharing.
- Stop handshaking and use other non-contact methods of greeting.
- Keep a daily journal of all the people you interact with each day. This is an important part of contact tracing.
- Maintain distance (approximately six feet or two meters).
- Increase ventilation by opening windows or adjusting air conditioning.
- Use teleconferencing and videoconferencing for meetings when possible. If not, hold meetings in open, well-ventilated spaces.
- Stay home from work and school when you feel sick.
- Remember, humans are not a virus

Media Inquiries

The communications team also serves as the single point of contact for responding to media inquiries and designated spokespersons are identified to respond to inquiries received. Responses are formulated in consultation with the spokesperson and senior leadership.

Formulation and Approval of Messages

In the formulation of messages, the communications team engages and consults, as necessary, with senior leaders, campus partners, governmental officials and/or those with subject matter expertise (e.g., medical, epidemiologic and/or infection control and prevention information).

Draft communications are distributed to members of the President’s Executive Cabinet and are approved by the college president prior to distribution.

If we start to see more frequent or daily cases, we will coordinate communications with the Department of Administration, Brenna McCabe, (Brenna.McCabe@doa.ri.gov).

Multiple Ways to Stay Connected and Stay Informed

In order to disseminate information to our community in a timely and effective manner, messages are shared through the following modes of communication:

- **State Communications**

We will continue to reinforce state-wide sources for COVID-19 related information:

Visit www.health.ri.gov/covid

Email: Questions@health.ri.gov

Call the COVID-19 HOTLINE: 401-222-8022 (After hours people are being directed to call 211.)

- www.ric.edu/coronavirus

The college has a dedicated website for information related to coronavirus, which can be accessed from the banner on the website's home page. This site contains an inventory of campus communications, updated information, Reopening RI Phase, Frequently Asked Questions and other important COVID-19 information. Once finalized, this site will also host the college's COVID-19 Response Plan.

- ***stayinformed@ric.edu***

This email address is for questions from campus community, parents, and members of the general public. It is manned by a team of staff from communications, Student Success and Academic Affairs.

- ***Rhode Island College HOPE line - 401-456-HOPE (4673)***

In addition to the counseling center, this line provides continuous support to our campus community in times of mental health stresses or urgent issues. Any calls to the Hopeline are communicated to and followed up by the RIC Counseling Center. Widespread communications and a variety of social media platforms will be

important to communicate the Hopeline service to the RIC community.

- ***Weekly Campus-wide email communications***

At least every week, typically on Wednesdays, the college will continue to disseminate a planned campus-wide message.

- ***Social Media***

The college's Twitter, Facebook and Instagram pages are the primary social media platforms used to disseminate information to the broader community. The Assistant Director of College Communications and Marketing actively monitors the college's social media pages for rumors and inaccurate information

- ***Print Communications***

We will develop print materials (i.e., FAQs, One-pager, posters, fliers, etc.) that contain unified messaging consistent with health and safety protocols (hygiene, sick, stay home, aspects of Phase II and III) and that are consistent with the college's brand. These will be developed by the Office of College Communications and Marketing in order to educate our community about important health and safety protocols.

- ***Video Messages***

The college will develop 15-second and 30-second videos to share important information with our campus community. Those messages will be used via email, on the website and throughout the campus on our video screens.

- **Electronic Signage Boards/Monitors**

Located at the college’s Mount Pleasant Avenue and Fruit Hill Avenue entrances will be updated by College Events and Conference Services and the Department of Athletics to reflect important messages should the need arise. We will use our television monitors throughout campus to communicate

Reopening RI Phases, hygiene and social distancing messages.

- **Wayfinding and Other Campus Signage**

In order to educate the campus community, guests and visitors about health and safety protocols and changes in the way everyone will navigate the campus, the college will be updating its wayfinding and campus signage in a way that is informative and reflective of the college’s brand and core values. These messages serve to reinforce public health mitigation practices.

- All signage will be placed in locations where they are most likely to be seen, including in restrooms and building entrances.

The following messages will be widely communicated to students, faculty, staff, guests and visitors of Rhode Island College.

Table 3: Communications by Month

Month	Communications Activity
July	<ul style="list-style-type: none"> ● Notify Campus Community of the College’s COVID-19 Response Reopening Plan ● Continue refining communication templates and signage ● Installation of COVID-19 related signage across campus ● Ongoing communications with campus community ● Update website ● Continue Wednesday Weekly Updates

August	<ul style="list-style-type: none"> ● Notification of Reopening RI Phase using multimedia communications ● Continue communication of reopening plans ● Installation of COVID-19 related signage across campus (continued) ● Welcome back students, faculty and staff for the new academic year ● Continue Wednesday Weekly Updates
September	<ul style="list-style-type: none"> ● Notification of Reopening RI Phase using multimedia communications ● Continue Wednesday Weekly Updates ● Reinforce Key Messages ● Emergency Preparedness Month--conduct COVID-19 Response Trainings for Campus Community
October	<ul style="list-style-type: none"> ● Notification of Reopening RI Phase using multimedia communications ● Continue Wednesday Weekly Updates ● Reinforce Key Messages
November	<ul style="list-style-type: none"> ● Notification of Reopening RI Phase using multimedia communications; Continue Wednesday Weekly Updates ● Reinforce Key Messages
December	<ul style="list-style-type: none"> ● Notification of Reopening RI Phase using multimedia communications ● Continue Wednesday Weekly Updates ● Reinforce Key Messages
Winter Break	<ul style="list-style-type: none"> ● Notification of Reopening RI Phase using multimedia communications ● Reassess COVID-19 Plan ● Reassess communication plans ● Reinforce Key Messages
Spring Semester	<ul style="list-style-type: none"> ● Notification of Reopening RI Phase using multimedia communications ● Communicate any changes to campus operations ● Continue Wednesday Weekly Update ● Reinforce Key Messages

Communicating Urgent Health Risks

In addition to the planned weekly messages, communications of an urgent nature are sent out as needed in a timely manner. In particular, when a student or employee tests positive for COVID-19, the college shall communicate with our campus community on the same day, if at all possible.

It should be noted that if someone contacts the college about testing positive, that alone is not clearance for communication. Prior to communicating any of this information, the college will confirm with RIDOH and/or HR all facts related to potential campus exposure before communicating to employees and/or sending statements to the press in order to provide the necessary context for our

communication (i.e. an employee has tested positive, but they have not been in the building for the 14-day incubation period).

Further, while we are committed to transparency in our communications, we do not provide information that would compromise a patient’s privacy or spread inaccurate information about the level of exposure in the workplace.

Guidance from the Rhode Island State Department of Administration has been incorporated into the college’s Health Emergency Communication Protocol as it relates to communicating health risks to the campus and broader community and we will utilize the templates provided by the state for communicating high and no-to-low-risk cases.

Table 4: Communications by Location

Location	Signage Category	Sign Type	Message*
Break rooms and offices	General Communication	Flier	Stay well. Stay connected. Stay informed. RIC.EDU/COVID19 stayinformed@ric.edu Visual Verbal Screening
Campus buildings where access is restricted	Social Distancing	Flier	Do Not Enter
Campus buildings where access is restricted	Social Distancing	Flier	RIC Faculty, Staff and Students Only

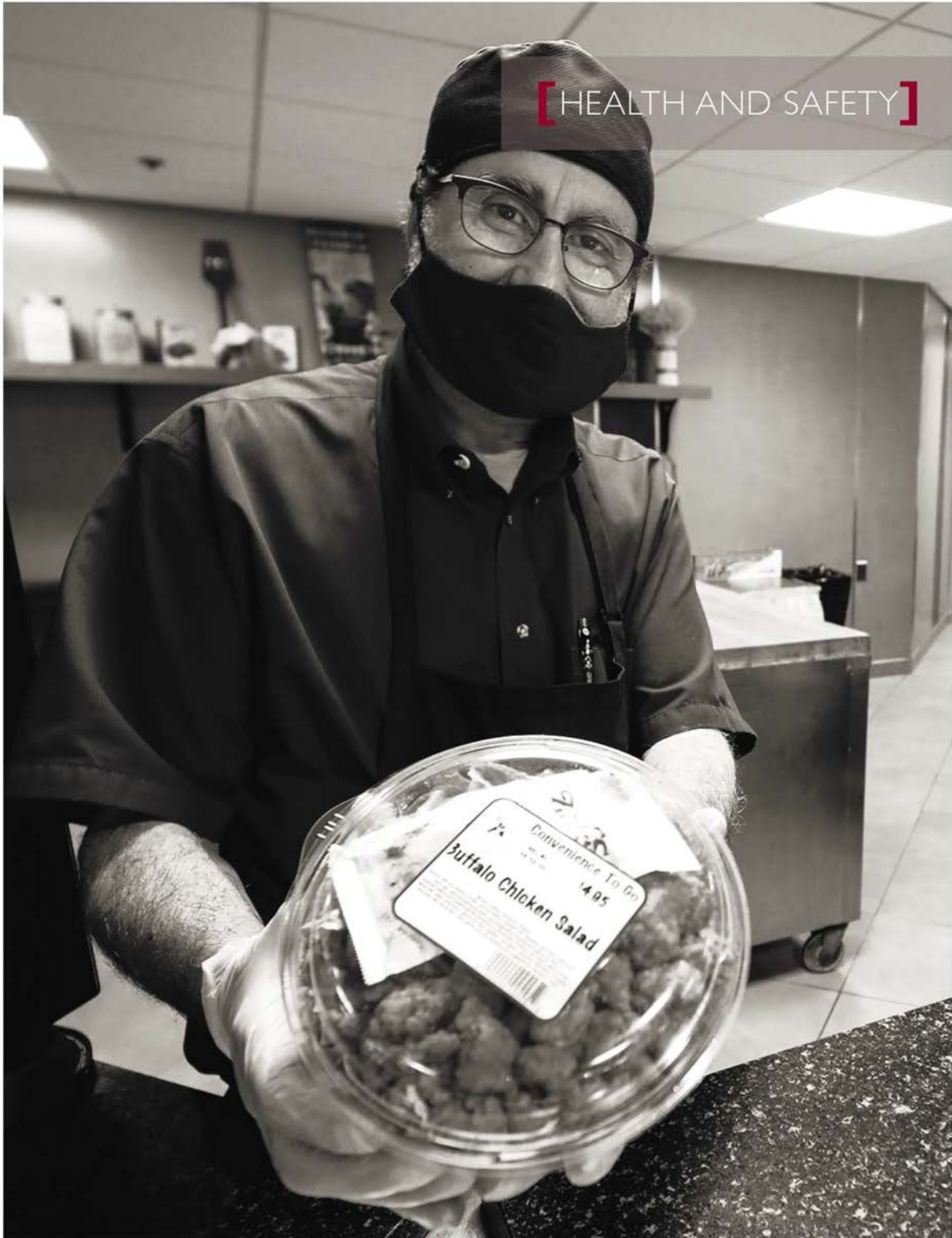
Campus Classrooms, Offices, and other locations	Social Distancing	Flier	This location has limited occupancy. Rhode Island Phase I Thank you for helping keep our community safe
Campus Classrooms, Offices, and other locations	Social Distancing	Flier	This location has limited occupancy. Rhode Island Phase II Thank you for helping keep our community safe
Campus Classrooms, Offices, and other locations	Social Distancing	Flier	This location has limited occupancy. Rhode Island Phase III Thank you for helping keep our community safe
Campus Elevators	Social Distancing	Flier	One occupant or one family group only
Campus Hallways and Corridors	Social Distancing	Flier	One-Way
Campus Hallways and Corridors	Social Distancing	Flier	This Way
Classroom desks and podiums	Cleaning and Sanitation	Poster/Clings	Please wipe down before and after use
Customer Service areas	Social Distancing	Flier	May I help You?
Customer Service areas	Social Distancing	Poster	Our Commitment to You— that's not about to change

Customer Service Areas in various Campus Locations	Social Distancing	Floor Decal	Maintain Your Distance Stand 6ft Away
Customer Service Areas in various Campus Locations	Social Distancing	Floor Decal	Please Stand Here - Please maintain a safe distance while waiting in line (6ft)
Entrances to all campus locations	Social Distancing	Flier	Entrance Only
Entrances to all campus locations	Social Distancing	Flier	Exit Only
Multiple Locations	All	Flier	One-page document highlighting key messages, contact information and FAQs

Multiple locations	Social Distancing	Poster	<p>Wear your mask and your smile at Rhode Island College</p> <p>Face covering help prevent illness from spreading to others while speaking, coughing or sneezing</p> <p>Your face covering can be a scarf, bandana or a homemade mask</p> <p>It should cover your mouth and nose</p> <p>Should not be worn by: *Anyone whose health would be harmed from wearing a face covering *Infants, babies or children under 2 years old</p>
Multiple Locations	Social Distancing	Poster	<p>There's power in your hands/Use your hands for good (wash our hands for 20 seconds and use hand sanitizer when you cannot)</p>
Multiple locations	Social Distancing	Poster	<p>Stay in Contact but not too close (Maintain a respectful social distance of at least 6 ft. distance)</p>
Multiple locations	Cleaning and Sanitization	Poster	<p>Cover coughs and sneezes</p>
Multiple locations	Cleaning and Sanitization	Poster	<p>Sick? Stay home.</p>

Multiple Locations	Cleaning and Sanitization	Flier	Disinfect your work space and high-touch locations
Multiple Locations	Social Distancing	Poster	Let's be social and safe
Multiple locations	Social Distancing	Yard Sign or A-Frame	Curbside Pick-Up and Delivery
Multiple locations	Social Distancing	Flier	We're Open but practicing social distancing
Multiple locations (offices)	Social Distancing	4ft x 4ft taped area	Delivery Drop Zone
Performing Arts Theatre seats	Social Distancing	Flier	TAKE 6 (maintain a social distance of at least 6ft)
Restrooms	Cleaning and Disinfecting	Poster	Handwashing is the simplest, most effect way to reduce the spread of disease <ul style="list-style-type: none"> · Warm water and soap · Friction – 20 seconds · Rinse · Use paper towel to turn off faucet and open door to leave the restroom
Sinks and Restrooms	Cleaning and Sanitization	Flier	What song can you sing in 20 seconds while you wash your hands?
Stairwell	Social Distancing	Stickers	Directional Arrows

Signage for Health Center	Social Distancing	Posters	Signage to STOP and call health services before entry, Stairs in Browne Hall (Limiting access---unless there is an emergency, residents do not use that entrance/exit to the residence hall)
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HEALTH AND SAFETY

COVID-19, a novel coronavirus infection, has claimed the lives of more than 115,000 in the United States and more than 431,000 across the globe. Its duration is unknown and its recurrence is likely. Consequently, there will continue to be limitations on our activities and restrictions, including phased approaches to resuming “normal” activities for months and possibly years to come.

The goal of our plan is to minimize risk of infection and spread of COVID-19 and prevention of an outbreak on campus. We are mindful that until herd immunity is achieved or a vaccination is discovered, the potential for subsequent outbreak exists. Until then, prevention is the best opportunity to mitigate the impact and limit the spread.

At the same time, we are mindful that increased spread in the general population throughout the community, the state, region and nation will also impact our ability to maintain a safe and healthy campus community.

Hierarchy of Controls

The National Institute for Occupational Safety and Health (NIOSH) developed a framework, [Hierarchy of Controls](#), to identify certain controls for hazards in the workplace. The NIOSH framework was adapted to the higher education environment by Johns Hopkins University and we have adapted their approach as set forth in their report [Public Health Principles for a Phased Reopening During COVID-19: Guidance for Governors](#):

- **Physical Distancing** — wherever possible having people work or access the business from home; this should include restructuring responsibilities to minimize the numbers of workers that need to be physically present.
- **Engineering controls** — creating physical barriers between people
- **Administrative controls** — redistributing responsibilities to reduce contact between individuals, using technology to facilitate communication
- **[Personal Protective Equipment \(PPE\)](#)** — providing necessary PPE and having people wear nonmedical cloth masks as source control

Physical Distancing

Social Distancing

[In keeping with the guidance from the CDC](#), we will maintain a healthy campus environment by asking members of our campus community to remain at least six (6) feet apart (about two arms’ lengths) at all times, adhere to gathering size limitations and to avoid mass gatherings. Our goal is to minimize in-person contact, limit durations of exposure and minimize the number of contacts.

We will incorporate the principles of social distancing in every aspect of our operations, as follows:

Group Sizes

Limiting the number of people at any given time is our priority, particularly in our public spaces throughout campus. In all instances, the college will adhere to gathering size guidance as set forth in Reopening Rhode Island.

Understanding that guidance on gathering sizes will likely change during the course of the academic year, the college will operate as follows regarding the limits of group sizes of 10, 25, 50 and 100+:

Table 5: College Operations at 10, 20, 50 and 100+ Group Sizes

Category	10	25	50	100+
General Operations	Social distancing (6ft) Face coverings Increased cleaning and sanitization Frequent handwashing and use of hand sanitizer	Social distancing (6ft) Face coverings Increased cleaning and sanitization Frequent handwashing and use of hand sanitizer	Social distancing (6ft) Face coverings Increased cleaning and sanitization Frequent handwashing and use of hand sanitizer	Social distancing (6ft) Face coverings Increased cleaning and sanitization Frequent handwashing and use of hand sanitizer
Classes	Learning remotely in place for majority of students with limited exceptions	Learning remotely in place for majority of students with limited exceptions	Learning remotely in place for majority of students with limited exceptions	More in-person opportunities available with priority for freshmen, visual and performing arts students and courses with labs, clinicals
College Operations/Offices	Working remotely strongly encouraged Most campus offices operating remotely	Working remotely strongly encouraged Most campus offices operating remotely with limited staff returning	Working remotely strongly encouraged Most campus offices operating remotely with limited staff returning	More employees able to return to work with continued work remote options Most campus offices operating in person with social distancing in place
College-Based Events and Gatherings	Limited to no more than 10	Limited to no more than 25	Limited to no more than 50	Limits based upon established maximum number
College Business Meetings	Teleconferencing and videoconferencing encouraged	Teleconferencing and videoconferencing encouraged	Teleconferencing and videoconferencing encouraged	Limits based upon established maximum number

External Rentals / Community Events and Gatherings	No external events	No external events	No external events	External events permitted
Performing Arts Events (open to the public)	No external events	No external events	No external events	External events permitted
Residence Halls	Residential student events limited to no more than 10	Residential student events limited to no more than 25	Residential student events limited to no more than 50	Residential student events available
Dining Services	Grab and Go	Grab and Go and outdoor dining	Limited dine in opportunities (by % of total occupancy) Grab and Go and outdoor dining	More dine in opportunities (by % of total occupancy) with social distancing Grab and Go and outdoor dining
Library	Curbside Service; no services inside	Curbside Service; no services inside	Curbside Service; no services inside	Inside services available with social distancing Curbside Service
Student Support Services	Available remotely	Available remotely	Available remotely	Available in-person and remotely

Occupancy Limits

In order to de-densify our campus, each campus building has been evaluated and new occupancy limits imposed in all spaces to ensure that at least 6ft distance can be maintained throughout our indoor locations.

See RIC Building List and Space Planning Spreadsheet for additional detail (**Appendix C and D**).

Those occupancy limits have been added to the college’s event management system (EMS) to ensure that all employees have access to the new guidelines for occupancy. Each room will contain updated signage

indicating the maximum occupancy limits with social distancing.

Engineering Controls: Barriers and Changes in Our Physical Space

An essential part of our plan includes reconfiguring and redesigning the physical spaces on our main campus as well as at RINEC and the Workforce Development Hub. These changes will be shared with our campus community through implementation of a robust communication and signage plan and adherence will be enforced by building managers across campus.

Offices and Common Areas

Here is a brief list of some of the changes to our office spaces and common areas:

- Installation of Plexiglas shields for staff seated in front-desk areas or with direct customer service roles
- Modification of work stations to ensure 6ft between work spaces
- Removal of furniture, desks, chairs in classrooms, conference rooms and offices to maintain 6ft distance to limit the size of formal and spontaneous gatherings
- Place physical barriers in certain locations (i.e., breakrooms, residential hall common areas)
- Elevator occupancy limited to one person or one family unit

Restrooms

- Limiting the number of people who can use the bathroom at one time
- Increased frequency of cleaning
- Installation of touchless faucets, soap dispensers, towel dispensers, as practicable
- Provide sanitizing wipes for individuals to wipe down door knobs, toilet seats, and sinks prior to use

Outdoor spaces

In addition to assessing indoor spaces, the college will also implement changes to outdoors spaces across the 180-acre campus, as follows:

- Parking Lots (close off every other spot to allow for social distancing)
- Pathways, Sidewalks and Walkways (one-way, putting down 6ft markers so that folks can maintain a safe distance while outdoors)
- Rerouting pedestrian traffic to enter and exit building

Specific Campus Locations

Adams Library

The James P. Adams Library is an academic department that serves the RIC community and the public at large. Since March 30, 2020, the Library has been restricted access and only library staff is allowed in the building; in addition to online services, the Library has offered curbside pickup of library materials and assistive technology. On site reference help is available via phone.

In order to protect the health and safety of library patrons and staff while resuming in-person library services and study areas, the Library recommends that it is only accessible to the current RIC community via card swipe access through the end of 2020.

The Library reopens on June 29, 2020 for summer session II; Library hours will remain Monday-Friday, 8:30-4:30. To limit stacks browsing and the necessity of extra cleaning/sanitizing on all levels, the Library staff will continue to provide pickup services and encourage use of level 3 only. The Library staff will arrange and limit public computers and seating to accommodate social distancing and small study groups.

For the Fall 2020 semester, the Adams Library will be open to the RIC community for limited hours. All patrons will need to present their RIC ID upon entering. It will not be open to the general public until further notice. Students will have access to desktop computers via a reservation system and printing, study space, and limited in person reference. All RIC patrons are encouraged to continue to request library materials and technology in advance to be picked up at the Borrowing Services desk on level 3. Library hours should be reduced for deep cleaning/sanitizing.

The following steps will be taken:

- Plexiglas countertop shields for all customer service desks (Borrowing Services, Reference, and side entrance).
- A general routine cleaning and sanitizing plan of high touch areas throughout the day – the library will need two housekeepers all hours the library is open.
- Face mask/coverings will need to be provided to all library employees including student employees.
- Disposable cleaning/sanitizing wipes or spray will need to be provided to library staff for regular cleaning of office space/service counters.
- Disinfecting the entire library should be done at least once per week (possibly outside contractor).
- Determine capacity limit for Library (1 person per 150 square feet, not including staff).

To manage access, signage will be placed at the entrance indicating that only those with a RIC ID will be permitted to enter. The college is exploring card access, but implementation is subject to available funding.

Bookstore

The Bookstore is located on the second floor of the Student Union and is operated by an external vendor, Barnes and Noble. Barnes and Noble has provided all stores with a comprehensive re-opening plan and guidelines.

See Bookstore (Barnes and Noble) Roadmap to Opening in **Appendix E**.

Given its location in the Student Union, a high touch area that provides various services to students, it is recommended that the Bookstore use a curbside pickup for online orders when possible to reduce the number of people entering the Student Union lobby. The exterior of the Bookstore door to the south side to the Student Union should be designated “for pickup only”. Signage would be needed and 6-foot place markings would be needed in the lobby.

Computer Lab

There will be no public computer labs available on campus. Information Technology Services is developing a virtual computer lab concept to provide academic software directly to students via the Internet, and will further communicate information as the fall semester approaches.

In the event we transition to opening computer labs for use and in order to ensure safety in physical computer labs located on campus, notably in Whipple Hall, the college has developed a plan based on the following assumptions:

- 400 students in the residence halls
- 5% of our students in classes on campus (95% remote)
- Pre-pandemic academic programming and schedule

Recognizing that the supply chain is unstable, we will work with our purchasing department to acquire all technology needed for the fall semester. With adequate staffing in ITS to carry out elements of the plan, we will coordinate with Facilities on protocols governing cleaning and building/space access in the following ways:

- Establish protocols for ingress & egress from the lab, with hand sanitizing stations available at each point
- Face coverings required while in the computer lab
- Visual and verbal screening of symptoms at each ingress point (for users and monitors)
- Establishing 6ft distance between workstations throughout the lab
- Increased cleaning three times per day during hours of normal operation
- Have disinfectant accessible and

instruct users to wipe down keyboards, mice, and table/desktops before and after use

- Set expectations for students to bring their own supplies (hand sanitizers, etc.)
- Cleaning of the laboratory & all equipment during off-hours
- Replacing existing keyboards & mice with versions that are washable to endure enhanced cleaning protocols

Rhode Island Nursing Education Center (RINEC)

The Rhode Island Nursing Education Center (RINEC) is a shared learning space in the South Street Landing. The School of Nursing at Rhode Island College and the College of Nursing at the University of Rhode Island share the RINEC. The remainder of the building is occupied by Brown University.

The building is owned by Cushman and Wakefield. The public and common spaces are managed by owners. In addition, the Café is in a public lobby. The building has two tenants: RINEC and Brown. The RINEC management team is hired by the OPC Director and staff manages the simulation center and creates a shared schedule for classes and events.

Offices at RINEC are used by RIC graduate and undergraduate faculty who primarily teach in the upper level courses. Offices are also available for the Simulation Director, the Dean, the administrative assistant and the RN to BSN Program Director. “Hoteling”

offices are available for the Associate Dean, the BSN Program Director and the Undergraduate Chair.

Each college is planning out areas consistent with their campus plans.

There will not be any in- person academic classes, but simulations will occur with social distancing. RIC simulations at RINEC include students from across academic levels: Underclassmen-second semester juniors, all seniors; RN to BSN Program; Master’s programs; and the DNP program. Simulations will run with a limit of the 5 participants (4 students and 1 instructor).

There is a need to acquire back the PPE that was donated to the state for use for teaching purposes. This is being coordinated with the RINEC management team and each college’s purchasing department.

Student Union

The Student Union, which facilitates a variety of events, houses the Student Activities, Student Community Government and other student organizations. More specifically, the following entities and offices are located in the Student Union:

Table 6: Entities/Programs by Floor in Student Union

Floor	Entity or Program
First Floor	Cafe, Student Mailboxes, Restrooms
Second Floor	Campus Card Office and Bookstore
Third Floor	Student Union Ballroom, Meeting Rooms 306 & 307, Restrooms
Fourth Floor	Student Union Office, Operations and Service, Student Activities, Greek Life, Student Activities Marketing, Meeting Rm 434, Student Community Government, Student Organization Offices, Restrooms
Media Center	Anchor, WXIN, Anchor TV, Restrooms

Our staff in the Office of Campus Life have been actively preparing robust student programming for the upcoming year. While most activities will take place in a virtual setting, there may be limited in-person programming.

Student organizations will meet virtually and student organization offices will be

closed for the fall semester. Any other student activities or meetings that must be held in person must be approved in advance and be held in accordance with health and safety protocols.

The Student Union Ballroom will be used as an asymptomatic testing site, but the remainder of the Student Union will be

open, including Student Mailboxes and the Campus Card Office.

The Student Union, working collaboratively with Administration and Finance and Student Community Government, has developed a plan to ensure that steps are taken to maintain health and safety within our high touch customer service areas in the Student Union.

Welcome Center

Walk-In Service

The Welcome Center currently receives around 40,000 calls a year and approximately 25 walk-in visitors a week. In an effort to minimize risk, the Welcome Center will remain closed to the public during the Fall 2020 semester.

Campus Telephone Operation

Two telephone operators staff the phones in the Welcome Center between the hours of 7am – 6pm. The Welcome Center is not staffed on the weekends. Although the College hours are from 8:30am – 4:30pm, M-F, there are **three extra hours** assigned to each day for staffing.

When the operators are unable to answer calls during work hours, callers are routed through the automated phone system. The standard options below will be modified to provide additional information about COVID19-related support. Callers will be instructed to contact RIDOH, or dial 2-1-1 (after hours) for additional COVID-19 information.

Telephone operations will continue utilizing a combination of automated and in-person service.

Workforce Development Hub

The college's Workforce Development Hub is located in Central Falls. In keeping with the established CDC guidance, the college has taken steps to redesign classrooms and office spaces for social distancing. In order to minimize risk, continuing education and professional studies programming has moved online or is being offered in a hybrid format so that space can be maximized.

The Workforce Development Hub will be open with small select in-person classes and meetings. For meetings occurring in-person, social distancing and face masking will be required. The hours of Operation: 8:00 a.m. -4:00 p.m. (evenings and weekends as necessary).

A private contractor has been retained to conduct cleaning and disinfecting for the Hub.

Administrative Controls: Policies, Procedures and Practices

RIC Cleaning for Health

We know that cleaning and disinfecting are a powerful duo in the mitigation process. [In accordance with CDC guidelines](#), our team in Housekeeping will lead the way.

The college has identified 30 high-touch areas across the campus that will have

increased cleaning according to a clearly defined schedule. See RIC Cleaning for Health in **Appendix F.**)

We have invested in additional training for two teams of staff, which has allowed us to expand our in-house capability for disinfecting campus locations for faster response times.

Key Cleaning Protocols:

- 30 high-touch areas will be cleaned 1-3 times daily
- High-touch offices have been identified for more intensive cleaning (i.e., Records Office, Financial Aid Office, Prospective Student Center and Human Resources)
- Campus-wide disinfecting with electrostatic sprayers twice per week
- Classrooms will be cleaned three times daily or more, depending upon usage
- Cleaning supplies will be placed in the classrooms for students to wipe down their areas and students will be encouraged to bring their own supplies of hand sanitizer
- Residence Hall touch points will be cleaned three times per day, or more depending upon usage

- Cleaning and disinfecting at least once daily in settings with regular traffic
- Cleaning and disinfecting multiple times per day of those high-touch locations
- Clean and disinfect locations with multiple groups between each use
- Disinfect using [EPA-approved disinfectants against COVID-19](#). IN the event EPA-approved disinfectants are not available, alternative disinfectants will be used (i.e., 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions)
- Employees must always wash hands immediately after removing gloves and conducting cleaning procedures

Following the cleaning and disinfecting plan for each building and/or activity, housekeeping staff will maintain a record of the date, time, location of cleaning each respective location.

Key Takeaway: *Employees will undergo training to ensure that they are aware of their roles and responsibilities relating to COVID-19-specific policies and procedures. Through implementation of the campus-wide communication and signage plan, health and safety standards will be communicated and reinforced to everyone within the campus community.*

More information can be found by reviewing the college's RIC Cleaning for Health Plan in **Appendix F**.

Waste and Sanitation

To ensure that used items are appropriately disposed of, we will increase the number of trash receptacles around our campus locations and throughout our buildings in order to prevent improper disposal of waste. Specifically, additional trash receptacles will be placed in high-traffic areas and placement of those receptacles will be near doorways, particularly in the case of restrooms.

Supplies

The Division of Administration and Finance will develop and expand partnerships with approved vendors in order to source PPE and cleaning supplies. In addition to sourcing those supplies on our own, we are also partnering with the other colleges and universities in Rhode Island to leverage our collective purchasing power to obtain supplies as well.

An inventory of supplies will be maintained and assessed on a consistent basis to ensure that as supplies are utilized, they are replenished, to the best of our ability.

Priority will be given to Student Health Services, Housekeeping, Dining Services, Public Safety, Residence Life and Athletics.

The following is a list of critical supplies that will be needed and will be used, **subject to availability**:

- Face masks (cloth or surgical face masks are acceptable)
- EPA approved disinfectant solutions or
- Other general cleaning supplies (spray bottles, bleach, surface cleaners, etc.)
- Materials for handwashing stations (soap and water) and/or hand sanitizer bottles at workstations
- Hand sanitizer and hand sanitizer stations that are accessible to the public
- Disinfectant wipe stations near communal objects
- Signage on capacity limits (external to building)
- Individually distributed cleaning supplies for employees to encourage cleaning of personal workspaces (cleaning of desks, cubicles, workstations, check-out areas, cash registers, etc.)
- Plastic, Plexiglas, or other physical barriers between customers and employees where appropriate and feasible

Given the requirement for cloth masks, we will be providing this only for personnel, for all students, or have available for students who are not able to access this on their own.

Hygiene Practices

The college will emphasize the frequent handwashing as a key hygiene practice to safeguard against the spread of illness and will encourage employees to wash their hands frequently with soap and water for 20 seconds. If access to soap and water is not readily available, use of hand sanitizer will be required.

The college will provide residential students and faculty and staff who are working on campus with ready access to cleaning supplies, including cleaning/disinfecting wipes and/or cleaning materials, so that commonly used surfaces in the living and work environment can be wiped down (desks, chairs, computer, telephone, etc.)

Visual Verbal Screening

Everyone within the campus community, including all students, faculty, staff and visitors must undergo a visual and verbal screening on a daily basis and prior to entering campus building using the [Visual Verbal Screening Template](#) provided by the State of Rhode Island.

- Ask employees to take their own temperature either before coming to the workplace or upon arrival at the workplace.
- Upon their arrival, screener stands at least 6 feet away and behind a barrier (such as a glass or plastic window partition that can protect the screener's face and mucous membranes from respiratory droplets that may be produced when the employee sneezes, coughs, or talks) from the faculty, staff, student, or guest. Screening

staff do not need to wear personal protective equipment (PPE) if they can maintain a distance of 6 feet. Hand sanitizer is available for use.

- Asks to confirm that their temperature is less than 100.4° F (38.0° C), and confirm that they are not experiencing coughing or shortness of breath.
- Make a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue.
- Answer any questions they may have

In the case of students who live in our residential community, they must also complete a visual verbal screening on a daily basis.

Students reporting symptoms must immediately call the Student Health Center (See Triage in Testing). Faculty and staff must report symptoms immediately to the Office of Human Resources.

Visitors will not gain admittance to the campus and will instead be referred to their PCP for follow-up. If there are any concerns with regard to visitors, the appropriate RIC personnel should notify Student Health Services.

Personal Protective Equipment

In order to maintain a healthy campus environment, personal protective equipment (PPE) will be utilized by everyone within the campus community.

Face Coverings

Students, faculty, staff and visitors are required to wear face coverings unless they can easily, continuously, and measurably maintain at least six (6) feet of distance from other employees and/or visitors for the duration of his or her work and/or time in a building. Per CDC guidance, face coverings are not required when it may inhibit daily living (i.e., eating). [Such protective coverings are not required for certain individuals](#), per CDC guidance.

Either a cloth mask or surgical face mask is acceptable. Offensive masks should not be used.

Face shields are to be used in conjunction with, not instead of, cloth or surgical face coverings. Use of face shields alone is insufficient.

Use of PPE will depend upon levels of risk associated with those working in certain settings, such as dining and housekeeping.

Table 7: Personal Protective Equipment (PPE)

In Public Settings	Face Covering	Face Covering and Face Shields	Gloves	Gowns
Students	Yes	Not required	Not required	No
Student Health Center Staff	Surgical masks. N95 Respirators masks used in triage and when necessary.	Yes, specifically eye protection (goggles or face mask)Yes	Yes	Yes
Housekeeping Staff	Yes	Yes	Yes	No
Dining Services Staff	Yes	Yes	Yes	No
Faculty	Yes	Not required	Not required	No
All other staff	Yes	Not required	Not required	No

Symptom Monitoring: Visual Verbal Screening and Temperature Checks

The college utilizes two methods for identification of symptoms in order to

Symptom Monitoring

detect the potential spread of COVID-19 on campus:

Education

Campus-wide health promotions effort to educate the campus community to identify symptoms early. The community should seek medical advice and COVID-19 testing as soon as possible, even with very mild symptoms.

Visual Verbal Screening

All students who live or who attend classes in person on campus, as well as all faculty and staff who work on campus must undergo a visual and verbal screening prior to entering a campus building, residence halls, classrooms or workplace.

Using the Visual Verbal Screening Template provided by the State of Rhode Island, students and employees will be asked to self-report symptoms consistent with COVID-19 and other COVID-19 risk factors. Students reporting symptoms must immediately report to the Student Health Center while faculty and staff must report symptoms immediately to the Office of Human Resources.

In the event that an employee is identified, pursuant to screening or otherwise, as having acute respiratory illness symptoms or is positive for any other COVID-19 risk factors, or is currently directed to be in quarantine or isolation, the employer shall

send the employee home and take any additional necessary and appropriate action, in accordance with applicable laws and current RIDOH guidance.

Temperature Checks

All students who live or who attend classes in person on campus, as well as all faculty and staff who work on campus must take and record their temperature on a daily basis. Students must report any temperature above 100.4 degrees to the Student Health Center and faculty must report any change in temperature above 100.4 degrees to the Office of Human Resources.

Testing

RIDOH Point of Contact

The College has identified the interim director of the Student Health Center as the point of contact (POC) with RIDOH. In this role, our POC will seek counsel, coordinate testing and contact tracing, receive test results and be provided with guidance related to case management.

As we approach the Fall Semester, the Student Health Center will play an important role in providing students with low-threshold symptomatic testing as well as surveillance testing in accordance with RIDOH and CDC guidelines.

Key Takeaway: The goal of testing will be to rapidly identify infection, perform contact tracing and provide immediate isolation and quarantine instructions to affected individuals and provide all necessary support.

In regards to residential students, the Student Health Center will notify appropriate RIC campus partners to ensure student's placement in isolation/quarantine housing. It will provide psychological support for affected individuals as well as supporting basic needs and ongoing monitoring of symptoms and needs while isolated.

Side Bar: There are two types of tests: Viral (molecular) Testing (test to determine whether someone is currently infected) vs. Serology (antibody) Testing (test to show whether someone previously had an infection)

Role of the Student Health Services and the Counseling Center

Services provided at the Student Health Services and the Counseling Center are offered to all students whether they are living on or off campus. Student physical and mental health needs will change during this crisis and may grow as the crisis evolves. Staffing in both offices will need to anticipate those growing and changing needs.

Since this COVID-19 crisis has developed, the Student Health Center has been adjusting their practices, policies and procedures according to guidance from the

RIDOH and the CDC in order to reduce the risk of transmission and prioritize the health and safety of staff and students. The HS nursing staff and the Director attend weekly phone conferences by the RIDOH along with maintaining contact with the RIDOH for specific student concerns. The Health Center policies and procedures are updated according to these interactions and continual guidance. In response to this guidance, the Health Center has improved phone triage of students, has started performing telemedicine and tele-psych visits, has offered weekly COVID-19 support group therapy sessions, and has set up a new Health Services triage area that contains 8 rooms where sick visits can be seen and where students can be screened before entering the main HS office. (Nursing staff don full PPE while in the triage area.) Health Services staff, in collaboration with the RIDOH, have also provided testing, case management and tracking for student cases of COVID-19 symptoms, student exposure, isolation and quarantine placements.

Telemedicine and tele-psych visits have been a preferred method of health care delivery. Because not all students will be physically seen in the office, it is crucial that staff are able to determine the needs of the student with each phone call and online interaction. Policies and procedures according to guidelines from the CDC have been created and are continually being updated as needed to maintain the health and safety of students.

The Health Center has worked directly with the RIDOH to monitor and educate the RIC community about COVID-19. Along with the public health response, the Student Health Center has anticipated an increase in mental health concerns, substance use and domestic occurrences as the COVID-19 pandemic evolves.

The “Staying Home While Sick” human resource policy has been implemented among staff. Staff also continue to wear masks and maintain cleaning/disinfection and social distancing protocols.

Key Takeaway: *The Student Health Center has been open throughout this pandemic and these changes have already taken place. The additional staff and equipment needed for the fall will depend on how many students will be on campus and the number of residents on campus. The Health Center’s readiness will impact the public health and safety of the community as well as the mental health of the community.*

Counseling Center

During this time of uncertainty due to the coronavirus, it’s normal to feel an increase in stress and sense of isolation. As a form of support, the Counseling Center will continue to provide sessions such as their “drop in” video-group for any RIC student who wishes to connect with others and process experiences.

The Counseling Center is performing 100% of their student visits remotely and have established new telepsych visit protocols. The HOPELINE is a 24/7 hotline available to all RIC students. Referrals from the

HOPELINE are sent directly to Counseling Center staff.

Triage Area

The Student Health Center main office and triage area is located in Rose Butler Browne Hall. Doors to the Student Health Center are locked, points of entry are limited and signs are posted for students to call the Health Services main phone line for instructions before entry. Appointments are strongly preferred. See Health Services Triage Floor Plan in **Appendix G**.

When a student calls Health Services, phone triage is performed along with a verbal COVID screening. The purpose of the phone triage system is to determine the severity of the student concern, if the student concern can be addressed through a telemedicine or other remote option, and if it is related to the COVID-19 pandemic. Based on the information obtained, it is determined if emergency services are needed. If COVID-19 testing is appropriate (low-threshold symptomatic testing is a priority) and the student is not a resident, Health Services staff will determine if testing is available with their PCP or at another local site. Health Services will also assist in arranging this testing. If COVID-19 testing is appropriate and the student is a resident, the student will be instructed to be seen in the triage area for testing. In either of these circumstances, staff will follow guidance from the RIDOH and CDC and will follow the case closely, perform contact identification and determine any affected areas or individuals on campus. Classroom rosters, seating plans, student athlete rosters and lists of resident students will be valuable for contact identification.

After phone triage, if an in-office visit is deemed appropriate, the student will call Health Services when arriving at Browne Hall. They are instructed when to enter the triage area. Off-campus students with appointments are asked to call HS from their car on arrival. This reduces the amount of students entering the building or hallway at one time. In addition to this, all appointments are staggered and no visitors allowed. As part of aggressive source control measures, patients regardless of symptoms, are advised to put on a cloth

face covering or facemask before entering the building. If an individual does not have a face-covering, a mask is provided for them.

Screening within the triage area consists of a history of COVID-19 symptoms as well as possible exposures and travel history. The RN performs a visual assessment and takes a temperature. Nursing staff don full PPE while in the triage area and only when COVID-19 is deemed unlikely can students be escorted to the main office. Staff continue to wear masks and patients face-coverings, social distancing and other measures continue throughout the encounter. Students who are seen in the main office will be guided to a back exit to reduce the chance of students passing one another in the hallway.

When COVID-19 testing is performed within the triage area:

- The nursing staff don full PPE while in the triage area.
- Students who have signs of COVID-19 or who do not pass the initial COVID-19 screening criteria are rapidly isolated within one of the 8 suites in the triage area with the door closed.
- The nursing staff limit their interaction as much as possible with the student. They determine the severity of symptoms and perform naso-pharyngeal COVID-19 testing with proper PPE.
- The testing swabs are sealed according to protocols and sent to East Side Lab for processing.
- Contact identification is done at the time of visit.

- Education and instructions are given on isolation protocols according to the CDC.
 - Close contacts are called and asked to self-quarantine without divulging the information of the possible COVID infected individual. Follow-up will occur when testing is resulted so quarantine status can be updated, avoiding unnecessary quarantines.
 - Email instructions are also sent to all individuals asked to isolate or quarantine. The instructions include emergent symptoms and signs to watch for and on and off-campus resources.
 - Using classroom rosters, seating plans, rosters of student athletes and a list of resident students, Health Services will provide the RIDOH with names of individuals in close contact with the student.
 - For positive tests, RIDOH will reach out to the individuals who have the positive result and track movements. Contact tracers will reach out to the individuals from the list that they have been exposed.
 - RIDOH should learn of every positive case through electronic lab reporting and phone reporting by ordering providers.
- The RIDOH will perform case investigation, contact tracing and advise on quarantine and infection control measures
 - If the student is a residential student, Health Services will work with Residential Life to coordinate isolation and quarantine placements.
 - In the event that a residential student tests positive, the staff within the Student Health Center, working with the RIDOH, shall take steps for the immediate isolation of the individual and their direct contacts exposed to COVID-19.
 - Clear signage is posted in all areas that need to be cleaned/disinfected or that may be contaminated. Contaminated areas are blocked and proper signage marks areas until full disinfection can occur.
- With each possible case, appropriate campus offices are notified including Student Life, Housekeeping, Campus Police and Residential Life. The information collected is added to the Health Services COVID tracking lists to stay abreast of possible clusters of symptoms/cases. Health Services staff will also obtain advice from the RIDOH on how to handle specific concerns or circumstances and how to identify outbreaks.
- Who will be tested?***
- Identifying at risk groups in collaboration with residential life, disability services, athletics and other departments will be an

essential part of infection control. It will be important for the RIC community to understand precautions they can take as well as what to do if they experience any symptoms.

Faculty and Staff

The Student Health Center will not coordinate sentinel testing for non-student members of the RIC community, with exceptions for staff in certain categories as outlined below.

Generally, for faculty and staff, symptom monitoring, visual verbal screening and temperature checks will be the primary form of surveillance. All faculty and staff will be referred to their primary care providers for testing and referred to community partners for additional support.

Students

The college, under the leadership of the Student Health Center, will continue to provide student health services to enrolled undergraduate and graduate students.

At-Risk Groups

Following consultation with epidemiologists and review of CDC and RIDOH guidance regarding testing, the college has identified the following at-risk groups that will undergo surveillance testing. (NOTE: At-risk as it is used here is not meant to refer to all folks who may be considered high-risk within the general population (i.e., older adults)

- Residential Students

- Student Health Services Staff
- Public Safety Officers
- Residential Life staff
- Student-Athletes
- Faculty teaching in-person classes
- Coaches
- Donovan Dining Services staff
- Housekeeping staff

What Types of Testing will be conducted?

Surveillance (Asymptomatic) Testing and Testing Site

Asymptomatic testing will be required for student-athletes and resident assistants and will be conducted on campus under contractual agreement with a third-party medical service provider. Asymptomatic testing may be either rapid testing or nasopharyngeal testing.

Asymptomatic testing will also be provided to select at-risk groups including residential life staff, faculty teaching in-person classes, coaches, and staff in dining services, housekeeping, facilities and Student Health Services.

This testing will occur in a location (i.e., Student Union Ballroom) on campus separate from the Student Health Services Center.

Low Threshold Symptomatic Testing and Testing Site

Student Health Services will test any residential students with symptoms, including student-athletes regardless of whether they reside on campus or not, using the nasopharyngeal test. All other students will be referred to their primary care providers for symptomatic testing.

Testing will take place in Browne Hall in the Student Health Services triage area.

Tests will be sent to East Side Labs for medical evaluation. Any residential students, including student-athletes regardless of whether they reside on campus or not, must contact the Health Services office if they have symptoms.

Health Services will immediately test on the same day for residential students and student athlete students. The tests shall be administered by staff within the Student Health Center.

Student Health Center staff shall wear all appropriate PPE at all times within the Health Center, particularly during all appointments and while administering tests.

As indicated previously, Health Services will refer faculty and staff to their primary care provider for testing.

Student Health Services staff will provide case management, contact tracing, education and instructions both verbal and written regarding isolation and quarantine. Staff will coordinate with residential life when appropriate to ensure that symptomatic residential students are isolated with their own bedroom and

bathroom. If possible, when a symptomatic resident comes to the triage area for testing, staff will ask them to bring a “quarantine” bag of personal items and school supplies so that they can be escorted to an isolated suite after the visit. This will be in coordination with residential life and other campus partners.

Baseline Testing (Residential students)

Students from hotspot areas must be quarantined for 14 days when arriving on campus. Baseline testing may also be deemed appropriate by the RIDOH.

Random Testing

There will be no random testing.

Outbreak Testing

The college will work with the RIDOH to test all contacts (i.e., individuals exposed to COVID-19).

The goal is to rapidly respond to potential outbreaks in the event multiple cases (two or more) have been identified. The college will work closely and follow all RIDOH guidance in the event of an outbreak on campus.

Hours of Operation/After Hours

Student Health Services operates M-F, 8:30 a.m.-5p.m. For requests for services after Hours and Weekends: Students are directed to call campus police. Campus police then notify the on-call Health Services provider

who calls the student back and performs phone triage. Due to the importance of testing people in the RIC community quickly, if appropriate, staff will schedule a COVID-19 test on or off-campus for that individual as soon as possible, preferably within 12 hours.

The Student Health Center is committed to testing symptomatic individuals as soon as possible, but not later than 12 hours after notification.

In an effort to support increased demand, it is recommended that two additional staff be hired in the Student Health Center. Additionally, the college is also considering a partnership with local health systems to support our testing needs.

Table 8: Testing by the Student Health Center

Categories	Daily	Testing/Frequency
All student-athletes (Contact sports weekly; other sports bi-weekly)	Visual Verbal Screening	Low threshold testing/as needed
On-Campus Residential Students (approximately 405 students)		Surveillance/weekly or bi-weekly based on sport
Residential Life staff	Self-Temperature Checks	Low threshold testing/as needed
Faculty teach in-person and Coaches		Surveillance/bi-weekly
Dining Services staff		

Housekeeping and Facilities Staff		
Student Health Services Staff		
Public Safety Officers		

The College will promote the state’s CRUSH COVID app in order to keep track of contacts.

It is important to note that those individuals who are tested as part of the sentinel testing protocol are not subject to isolation or quarantine pending test results.

Health Services, with direction from the RIDOH, will continuously compile information from Contact tracing, COVID-19 tracking lists and electronic medical record data with the goal of identifying outbreaks and clusters as quickly as possible. When there is a positive case on campus, Health Services will work with the RIDOH to determine if a certain cohort should receive mass testing such as a floor to a residential dorm or all the participants on an athletic team.

Payment for Testing

The cost for an allocated amount of asymptomatic tests will be covered by the State. Symptomatic testing can be covered by insurance. RIDOH will continue to provide expertise and guidance regarding testing modes, sampling models,

interpretation of results, medical support and clinical care.

Privacy

Under no circumstances will the college disclose the name of positive employees or students.

***National Guard Testing Sites
Main Campus (Providence) and Workforce
Development Hub (Central Falls)***

In the spring, the Rhode Island National Guard opened a secure testing site on the main campus in Parking Lot B, the college’s main commuter parking lot, a loss of 560 commuter parking spaces. The self-contained testing site on the main campus houses portable restrooms, testing equipment and other necessary items that enable approximately 50 medical and security personnel to safely and securely complete their work. Following their shifts, and after appropriate decontamination, disposal of testing attire (i.e., scrubs, masks, etc.) at the site, these assigned personnel utilized shower facilities within the Recreation Center before leaving each day. The college, RING and RI EMA worked together to ensure that the Recreation Center was sanitized and disinfected according to healthcare standards.

Personnel from the testing site did not interact with people or campus facilities outside the designated areas (Parking Lot B and the Recreation Center). Members of our campus community were instructed not to enter any spaces being utilized by testing site personnel.

Testing was by appointment only and occurs between the hours of 9 a.m.–3 p.m., seven days per week. To date, 10,369 tests have been conducted.

Another testing site was opened in Central Falls at the college's Workforce Development Hub later in the spring.

The National Guard Testing Site is no longer at RIC's campus and has since relocated to the Convention Center.

Rapid Contact Tracing

In the event that a residential student tests positive, the staff within the Student Health Center, working with the RIDOH, shall take steps for the immediate isolation of the individual and their direct contacts exposed to COVID-19. The staff within the Student Health Center shall initiate and complete contact identification. The RIDOH performs case investigation, contact tracing and advises on quarantine and infection control measures. The Student Health Center will provide testing for contacts identified within the campus community.

The college will encourage students, faculty and staff to download the CRUSH COVID app, the state's symptom tracking and contact tracing app.

Notification and Coordination of Contact Tracing with RIDOH

In the event that a residential student tests positive, the staff within the Student Health Center, working with the RIDOH, shall take steps for the immediate isolation of the individual and their direct contacts exposed to COVID-19.

Supportive Isolation and Quarantine: Students

Quarantine Sites

Browne Hall will be designated as the Quarantine Building for students who are symptomatic. Student Health Services is located in the building, and students will be instructed to go upstairs to quarantine after their appointment/COVID-19 test with Health Services. Students that are symptomatic will not share a bathroom. Students will be asked to pack a bag in anticipation of quarantine so they will not have to return to their assigned space.

Browne Hall has 12 separate suites. Each suite has one bathroom with two showers, two toilets, two sinks. Every room in the building is a single room. Not counting where Health Services is located, Browne Hall has 112 single rooms. Each suite has 6-12 single rooms within it.

The ideal situation is that a student under quarantine should have a separate room and a separate bathroom. As a quarantine site, Browne Hall can provide up to 12 students with each having their own private bedroom and bathroom.

Students who test positive for COVID-19 need to isolate in a separate room with a separate (not shared) bathroom. Multiple positive students can share a room and/or bathroom.

If necessary, Browne Hall could have up to 24 students at once if students were assigned their own toilet/sink/shower.

Wiping down and disinfecting of the bathroom must be completed after every use.

It is permissible for isolated students that have tested positive to share a room and a bathroom, but students awaiting the development of symptoms or test results should ideally have their own spaces as much as possible. Thus, students who may have been exposed together could isolate together. If suitemates in a different building were potentially exposed together, we would leave them together in their current space instead of moving them to Browne Hall.

It is not advisable to have two students under quarantine share the same room because one could become infected and the other not.

A student who is exposed, shows no symptoms and tests negative for COVID-19 will still be required to quarantine,

Support for those in Quarantine and Isolation

For those who have been identified as symptomatic, the staff within the Student Health Center will provide symptom checks.

Staff from Dining Services and Residence Life will provide holistic support to individuals in isolation and/or quarantine by offering services to support basic needs (food delivery and housing) and remote learning.

Outbreak on Campus

An outbreak, as defined by the CDC, is two cases epidemiologically linked within 14 days.

Prior to the outbreak, it is important that the college continue to take critical steps to guard against a potential outbreak, including but not limited to the following:

- Monitor Changes in Community Spread
- Promote hygiene protocol
- Monitor absenteeism
 - Review attendance and sick leave (if large numbers, alert RIDOH)
- Promote key messages
 - Sick, stay home
 - Social distancing
 - Hygiene practices
- Illnesses in the Workplace
- Communicate with students, staff and faculty
- Assess group gatherings
- Review and update emergency plans
- Cross-train staff
- Review CDC Guidance

In the event of a confirmed positive case on campus or an outbreak, the following members shall constitute the Critical Incident Team:

President	College leadership
Provost	Academic Instruction
Chief of Staff	Policies and Procedures
Vice President for Administration and Finance, Chair	Risk Management
Vice President, Student Success	Student Welfare
Vice President, College Advancement and External Relations	Communications
Associate Vice President, Diversity Equity and Inclusion	Diversity, Equity and Inclusion
Associate Vice President, Professional Studies and Continuing Education	Workforce Development
Associate Vice President, Administration and Finance	Facilities Management
Associate Vice President, Administration and Finance, Chief Information Officer	Information Technology
Associate Vice President and Dean of Students	Counseling and Mental Health
Associate Vice President, Student Services	Academic Advising
Budget Director	College Budget
Interim Director, Student Health Center	Student Health and Wellness
Director, Residential Life and Housing	Residential Life
Title IX Coordinator	Title IX
School of Nursing Faculty (2)	Public Health
Chief of Police and Director of Public Safety	Public Safety
Director, Human Resources	Employee engagement

Assistant Chief of Police	Public Safety
Henry Barnard School	Henry Barnard School

**Handling An Outbreak On Campus:
Convene. Assess. Communicate. Act.**

The college’s four-step outbreak protocol is as follows:

Step 1: Convene Critical Incident Team

The Critical Incident Team is convened as soon as practicable upon notification of an incident and/or outbreak or cluster of incidents. The team is convened either in person or through video or teleconferencing. The team convenes as often as is necessary for the duration of the incident as directed by the chair of the team.

Step 2: Assess Risk

The team reviews all pertinent facts and details in order to assess immediate risks to the campus community.

Step 3: Communicate

One of the initial critical steps is to communicate all relevant information to those most immediately impacted to alert them of the health risks. Those may include, but may not be limited to, the following: RIDOH, contacts and the campus community.

Step 4: Act

As set forth in the chart below, the Critical Incident Team members take immediate action to address the situation, repeating each of the four steps until the incident is over

Table 9: Outbreak Protocol Chart

Category	Preparedness	Confirmed Case on Campus (Regardless of Spread)	Minimal to Moderate Community Spread	Substantial Community Spread
Critical Incident Team	Review and update emergency plans Conduct a drill or table top exercise prior to and during the fall semester	Convene immediately and maintain regular communication	Convene immediately and maintain regular communication	Convene immediately and maintain regular communication

	<p>Cross-train staff</p> <p>Review CDC Guidance</p>			
Classes	Maintain existing class schedule	<p>Extend due dates for assignments</p> <p>Limit classes as necessary</p>	Encourage teaching and learning remote	Extended time for teaching and learning remote
Events and Conferences	Assess group gatherings	Assess need to limit/cancel events as necessary	Cancellation of large group events (see ReopeningRI Phases)	Cancellation of large group events (see ReopeningRI Phases)
Residence Halls	Maintain healthy and safe residential community	Quarantine and isolate impacted individuals as necessary	De-densify residence hall as necessary	Closure of Residence Halls
Dining Services	Maintain dining services	Eliminate/Restrict dining services	Eliminate/Restrict dining services	Eliminate in-person dining services
Communications	Promote key messages: Sick, stay home Social distancing Hygiene practices	<p>Wednesday Weekly Campus-Wide Emails</p> <p>Emergency Communications as needed</p>	<p>Wednesday Weekly Campus-Wide Emails</p> <p>Emergency Communications as needed</p>	<p>Wednesday Weekly Campus-Wide Emails</p> <p>Emergency Communications as needed</p>

Student Support Services	Ensure continuity of student support services	Ensure continuity of student support services Food Personal Hygiene Support services (medical, social and mental health) Cleaning Extend due dates for assignments	Ensure continuity of student support services Food Personal Hygiene Support services (medical, social and mental health) Cleaning Extend due dates for assignments	Ensure continuity of student support services Food Personal Hygiene Support services (medical, social and mental health) Cleaning Extend due dates for assignments
Social Distancing	Maintain social distancing	Maintain social distancing	Increase social distancing according to protocols	Increase social distancing according to protocols
Student and Employee Travel	Monitor CDC guidelines	Restrict travel according to state and federal guidelines	Re strict travel according to state and federal guidelines	Restrict travel according to state and federal guidelines
Cleaning and Disinfecting	Cleaning and disinfecting according to CDC guidelines	Cleaning and disinfecting according to CDC guidelines	Cleaning and disinfecting according to CDC guidelines	Intensify cleaning according to CDC guidelines
Student Health Center	Monitor Changes in Community Spread	Coordinate with RIDOH regarding confirmed case, contact tracing, testing, etc.	Coordinate with RIDOH regarding confirmed case, contact tracing, testing, etc.	Coordinate with RIDOH regarding confirmed case, contact tracing, testing, etc.

<p>Human Resources</p>	<p>Monitor illnesses in the workplace</p> <p>Monitor absenteeism</p> <p>(if large numbers, alert RIDOH)</p>	<p>Support impacted employee and provide resources</p> <p>Monitor illnesses in the workplace</p>	<p>Encourage working remotely</p> <p>Monitor illnesses in the workplace</p>	<p>Encourage working remotely</p> <p>Monitor illnesses in the workplace</p>
<p>Facilities</p>	<p>Maintain physical spaces</p>	<p>Restrict access to physical spaces as necessary</p> <p>Workspace, building or facility closure</p>	<p>Restrict access to physical spaces as necessary</p> <p>Workspace, building or facility closure</p> <p>Discourage community members from congregating</p>	<p>Restrict access to physical spaces as necessary</p> <p>Workspace, building or facility closure</p> <p>Prevent community members from congregating</p>

[HUMAN RESOURCES]



HUMAN RESOURCES

Return to RIC: Human Resources Staffing

The health and well-being of our employees is a top priority.

In difficult times like these, we are especially thankful to the staff who come to campus each day to ensure that the college's critical operations are maintained. As the campus adjusts to a new environment where our students [LEARNremote](#) and faculty members [TEACHremote](#), teleworking arrangements provide an opportunity for some staff to perform the essential functions of their job from an alternate work location.

Teleworking

Rhode Island College adopted the [Department of Administration Teleworking Policy](#) as a temporary measure to address the Governor's recommendation that an option to work from home, where feasible, be allowed. Teleworking agreements are anticipated to remain in place for the fall semester. However, as we enter different stages of reopening according to the state's plan, we welcome the opportunity to have more and more employees return safely to work.

Human Resources Staffing Plan

Whether our employees are working on campus or remotely, we seek to maintain consistent work crews so that we can fulfill our mission.

To that end, the college is taking steps to:

- Conduct a staffing needs assessment by department and redeploy staff as needed;
- Move to centralized support systems that combines resources;
- Continue remote work arrangements where appropriate;
- Adapt or revise policies/procedures that include employee safety protocols;
- Develop early or phased-in retirement plans for staff;
- Develop new hiring practices specific to need for increase in permanent remote workers;
- Hire consultant to assist with long-term staffing plans;
- Develop on-line assessment/performance evaluation tools; and
- Ensure equity

Policy Development and Implementation to Guide Our Work

Since the onset of this pandemic, the Department of Administration has issued guidance and put into practice a number of policies that the college's Department of Human Resources has implemented, including, but not limited to, the following:

- Illness in the Workplace
- Visual Verbal Screening
- Teleworking
- Contact Tracing
- Testing

In order to respond to the needs of our employees, the college has identified two (2) HR managers who will serve as case managers, supporting employees impacted by COVID-19. A standardized questionnaire

has been developed for case management to ensure consistency.

The essential steps in the case management process are as follows:

- HR Manager contacts employee identified and conducts an in-depth and confidential interview with the employee to determine their risk status
 - Symptomatic employees are asked to should seek medical advice from their PCP or other health care provider
 - Employees who disclose contact with someone who has tested positive or is suspected of having COVID19 are required to provide a list of contacts both at work and outside of work for the purpose of contact tracing.
- HR Manager contacts Facilities and Operations to conduct cleaning and sanitization of work areas exposed by a symptomatic employee.
- HR Manager stays in contact with the employee throughout the process and can assist employee with process (i.e., paid time options and benefit eligibility to include but not limited to: federal sick time and FMLA eligibility)
- HR Manager works with the supervisor to determine employees' eligibility to work remotely;
- HR Manager provides information regarding health, well-being resources and other resources and
- HR Manager remains in contact with the employee from day of illness/contact notice through day the employee is released to return to work.

Key Takeaway: Care is taken to ensure confidentiality. Screening does not include the recording personal information. At all times, HR seeks to maintain confidentiality within the circle of those who need to know the information in order to protect the health and safety of the campus community.

Visual Verbal Screening

The State and RIC continue to make the health and well-being of our employees a top priority. The verbal/visual health screening per Rhode Island Department of Health (RIDOH) regulations ([216-RICR-50-15-7](#)) has been updated. All employees that report to the work place either daily or

occasionally, must complete a screening before entering the workplace.

Utilizing the visual verbal screening form on a daily basis, immediate supervisors will ask whether an employee is experiencing any of the following symptoms (the following has been updated from previous notices): cough, fever, shortness of breath/difficulty breathing, chills, muscle pain, runny nose,

stuffy nose, sore throat, headache, nausea or vomiting, fatigue, and recent loss of taste or smell.

Employees will also be asked if they have returned from any travel within the last 14 days outside RI or outside the continental US and if they have been in close contact (less than 6 feet) from someone with COVID19 or someone with symptoms of COVID19.

The screening process and forms are only a tool and does not include the following: Temperature checks or recording and storing of personal information reported.

All information provided by employees will be handled with confidentiality to the extent possible.

The questions in these screenings may change as the Centers for Disease Control and Prevention (CDC) and the Rhode Island Department of Health issue further guidance.

If employees answer “yes” to any of the screening questions, they will be instructed to leave the workplace and return home and to contact Human Resource (HR).

Illness in the Workplace

Employees will be reminded that if they are sick or not feeling well or suspect that they have COVID-19 or have come in close contact with someone who has tested positive or exhibits COVID-19 symptoms, they should not report to work. Instead, they should call their primary care physician or other healthcare provider and inform

their supervisor and HR. If they are teleworking and develop symptoms, or come in close contact with someone that has tested positive or exhibits COVID-19 symptoms, they should also immediately notify their supervisor and HR.

In the event a staff or faculty member becomes ill during the workday, their supervisor will instruct the employee to leave campus, go home and/or seek appropriate health consultation. The supervisor shall close off the work station/area and notify Housekeeping that a sick employee was sent home and request that the work station/area be cleaned in accordance with CDC guidelines and our policies regarding cleaning and sanitation, including deep cleaning of all touchpoints throughout the impacted area and wiping down all surfaces, including glass.

The college will continue to reiterate that anyone who believes they may have been exposed to COVID-19 should contact their healthcare provider first and prior to going to a healthcare facility, unless they are experiencing a medical emergency.

Testing and Support

If an employee is instructed to be tested, they must report it to HR. At that point, an HR manager will be assigned as a case manager and will support that employee through the testing process and beyond.

If an employee is not suspected of having COVID-19 and not referred for testing,

But is still feeling ill, they must be symptom free for three days before they can return to work.

If an employee tests positive, they must isolate for 14 days and must follow up with their PCP. If the employee is symptomatic, they must isolate for at least 10 days until they are fever free for three full days without fever reducer and respiratory symptoms improved, and they are at least 10 days from onset of symptoms. If the employee is asymptomatic, has tested positive and does not have symptoms, it is important to use a time-based strategy which includes isolation for 10 days from the date of the positive test. If symptoms develop, it is important to use the symptom-based strategy unless there is a reason (e.g. the individual is immunocompromised) to use the test-based strategy as determined by the individual's healthcare provider.

At the end of the designated isolation period, the HR case manager will make sure the employee is symptom free for the most recent three days. A doctor's note does not have to be provided. If symptom free as outlined above, the employee can return to work. CDC and RIDOH guidance around quarantining and isolation can be found [here](#).

Contact Tracing

Once an employee is notified that they have tested positive for COVID-19, they must contact their supervisor and HR. Thereafter, the HR manager will:

- Make contact with the supervisor and the employee
- RIDOH will perform contact tracing and will coordinate with Institutions of Higher Educations so as to not duplicate efforts to instruct them to quarantine (go home) and place them on administrative leave (leave with pay) for up to 14 days and/or pending the infected employee testing results
- Contact RIDOH to share the contact information

Supportive Quarantine and Isolation - Employee Support

When an employee is symptomatic and/or tests positive for COVID-19, or is required to quarantine based on potential exposure, the college will provide support to the employee who must stay out of the workplace until cleared to return.

Employee Assistance Program

Visit optumeap.com for the latest COVID-19 support [resources from the EAP provider Optum](#), including educational flyers and new webinars that help you cope with the stress and anxiety surrounding COVID-19. The Optum Public Crisis Hotline (866-342-6892) is free and open to anyone seeking emotional support during this difficult time.

COVID-19 Support in Our Community: Additional Resources for Our Campus Community

COVID-19 Testing and General Information

- RI Dept. of Health site for COVID Testing:
<https://health.ri.gov/covid/testing/#how>
- CVS clinics – fast but use the Abbott testing which has a high false positive:
<https://cvshealth.com/covid-19/testing-information-locations>
- HealthRI.gov:
<https://health.ri.gov/covid/testing/>
- Crush COVID app info too:
<https://health.ri.gov/covid/crush/>

Domestic Abuse

- Domestic Violence Helpline – RI
<https://www.helplineri.com/domestic-violence> 24 hour helpline 1 800 494-8100
- Domestic Violence agencies in RI
<http://www.riag.ri.gov/ndva/agencies.php>
- Women’s center of RI – 24 hour helpline 401 861-2760
<http://www.womenscenterri.org/>
- Rhode Island Domestic Violence and Abuse Organizations -
<https://ridivorcemediationcenter.com/ri-divorce-resources/ri-domestic-violence-and-abuse-help-directory/>

Food and Housing

- RI Food bank -
<https://rifoodbank.org/> - Monday – Friday 8am – 5pm
- Here is a link from economic progress institute which is an excellent guide based on needs:

<http://www.economicprogressri.org/index.php/guide-to-assistance-5/>

Health and Wellness

- RIC & State of RI Employees Assistance Program with Optum (FREE for RIC employees and others in your household):
<http://www.employeebenefits.ri.gov/wellness/eap.php>
- United Way 211:
<https://www.uwri.org/2-1-1/>
- Behavioral Health Providers in RI link - <https://www.bhlink.org/>
- Counseling and legal help – Sojourner House – Helpline 401 765-3232 24 hour/day
<http://www.sojournerri.org/partner-organizations>
- The Substance Use and Mental Health Leadership Council of RI:
<https://www.sumhlc.org/resources/health-home-resource-guide/>
- Lifespan Community Health Institute - Connect for Health:
<https://www.givepulse.com/group/124654-Lifespan-Community-Health-Institute-Connect-for-Health>

Legal Assistance

- Rhode Island Family Court:
<https://www.courts.ri.gov/Courts/FamilyCourt/Pages/default.aspx>
- RI Legal Services:
<http://www.helprilaw.org>
- RI Disability Law Center
<http://www.ridlc.org/index.htm>

- Office of the Child Advocate (OCA): <http://www.child-advocate.ri.gov/>
- Victim's Witness Assistance Program: <http://www.risp.ri.gov/importantinformation/victimsassistance.php>

Primary Care Providers

Atmed Primary Care
 1524 Atwood Avenue Suite 340,
 Johnston, RI.
 401-272-5468

Atmed is taking new patients. Tuesday through Friday they have a Medical Assistant who is fluent in Spanish and one MD who is fluent available on Wednesdays. Hours of operation:

Monday	9:00 AM - 5:00 PM
Tuesday	9:00 AM - 5:00 PM
Wednesday	9:00 AM - 5:00 PM
Thursday	10:00 AM - 6:00 PM
Friday	9:00 AM - 1:00 PM
Saturday	Closed
Sunday	Closed

During State of Emergency BC/BS (and other health insurance providers) offer (these may change as new Executive Orders are issues and patients are encouraged to check with the provider first):

- Ø No referrals needed for specialists
- Ø No fees for COVID 19 testing (includes lab)
- Ø No fees for calling PCP for triage

- Ø No copays for audio-visual telephone calls with in-network specialists
- Ø No fee for triage calls in-network for behavioral health providers

BC/BS offers Doctors On-line – free 24/7 without appointment doctors to assist with other common non-emergency medical conditions such as allergies and sinus pain.

For additional information regarding PCP’s, the following web sites may be helpful:

- BC/BS: <https://www.bcbs.com/find-a-doctor>
- HealthRI.gov: <https://health.ri.gov/find/primarycare/>

Additional Resources

- Rhode Island Resource Guide Book: <http://www.riema.ri.gov/forms-additional-resources/documents/2018%20Resource%20Guidebook.pdf>
- Department of Human Services: <http://www.dhs.ri.gov/includes/LocalResources.php>
- Thundermist Health Center: community based, language diversity, Trans Health certified: <https://www.thundermisthealth.org>
- Lifespan: LGBTQ+ healthcare; language diversity: <https://www.lifespan.org/centers-services/gender-and-sexual-health-at-lifespan>

Returning to RIC

The following guidance pertains to employees returning to work after illness:

- Employees who show symptoms must be free of symptoms for a minimum of three (3) days prior to being allowed to return to work.
- Employees who test positive for COVID19 must isolate for 14 days and must follow up with their PCP. If the employee is symptomatic, they must isolate for at least 10 days until they are fever free for three full days without fever reducer and respiratory symptoms improved, and they are at least 10 days from onset of symptoms. If the employee is asymptomatic, has tested positive and does not have symptoms, it is important to use a time-based strategy which includes isolation for 10 days from the date of the positive test. If symptoms develop, it is important to use the symptom-based strategy unless there is a reason (e.g. the individual is immunocompromised) to use the test-based strategy as determined by the individual's healthcare provider.

HR Managers have been provided with a standard list of return to work questions and will conduct an interview of all employees prior to authorizing their return to work. HR Managers will also stay in contact with the supervisor and provide updates as they are received.

Employee Education and Training

This training has been developed in partnership with Student Success.

To ensure that employees meet the safety guidelines, training of all employees on the following is critical:

- Visual/verbal health screening, testing, quarantining and/or Isolation
- Contact tracing
- Teleworking agreements
- Response to illness in the workplace
- Cleaning and sanitation of work spaces
- Social distancing protocols
- Implementation of traffic patterns, especially in high traffic areas
- CDC safety guidelines to include how to properly wear masks
- Conducting visual and verbal health assessments
- Reporting illness and recording contacts for contract tracing
- Quarantine and isolation measures
- Travel considerations, and
- Criteria for returning to work following illness or quarantine

Targeted training on safety guidelines will be held for all front-facing employees, to include cleaning touch points regularly.

To implement this plan, Human Resources will:

- Coordinate with Student Success COVID 19 training of supervisors so as not to duplicate the effort, reach more supervisors and ensure supervisor information is consistent.

- Offer additional training to supervisors to be scheduled prior to start of classes.
- Provide targeted safety training to front-facing employees prior to start of classes, to include training on wiping touch points regularly. Such training may be done in person where appropriate or via Zoom or other on-line resource.
- Develop written guidelines in compliance with Executive Orders and CDC guidelines for distribution to remaining faculty and staff prior to start of classes. Update guidelines as needed and distribution.
- Coordinate with Deans/AVP's, Department Chairs, Directors and other Supervisors for distribution of guidelines at departmental meetings and provide talking points. Deans and Department Chairs will complete this step during the first department meeting of each semester. To ensure compliance, Deans/AVP's, Department Chairs, Directors and other Supervisors report completion of this task and list of participants to the Director of HR. Employees identified as not having participated will receive a targeted email from the Director of HR to confirm their understanding of the safety guidelines.
- Provide additional support for at-risk employees and those with

underlying health issues, or where appropriate, ADA accommodations.

- Create COVID-19 safety site to maintain safety guidelines and CDC guidelines for all employees. This site will include Health and Wellness resources for employees.
- Add COVID19 safety guidelines and training requirements to on-boarding of new employees.
- Continue to provide updated and timely information regarding changes to guidelines to include but not limited to Executive Orders and CDC guidelines.
- Continue to support employees who telework. Update processes and policies that support teleworking arrangements.

Guidelines may change if a resurgence in COVID19 occurs, new Executive Orders are issued, or CDC guidelines change placing new restrictions on working conditions. If teleworking or remote learning continues, training may need to be delayed.

Employee Travel

Per Governor's executive order dated 6/29/20 employees who travel domestically for business or pleasure to and from another city, town, county or state that has seen a COVID-19 positivity rate of 5% or more, imposed a stay-at-home restriction, a shelter-in-place restriction or similar restriction, declaration, or announcement due to a COVID-19 outbreak, must immediately self-quarantine for 14 days.

Employees that provide proof of a negative COVID-19 test taken at least 72 hours prior to returning to RI or are tested after returning to RI and provide a positive test result may return to work.

Employees are required to provide additional information prior to being approved for business travel. Such will include compelling reasons for travel vs. remote participation.

Non-business travel will also be addressed though this policy. Follow-up with employees that travel is mandated through the visual/verbal daily screening. HR will follow-up with an employee before and after the dates of travel as needed. Proposed policy is below. This policy will be disseminated as follows:

- Email policy to faculty and staff.

- Post on RIC website in multiple areas to ensure it is easily accessible.
- Include with any documents required for travel requests.
- Post links for access to other state websites to assist in finding related COVID-19 restrictions.

Faculty Travel

For the fall semester, there will be no faculty international travel, nor any study abroad travel that is supported by the college. Travel must be at the faculty member's own expense. Domestic travel is acceptable, provided it follows CDC and state guidelines.

[PUBLIC SAFETY-ENFORCEMENT]



PUBLIC SAFETY

Compliance and Educating our Community about COVID-19 Expectations

Our team in Public Safety will play a vital role in making sure our campus community is aware of the policies and protocols as part of our reopening plan.

We will create a culture where social distancing compliance and enforcement is distributed by educating and empowering our faculty, staff and students to speak up and remind each of our community members about the importance of social distancing and following the policies and procedures.

Key Takeaway: Guided by a community-oriented mindset of “education first,” Public Safety will be a key partner in educating campus community members about key guidance around social distancing, limitations in congregating in common areas, quarantine and isolation, and use of face coverings.

As partners, Public Safety will help to reinforce our social norms under COVID-19.

Members of our community who are not adhering to the health and safety guidelines that have been established will be referred to the Office of the Dean of Students or the Department of Human Resources for further instruction:

- *Student Code of Conduct*
Students desiring to be active members of the campus community must abide by the policies and protocols set forth in this plan. Those found to be in violation of such policies and protocols shall be subject to sanctions and actions in accordance with the Student Code of Conduct.
- *Employee Policies*
As employees of the State of Rhode Island, faculty and staff desiring to

be active members of the campus community must abide by the policies and protocols set forth in this plan and governed by state law. Those found to be in violation of such policies and protocols shall be subject to sanctions and actions in accordance with state policy. Rhode Island College Public Safety will not issue criminal summons or arrest for non-compliance.

Public Safety Office

Understanding that our Public Safety officers are here to provide services to the campus on a daily basis, the department will still allow for walk-ins, but as with other areas of the campus, care has been taken to mitigate with the following: Plexiglas barriers at the customer service window, 6ft spacing throughout the public and workspaces throughout the building and walkways.

Parking on Campus

According to CDC guidance, parking lot spaces should have one space in between. This will significantly limit, by nearly 50%, the amount of parking available on campus. However, with the planned remote teaching, learning and working environment proposed, we anticipate little disruption. Parking permits will be mailed to members of the campus community instead of the previous in-person process.

For additional detail, please see RIC Parking Lot Capabilities (**Appendix H**).

The Intersection of COVID-19 and Peaceful Protests

Rhode Island College Public Safety will work collaboratively with members of our campus community who wish to demonstrate to ensure that such demonstrations are peaceful and conducted in accordance with health and safety protocols in place.

[STUDENT EXPERIENCE]



STUDENT EXPERIENCE

Prospective Students

Enrollment Management, collaborating with many campus partners, should consider multiple strategies that engage new and prospective students and their families. This spring, the Office of Undergraduate Admissions conducted virtual yield programming for prospective students and families resulting in approximately 560 attendees and 56 scheduled webinars. To continue to enhance the experience of prospective students, the following recommendations and operational plan activities have been established.

Campus Tours

Beginning July 1, Rhode Island College and the Office of Undergraduate Admissions will provide an on-campus visit experience to prospective students and their families. Using essential mitigation and safety measures necessary in RI's phased approach to reopening, the college will begin to reopen campus and showcase college facilities to prospective students and their families.

Assistive technology will be used to support adaptive campus tours. Tour headset systems will also be used by tour guides and will provide mobile voice amplification due to the social distancing requirement. To facilitate re-opening an on-campus prospective student visit experience by limiting contacts to 15, screening requirements, travel restrictions, hygiene requirements (masks, hand washing, etc.),

and spacing requirements of 6 feet apart are necessary. The Office of Admissions will need to make the following changes:

- Initially offer access to RI residents only with expansion plan for out-of-state residents to follow
- Modify the online/phone registration process and pre-visit instructions to limit the number of guests per tour and provide additional tour options per day/week
- Develop pre-visit screening process including questionnaire, waiver, contact tracing, and temperature reading if necessary
- Provide appropriate Phase II signage and communication to prepare guests for on-campus experience, as well as to communicate the steps the College has taken to provide for their safety
- Develop in-between visit re-sanitization and cleaning processes for Prospective Student Center, Roberts Hall, and facilities on the tour route

Virtual Yield Events and Programming

The Office of Undergraduate Admissions will continue to build upon the work that occurred during the Spring semester, resulting in over 50 virtual events. The Office of Admissions will continue to provide synchronous and asynchronous virtual programming, covering all aspects of the College in order to support prospective students and their families. Admissions will extend recruitment programming beyond the campus in order to provide a greater number of prospective students and their families with access to the College.

Launching of the College's new CRM platform – Salesforce

An integrated Customer Relationship Management tool is essential to supporting prospective students and their families throughout the enrollment life cycle. The Office of Undergraduate Admissions, working closely with Information Technology and other campus partners, will launch the College's CRM platform.

These three strategies will support prospective students and their families, and subsequently have the greatest impact on the College's enrollment goals. In addition, the remaining operational plan activities will also be able to move forward as a result.

Financial Aid

Over 70% of Rhode Island College students receive financial assistance. For our incoming students, Financial Aid has worked to reduce the gap for 0 EFC students to under \$1,000 or less. In the coming months, the Office of Financial Aid will also continue to ensure compliance with the CARES Act which is waiving the requirement for schools to return unearned Title IV grant and loan assistance.

75% of new students have completed FAFSA and have been awarded aid. The Financial Aid Office must function at a high level in any scenario: on-campus, hybrid, or remote. Factoring in compliance and the needs of our students, our recommendation would be to provide a

hybrid approach – a mix of on-campus customer service and processing, with off-campus operations and case management.

To proceed in a hybrid format (efficiently), immediate technology needs should be addressed. More specifically, hardware for the staff, software to provide secure document transmission, paperless operations, as well as an updated phone system allowing for more efficient off-campus access are recommended to ensure high-level hybrid Financial Aid services to students.

Residential Life

Socially responsible and low residency housing will be offered at Rhode Island College. Residential Buildings include Penfield, Suite, Thorp, Weber and Willard Halls and can offer up to 405 resident students with housing.

Access to Buildings

Only resident students who live in the building will have access to their building, and only resident students will be allowed to visit each other. Commuter students and outside guests will only be allowed with special permission. In order to limit students coming in and out of buildings, Resident Assistants and staff will monitor the front desk during the evening. Resident students will also have to adhere to expectations detailed in the residential contract and student handbook. Students who are found to violate the current guidelines will be held responsible through the student conduct process.

Residence Hall Activities

Resident Assistants are part of the Residential Life and Housing Team and contribute immensely to creating a sense of community among residents. During the academic year, the Residence and Housing team will conduct personal check ins through weekly communications (text, email and phone) and monthly meetings via Zoom. Residential student support will also consist of information and resource boards, virtual RA floor meetings and virtual Professional Staff office hours. Residential Life and Housing team will coordinate and facilitate virtual and distance programming for resident students. These include activities such as virtual question and answer sessions, midterm and finals “Pick-Me-Ups”, weekly yoga/Zumba classes, virtual newsletter, discussions with the RIC Nutritionist and many more. Following guidelines of social distancing, the Residential Life and Housing Team will

coordinate in-person activities for students for pods of students.

Bathrooms

With the plan to have approximately 405 available beds, one student will have their own single and share a double bathroom with one other student. Students will be required to clean their own bathrooms. Directions will be given on how to properly clean and sanitize between each use. During breaks when students go home, the bathrooms will be professionally cleaned. Staff members will perform cleanliness checks.

Common Areas

Furniture will be minimized to aid in social distancing. Proper occupancy limits will be set according to the space size. Masks must be worn at all times by individuals. Housekeepers will sanitize common areas.

Key Takeaway: *Using a socially responsible framework, Residence Life and Housing will offer a low-residency program that will be supported by a tiered move-in process, virtual and in-person programming, and guidelines that ensure social distancing. Resident students will be provided a supplemental housing contract that will require them to adhere to guidelines that encourage and promote social distancing and safety.*

Move-In

Residence Life and Housing will facilitate a tiered move-in process that will begin around August 27. For 14 days prior to a student’s arrival, students will be asked to

check their temperature twice daily to ensure they have no fever prior to arrival.

All students will be sent an online check-in questionnaire and supplemental contract

prior to arrival. Questions that will be asked are:

- Did you come in contact with anyone who was sick or who was a positive COVID in the last 14 days?
- Did you travel within the last 14 days?
- Do you have any COVID-19 symptoms currently, including cough, shortness of breath, difficulty breathing, chills, shaking with chills, muscle pain, headache, sore throat, and loss of taste or smell?
- Did you keep track of your temperatures and symptoms for the 14 days prior to coming to campus?

For student athletes' return to campus, please see **Athletics**.

Resident students will be provided a supplemental housing contract that will require them to adhere to guidelines that encourage and promote social distancing and safety while living in the residential halls. These guidelines will follow current CDC and RIDOH guidelines that will include the current policies re: mask wearing, social distancing, hand-washing, checking their temperature, reporting signs of illness, etc.

Upon arrival to campus, students will be required to report to Health Services using a tiered schedule process. Health Services staff will review the student's electronic questionnaire and perform a visual screening in order to be approved to move into their residence hall. Students who are approved to move in will be given permission via an electronic format. This approval will allow the residential life staff to initiate the move-in process.

Residential Life staff will wear gloves to disseminate room keys and code ID's.

Students will be virtually sent their occupancy report and will have 5 days from their move-in time to dispute it.

Students will be assigned a date and 3-hour window of time to move their belongings over the course of one week's time. Each student will be allowed 2 people in addition to themselves to help move their belongings in. This will mean no more than 5 families will be permitted to move in at the same time per use of the same entrance (to ensure no more than 15 people are potentially congregated at one time).

All students and their families will be required to wear face masks at all times. Move-in carts will be wiped down with disinfectant between each family's use. Any computers put out for student use will be wiped down between each use.

Students arriving from hot spots will be required by state guidelines to quarantine for 14 days.

Students will be asked to monitor their temperature for the next 14 days after their arrival. After 14 days, students will be required to have an appointment at Health Services where they will be asked screening questions and have a visual screening exam along with having their temperature taken (on a tiered schedule). Health Services will share with Residential Life & Housing anyone who has yet to have their health screening visit for follow-up.

Testing (See also Health and Safety)

Student Health Services will test any residential students with symptoms, including student-athletes regardless of whether they reside on campus or not, using the nasopharyngeal test. Tests will be sent to East Side Labs for medical evaluation. Any residential students, including student-athletes regardless of whether they reside on campus or not, must contact the Health Services office if they have symptoms.

Health Services will immediately test on the same day for residential students and student athlete students. The tests shall be administered by staff within the Student Health Center.

Students will be sent regular reminders to check their temperature and monitor for symptoms throughout the semester. It is important to note that all students will be required to bring a thermometer to campus. The College will purchase extra should a student be unable to afford one and need assistance.

Should a student become ill or be exposed, they will self-isolate or quarantine in the designated Quarantine Building - Browne Hall. Returning home may be an option for some. They will remain under the care of Health Services, with guidance from the RIDOH. Working with Dining Services, a three-meal delivery will be arranged.

For more information on testing, contact tracing, quarantine and isolation, please see **Health and Safety**.

Move-Out

Move out will be done on a tiered basis according to guidelines appropriate for the time period.

Occupancy and Limits on Occupancy

Students will have their own single room and share a bathroom with one other student. Gatherings will be limited to only resident students. No more than 5 people in one suite may gather, and no more than 15 people will be in a larger common space. Appropriate limits will be set for laundry rooms according to each size laundry room. Elevators will have limits of no more than two people.

Student Code of Conduct

All Rhode Island College students are expected to adhere to the Student Code of Conduct, which can be found in the Student Handbook. Resident students will be provided a supplemental housing contract that will require them to adhere to guidelines that encourage and promote social distancing and safety. The Student Handbook, which will remain in effect, will be updated with current policies, and residents will receive continued email communications of expectations of adhering to guidelines. Staff will hold virtual floor meetings, and RA Staff will continue to serve on duty rotation that may be modified. Each evening, front desk workers will be available in each residence hall.

Resident students will be expected to maintain as much social distancing as possible. This means staying 6 feet away from each other at all times.

Communication will be sent to residents informing them of ways to contact staff for lock-outs, other needs, Campus Police, RA's, and professional Residential Life staff. Students will be encouraged to isolate themselves in their room as much as possible. In-person gatherings within the residence hall will be prohibited, and guests are not allowed in the residence halls. Resident students will be asked to carry their Student ID with them at all times. Students who may have been exposed, or have been exposed, will need to quarantine. If students are experiencing symptoms of COVID-19, they are asked to call Health Services for guidance.

To assure compliance with new rules, especially with quarantine and/or isolation, the Director of Housing and the Assistant VP for Student Success/Dean of Students will communicate with quarantined students about the importance of remaining in quarantine and the possible consequences if not followed.

The student conduct process will occur for students that do not adhere to protocols and policies. Reporting of students not adhering to the protocols and policies stated should be made to Maxient, and this report will then be routed to the AVP/Dean of Students. The AVP/Dean of Students will review the report, apply appropriate provisions from the code of conduct and will work to follow up with the student directly.

While a process review will occur, it should be stated that any action that jeopardizes the health and safety of students can result in a student being asked to leave the residence halls in addition to a code of conduct review.

Residence Life Staff Training

In addition to the topics covered in the traditional Resident Assistant training curriculum, policies and protocols around COVID-19 will be discussed with the Residential Life staff to ensure adherence and understanding of guidelines.

Disability Services

The Disability Services Center is the central location on campus for disability-related academic and non-academic accommodations for enrolled students. They Are committed to providing reasonable accommodations for compliance for Section 504 for the American Disabilities Act thus ensuring that all students are successful in achieving their academic goals.

To ensure continued support during the pandemic, the Disability Services, collaborating with various departments across the campus, will work to identify specific and effective assistive technology and resources necessary to ensure remote teaching and learning. In addition, work will be done to support the implementation of Universal Design for Learning.

The plans for Disability Services have two distinct themes - accessibility and accommodations. Accessibility is a

proactive design concept. This includes accessible buildings, courses (online or face-to-face) and events or programs that allow all people with disabilities to experience, navigate and interact with the spaces, course materials, or and experiences as equally as those without. Accommodation is a reactive request, implemented by the Disability Services Center for an eligible student. It is a highly individualized provision that is enacted only once an individual identifies as having a disability, meaning the process of accommodation can only be triggered by an individual requesting specific alterations.

Disability Services will continue to collaborate with the Faculty Center for Teaching and Learning to develop comprehensive Universal Design Learning and Accessibility and Accommodation training. Working with User Support Services and other departments, Disability Services will increase closed captioning on videos uploaded on RIC's learning management tool - Blackboard. See also **Academic Instruction** for more information.

Interdepartmental and inter-divisional collaboration will be required to ensure courses are accessible to students with disabilities. These principles also apply to virtual events offered to students. Training will be imperative so that all parties utilize the college's Accessibility contract rider when procuring classroom technology or software. Specific training will be offered to faculty on course accommodations and accessible design within online and hybrid formats.

Accessibility and accommodations will need to be considered in attendance policies, testing space, room counts, spacing, and routes of travel in classroom buildings to maintain compliance with federal law and the current executive orders related to COVID 19. Working with facilities, Disability Services will help to ensure students with health, mobility, and sensory disabilities are considered in regulations regarding masks, one-way hallways, in-person class layout, count and attendance.

Disability Services will ensure adequate in-person testing space for students with disabilities in Fogarty Life Science, to allow accommodated testing with social distancing. This will require reserving a room in Fogarty in addition to the Disability Services Testing Room in Fogarty.

The Disability Services Center has proposed to expand its Assistive Technology loan offerings to students in online and hybrid classes and to acquire an appropriate cloud-based Accommodation software like Simplicity Accommodate or AIM to collect real time risk management data on its student caseload and to provide accommodations for hybrid and remote courses in paperless format. An analysis of the existing software is currently underway.

New Student Experience

The Office of New Student Programs endeavors to take a two-step approach incorporating existing programs within a newly designed framework to engage students. A transitional timeline leads new students from an Online New Student Orientation to a Welcome Week in

September, followed by semester-long workshops led by Peer Mentors in order to create a comprehensive approach to student engagement. Through this process we will bring together existing cohorts and leaders through RIC-100, Peer Mentors, Welcome Week Activities, and various engagement opportunities through a number of campus partners in order to engage students in person, with appropriate mitigations, or through a virtual remote platform. These activities will be available for incoming students as well as existing RIC Students, as the content can be applied regardless of academic level.

Starting in July, new students will participate in an Online New Student Orientation conducted through Blackboard. Students go through a series of modules that introduce them to the academic programs and requirements, campus resources and student services, members of their scholarly community, peers and Orientation Leaders, and many more. After completion of their Online Orientation modules in Blackboard, students connect with advisors for remote advising sessions to finalize their fall registration. The New Student Experience continues on to Welcome Weekend and Week.

Welcome Weekend and Week

Welcome Week will follow an online New Student Orientation experience and will also serve as a kick-off for RIC100: Introduction to Rhode Island College. Working with the Offices of Student Activities, Residence Life, and other campus partners, the Office of New Student

Programs will implement a virtual experience composed of events that would take place the weekend before the start of classes and leading into the first week of classes.

Welcome Weekend will consist of workshops or presentations from campus partners on important information for First Year Students, including a keynote speaker. It may also include a Day of Service where students can engage in small acts of community service remotely at home or in their neighborhood. Heading into the first week of classes, new students will participate in Welcome Week events which will include Student Activities virtual or limited in-person programming such as Trivia, Karaoke, BINGO, or Open Mic Night. These programs will be implemented with all students in mind following guidelines and creating content that is ADA Compliant, using FERPA approved platforms such as GoToMeeting or Zoom.

Peer Mentor Program and Engagement

Peer Mentor Engagement expands the existing requirements of Peer Mentors within the RIC100 program to include the development of weekly/bi-weekly workshops that will build upon the curriculum introduced in RIC-100. As an elective activity, students are able to sign up in advance to ensure a seat, or virtually pop into any workshop they are interested in attending.

For students looking for a deeper level of engagement, a “certificate of achievement” program will be created for students looking to participate in all of the

programming to create more meaningful connections to the RIC community and their peers. Student engagement in this program will be tracked through platforms such as Portfolium or Starfish, and will contribute to engagement activities outlined in the newly designed “New Student Checklist”. Peer Mentor Engagement will be implemented with all students in mind following guidelines and creating content that is ADA Compliant, using FERPA approved platforms such as GoToMeeting or Zoom.

Donovan Dining Center (DDC)

The operational and contingency plans Dining Services has developed will support the safe delivery of food service for resident students (See Residence Life and Housing). This plan has been developed in accordance with the guidelines established by the RI Department of Health (RIDOH), Rhode Island Commerce, and the National Restaurant Association. This plan also meets the REOPENING RI COVID-19 Control Plan requirements as well as the criteria included in the RI Restaurant PLEDGE coordinated by the RI Hospitality Association. In addition, the processes described in the Donovan Dining plan aimed to be consistent with guidance established by the Centers for Disease Control (CDC), the National Association of College and University Food Services (NACUFS) and the American College Health Association (ACHA).

Donovan Dining Services will provide service to residential and commuter students as well as faculty and staff to the main dining room, Café and other satellite locations. Food service will be provided in

accordance with all health and safety protocols, including touchless payment options.

A full detail of the Donovan Dining Plan, including the REOPENING RI COVID-19 Control Plan Template for Dining Services and the Phase II Reopening Checklist Spreadsheet for Dining Services is available, See Dining Services Plan (**Appendix I**).

The objectives of the Donovan Dining plan are:

- To establish a safe environment for staff and guests, minimizing the transmission of COVID-19
- To deliver high quality food services, in a timely manner, within social distancing requirements
- To ensure continuity of operations in the event of a significant impact to staffing or supply chain resources.
- To develop scalable response actions which will also serve as enduring changes for the future.

Ingress, Distance Queuing and Egress

Dining Services has developed a detailed ingress, distance queuing, and egress plan for DDC. The components of this plan are:

- All internal and external travel flows have been designed to be one way and ADA accessible.
- Inside and outside signage have been readied for distance queuing and one-way traffic flow for DDC and Café guests. This includes six feet of physical distance between individuals in pick-up and waiting areas.

- Access points for dining services have been purposefully developed to maximize distancing and reduce interference with other campus services.
- To the extent possible, considerations have been made to provide “sheltered” waiting lines to minimize the impact of inclement weather.
- Dining Services has identified the need for an access attendant to maintain access control and allowable guest load in the service area.
- All signage and guidance markings have been obtained and are ready for installation.

- Screening guidance (English and Spanish) have been set up at each entry way to stop guests who have symptoms from entering Dining facilities.
- Enhanced cleaning and sanitation will be ongoing to mitigate further transmission.
- All guests are being encouraged to maintain a contact list and to sign up for the CRUSHCOVID app.
- Utilize our CBORD Meal Plan activity data to assist with tracing if needed.

Enhanced cleaning and disinfection:

The Dining Housekeeping team will focus primarily on areas accessible to guests.

- Dining staff will monitor and perform cleaning in guest seating areas.
- Guests will have access to “sanitation stations” in seating areas and are encouraged to clean and sanitize their seating area before and after use. Each station will be properly stocked.
- A temporary portable hand washing station is in place and two permanent units have been purchased and will be sited with hand sanitizer equipment for guest hand wash and sanitizing.
- Additional hand sanitizing stations have been deployed at each entrance and all high traffic areas in DDC and the Café.
- All signage and guidance markings have been obtained and are ready for installation.

The existing air intake, exhaust, and balancing systems in the kitchen, customer

Key Takeaway: Dining Services will support the safe delivery of food service for resident students with special attention to seating plans, food service that limits guest touch points, modifications to the facility, and touchless swipe payments.

Seating Plan and Capacity

We recommend that the following mitigation actions be deemed as acceptable alternatives to obtaining guest information and/or precluding guest seating:

service, and seating areas have been modified to maximize air exchange throughout DDC. The air in the DDC kitchen changes 10 times per hour and the air in the DDC service and seating area changes 8 times per hour.

Dining Services has reconfigured dining room seating in accordance with RIDOH guidelines.

- Seating configurations have been limited to 50% or less of regular seating capacities.
- Tables have been separated by at least eight feet from table edge to table edge to allow six feet spacing between seated customers at different tables and queueing lines.
- Tables have been configured with seating of 2 and 4 chairs per table to reduce group size.
- Excess tables and chairs have been removed and stored.
- Table signage will be placed to limit guest seating time and to help prevent socializing or mixing between tables/different parties.

- Our Outdoor patio has been prepared with umbrella picnic style tables.
- Under the current distancing and grouping guidance, maximum seating of 559 is available and scalable as distancing and grouping requirements change.

Table 10: Dining Room Seating by Room

Dining Room	Seats
DDC Main Level	189
DDC Mezzanine Level	118
Faculty Center Main Room	64
Faculty Center South Room	44
Faculty Center Pit Area	24
Outdoor Patio	120

Food Service

Pre COVID-19, Dining Services was capable of serving a high volume of customers in a short period of time with a variety of self-serve and custom build options. To limit guest touch points, Dining Services has eliminated all self-serve/buffet service options. Single serve item stations have been reconfigured to minimize touch points and are cleaned frequently.

The following actions have/will be implemented to limit guest touch points include:

- Weekend self-serve Buffet Kiosks have been eliminated with entrees served by staff.
- Our self-serve Belgium Waffle Bar station – waffles will be offered once per week on the Grill.
- Daily soups are served as opposed to self-serve.
- Eliminated our self-serve Salad Bar and dressings – salads will be offered prepackaged or made by staff members to order.
- Self-serve Frozen Yogurt will be available prepackaged in our sundae freezer.
- Self-serve toasting and Gluten free bread will be accomplished by our service staff.
- The condiment station has been eliminated and condiments will be provided by our servers.
- The dining room self-serve napkins and utensil station has been eliminated. New, “single touch” machines have been ordered and

will be positioned at the cashier station.

- The Grab & Go area has been converted to a staffed Express Food line.
- Frequently touched service components which cannot be replaced with a single use or no-touch options, will be identified and frequently cleaned.

RIDOH Phase II guidance requires physical distancing of 6 feet in all areas. These distancing requirements can be maintained in the majority of our operations but may be challenging to maintain at all times in our service area. Dining Services proposes the following mitigation actions be deemed as acceptable alternatives:

- The frequency and focus of cleaning and disinfecting will be increased in the DDC service area.
- Dining Services will implement a phased approach for food service for the Fall, potentially offering takeout food service only.
- DDC will initially be limited to the provision of food for residents on meal plans.
- Dining Services will reduce the number of guests thru the service line thru alternate food delivery, capabilities and locations:
- Allow Residents to use up to 2 meals at one time in DDC to reduce the frequency of visits.
- Promote Residential use of our existing Convenience Meal Program available thru MyRIC.

- We are exploring the operational benefits of allowing Residents a meal equivalency in the Café utilizing an available meal on their account.
- The Café will initially be available for residents through “Anchor Dining App” ordering only.
- We are reengaging with Barnes & Noble to potentially allow meal plan Flex Points to be used for the purchase of snacks and beverages at the bookstore.
- We have established an Express Foods line within the DDC service area minimizing guest time in the area.
- We are finalizing our Anchor Vending Lounge concept with four additional satellites, with each satellite having a Food Carousel, Cold Beverage, Hot beverage, and Snack machine grouping in the following areas:
 - Willard Lounge in the Residential Village
 - Gaige Lobby
 - Craig Lee Mall Level Lounge
 - Roberts Lobby
- As operational capacity allows, additional patrons will be supported in both DDC and the Cafe.
- In the event Dining Services cannot provide timely meal service through the service area, a contingency plan has been developed to provide food service in the DDC dining area utilizing mobile food stations to include appropriate distancing.

Distancing requirements in the DDC service area will reduce the number of Residents

which can be served simultaneously, reducing overall service capacity for any given meal. To maximize capacity under these circumstances, menu streamlining is needed to reduce the dwell and decision time each Resident takes while in the service area. Details on actions underway is detailed in **Appendix I**.

Food Service: Isolation and Quarantine

Dining Services will provide meal services for those required to isolate or quarantine as follows:

- Dining Services will prepare and provide a prepackaged lunch at approximately 11:00 am with Dinner and a Continental Breakfast packaged delivered at approximately 4:00pm each day.
- Each meal will include beverages, snacks, condiments, and flatware.
- DDC will deliver the meal(s) to a Residential Life staff member, outside of the residence hall.
- The Residential Life staff member will arrange for delivery to the Resident
- In the event of a mass quarantine of residents in one or more residence halls, Dining Services will provide food service in accordance with our Mass Quarantine Food Service Plan for Residents.
- Dining Services will prepare and provide prepackaged lunches at approximately 11:00 am with Dinner and Continental Breakfast packages delivered at approximately 4:00pm each day.

- Each meal package will include beverages, snacks, condiments, and flatware.
- DDC will deliver the meal(s) to a predetermined location in the respective residence hall(s).
- The Residential Life will coordinate cleaning, disinfection, and securing of the designated site prior to delivery by Dining Services.
- Residential Life will coordinate Resident notification and food pickup/delivery by residents.
- Dining Services will arrange for billing with the appropriate party for all meals provided in excess of the weekly meal allotments for the plan chosen by the resident.

Transactions and Payments

Dining Services has implemented additional technology and expanded existing technology to reduce “touch points” and to expedite the payment process. Cashier scales have been removed and all weighed items are being converted to single portion pricing and/or barcode labels. The GET mobile application now allows touchless swipe payment eliminating the need to pay with cash, credit/debit cards or meal cards. The GET application will be extensively marketed and may be mandated as the primary payment method for Residents. Dining Services has purchased an additional label printer capable of supporting barcode swipe payment. All products and barcode information will be uploaded to further support touchless payment.

Facility Modifications

Dining Services has implemented the following actions to reduce the transmission of COVID 19 and to facilitate timely services with distancing:

- Plexiglas barriers have been installed as well as additional sneeze guards. Plexiglas has been purchased and will be installed above sneeze guards in the DDC and Café service areas. Portable Plexiglas barriers have been ordered and are on site for HBS and cashier stations.
- The existing air intake, exhaust, and balancing systems in the kitchen, customer service, and seating areas have been modified to maximize air exchange throughout DDC. The air in the DDC service and seating area changes a minimum of 6 times per hour.
- The DDC soup station and tray pick up areas have been removed to accommodate social distancing and guest flow.
- The Grab & Go area has been reconfigured to support a new Express Service line
- Work requests have been initiated to support public address capability in the queuing lines and the DDC service areas.
- Work requests have been initiated to repurpose two electronic monitors in the Faculty Center Main and South dining rooms for communication purposes.
- Work is underway to relocate hot and cold beverage equipment to support one-way guest flow.

- New electrical needs have been identified and installation is underway to support the changes.
- Service line equipment changes (required to support staff distancing) on the Grill, Entrée, Deli, and Salad Stations have been identified and equipment relocation has been initiated.
- Sustainability and compost stations have been relocated and will also serve a dual purpose as sanitation stations – allowing guests to clean and sanitize their seating area before and after use.
- Wall and ceiling touch up painting has been completed by Dining staff.
- Flooring throughout the DDC seating area has been stripped and three coats of wax have been applied to reinforce customer confidence.
- Doorbell systems are in the process of being installed to support service area capacity monitoring and facilitate the non-entry of delivery personnel.
- A visual and verbal screening is conducted for all Dining Staff prior to their shift.
- Employees are required to follow infection prevention guidelines established by the RIDOH
- Human Resources manages staff members with potential exposure
- Dining personnel have been provided cloth face coverings and are required to wear the face coverings or a comparable mask at all times. Additional face coverings are available.
- Dining Services has implemented a process to monitor and track daily in-person attendance and essential visitors to facilitate contact tracing in the event of an exposure.
- All staff have access to daily (personal) contact tracking forms developed by Dining Services
- Dining personnel have been encouraged to sign up for the Crush COVID application
- A Dining – COVID-19 Information Board has been set up in the DDC kitchen. This information board is updated daily with the latest CDC, RIDOH, and related information to ensure staff are knowledgeable about COVID-19 symptoms, transmission, relevant protocols and guidance.
- The use of shared equipment among staff has been reduced and items that are shared are operated by staff with gloves and/or cleaned between use.

Staff Protocols

Dining Services has implemented the following actions to reduce the transmission of COVID-19:

- All College health program protocols have been implemented and are strictly adhered to by Dining Services.
 - Dining Service staff are prohibited from reporting to work if they have COVID-19 symptoms

- Where practicable, Dining Services has facilitated physical distancing among staff, designating separate work zones for servers and spaced workstations. Additional safety and cleaning has been implemented in those areas where distancing may not meet 6 feet.
- Dining Service staff have been reminded to continue to follow all food safety protocols.
- Protocol has been established for Dining vehicle operations, passengers, and sanitation.
- A Residential and Dining COVID-19 Code of Conduct is under development to provide Residents with their required responsibilities and expectations while in residence halls and dining.
- Dining management and administrative staff who can work effectively from home are doing so on a full or partial basis for distancing and contingency purposes.
- Onsite (office) work stations have been reconfigured to maintain established distancing with alternate workstation used when distancing is not available.
- All staff have sufficient cleaning and disinfectant products enabling frequent cleaning of their workspaces and adjacent areas.
- Nutrition evaluations and dietary counseling are being performed via telephone or “telehealth”.
- Changes to the Dining Services website have been implemented to expand functionality and to minimize face to face interactions.

The highest probabilities for a disruption in service will occur if a significant number of dining staff are required to isolate or quarantine and/or there is a significant supply chain disruption.

If staff are unable to perform their duties, Dining Services will provide services as follows:

- Food service will be provided in the DDC dining area utilizing mobile food stations with increased distancing and PPE.
- Menu offerings will be streamlined and may be supplemented by purchasing premade entrees, sandwiches, and salads from outside purveyors.
- Dining Staff who are not impacted and those authorized to work remotely will be mobilized.
- Staff may be augmented by non-food service personnel, additional menu modifications will be made, and/or a combination of both shall be applied.

Dining Services is addressing possible supply chain disruptions as follows:

- Inventories levels of PPE, cleaning, and distinction products are being maintained for 30 days.
- All other food, beverage, and packaging products are being maintained with a 14-day level.
- Dining Services is diligently staying abreast of our supply chains and potential impacts.
- Dining Services has been in contact with URI’s Dining Services and have

agreed to provide mutual support as, and if needed.

- Dining Services has also identified alternative options in the event key resources are unavailable.

Establishing a Safe Environment for Guests

- Essential Visitors (repair personnel) receive a visual and verbal screening prior to entry with names, company, and time on site, and completion time recorded.
- Delivery personnel are not permitted to enter the facility. Delivery personnel are met on the loading dock, a visual verbal screening is conducted and supplies are left on the loading dock.
- Guests are required to wear face masks or coverings at all times while in DDC and may only remove their masks when eating or drinking.

Cleaning and Disinfection

Cleaning and disinfection of dining service facilities are the most critical components of this plan. Actions implemented and/or in the process of implementation include:

- All staff have received cleaning and disinfection training and will be provided refresher training.
- The DDC Housekeeping staff have been provided appropriate PPE and additional training
- All areas of DDC and the Café have undergone a thorough cleaning and disinfecting in accordance with the CDC guidelines.

- Enhanced cleaning of common and high-touch surfaces is being conducted throughout the day.
- Signage has been posted to promote physical distancing within bathrooms.
- The Dining Housekeeping staff will focus exclusively on DDC and the Café. Housekeeping responsibilities for the Media Center and Student Union will be transferred back to the College
- The cleaning and sanitation approach is multi-pronged and intentionally duplicative:
 - The Dining Housekeeping team will focus primarily on areas accessible to Guests.
 - Dining staff will be responsible for cleaning/disinfecting work stations and adjacent areas.
 - Kitchen staff will be responsible for cleaning/disinfecting work stations & adjacent areas.
 - Dining student workers will monitor and augment cleaning in seating areas at peak times.
 - Guests will have access to five “sanitation stations” in seating areas and encouraged to clean and sanitize their seating area before and after use. Each station will be properly stocked.
- A temporary portable hand washing station is in place, two permanent units have been purchased and will be sited with the (in place) hand

sanitizer equipment for guest hand wash and sanitizing. Additional hand sanitizing stations have been deployed at each entrance and all high traffic areas in DDC and the Café.

- Cleaning and disinfecting products have been verified to be in compliance with CDC guidelines
- Dining Services has established a 30-day par level of products to avoid supply chain disruptions.
- Guest hygiene actions will be reinforced thru electronic signage and audio messaging.

Student Engagement/Campus Life and Activities

Given that Rhode Island College enrolls a larger percentage of commuter students (and this is true among our transfer student population) a proposal for student engagement opportunities was developed with this community in mind.

Data trends illustrate that more than half of all students who leave from Rhode Island College do so within the first and second year. And the majority of these students are leaving in good academic standing. While there are several factors that may contribute to a student's decision to leave, one cannot discount the experiences students have during their time in college. For this reason, it is necessary to consider the correlation between student engagement and student retention.

The recent events of COVID19 have further highlighted the challenges and experiences

of students. Various offices, such as the counseling center, learning for life, the retention initiative working group, and the office of student life have made available data that further outlines student experiences and needs.

Thus, to create a meaningful experience campus partners developed a proposal centered on student engagement for commuter and transfer students. The goal of this proposal is to highlight programs and services that will:

- help to establish a sense of belongingness for transfer and commuter students
- provide a high tech, high touch (virtually and using a hybrid model) service for service that can be implemented whether the campus operates remotely or in a hybrid setting come the fall 2020 semester
- provide resources and services that support their overall wellbeing

The Student Activities Office, Student Community Government (SCG) Incorporated, and the Unity Center will establish programs and services that will be hosted both virtually. Programs will be held with students using a platform that supports one on one engagement as well as small group settings. Events or services held in person shall honor CDC and RIDOH guidelines.

The collaborative programming efforts of Student Activities, SCG and the Unity Center bring together a unique and diverse set of social and education events for students at

Rhode Island College. Throughout the academic year, students will have the opportunity to participate in programs among three main categories: educational engagement, active programming and passive programming. The following are examples of programs that are slated to engage our RIC students.

Key Takeaway: *To create a meaningful experience, the Student Activities Office, Student Community Government (SCG) Incorporated, and the Unity Center will establish virtual and in-person (hybrid) programs for all students. Programs and services will help to establish a sense of belongingness for transfer and commuter students, provide a high tech, high touch service and offer resources and programs that support their overall wellbeing.*

Educational engagement (leadership development, student development, or life skill training)

- Presidential Scholars Program
- Emerging Leaders Program
- Student Leadership Weekend
- Greek Life – Understanding of Title IX
- Greek Life – Hazing Awareness and Prevention (virtual)
- Speaker Series (all students)/Speaker Series (Commuter & Transfer)
 - Time Management: Balancing School, Work, and Family

- Mental Health and Wellbeing
- Financial Literacy
- Career Readiness
- Food/Housing Insecurities

Passive programming (social media and grab-n-go programs)

- Targeted Outreach campaign
- Welcome Week Events
- Virtual Student Organization Recruitment
- Virtual Greek Life Kick Off
- 1:1 Meetings with Presidents of Student Organizations
- Community Service Agency Sessions
- Happy Hour (space to connect with Commuters and Transfer Students)

Active Programming (mental health, health and wellbeing, entertainment, arts, creativity, and stress relief)

- Coffee Stops
- Virtual Programs Series
 - Movie Nights
 - Virtual Karaoke Sessions
 - E-sports
 - Trivia Nights
 - Poetry and Spoken Word
 - Virtual Bingo
 - Virtual Paint
- Appreciation Days
 - Veteran’s Day
 - Administrative Assistant Appreciation Day
 - Faculty/Staff Appreciation Day
 - National Diversity Remembrance Days

A programming calendar will be created to ensure the appropriate coordination of programs and services between units.

The student union will meet with units with representation in the student union. These include the mail room, ID office, Veteran Affairs and Military Resource Center, campus bookstore, cafe, student organization offices, student community government incorporated, as well as the office of student life and student activities. These areas will establish a plan that supports building operation during COVID19.

Physical and Mental Health and Wellness (see also Health and Safety)

Together, the Student Health Center and the Counseling Center support the physical and mental health and wellness of Rhode Island College students. Since this COVID-19 crisis has developed, the Student Health Center has been adjusting their practices, policies and procedures according to guidance from the RIDOH and the CDC in order to reduce the risk of transmission and prioritize the health and safety of staff and students. The Health Center has worked directly with the RIDOH to monitor and educate the RIC community about COVID-19. Along with the public health response, the Student Health Center has anticipated an increase in mental health concerns, substance use and domestic occurrences as the COVID-19 pandemic evolves. The Counseling Center has also provided support and services to students in a remote setting and will continue to support students in the fall semester.

Student Health Services

Rhode Island College will continue to follow the policies and procedures that have been in place within Student Health Services and the RIC Counseling Center since April 2020 and adjust them as needed according to CDC and RIDOH recommendations.

The Health Services nursing staff and the Director attend weekly phone conferences by the RIDOH along with maintaining contact with the RIDOH for specific student concerns. The Health Center policies and procedures are updated according to these interactions and continual guidance.

During the COVID-19 pandemic, the Health Center will continue to provide holistic care to students while minimizing COVID-19 exposure risk; improve phone triage, provide telemedicine visits and constantly adjust policies and protocols based on current CDC and RIDOH guidelines

The Health Center will continue its outreach communications to the RIC community regarding preventative measures and discussing available services including telemedicine visits. The Health Center will collaborate with other departments to specifically identify at-risk groups, such as residential students, athletes, students with risk for substance use or domestic violence and medically vulnerable students in order to provide extra support.

Counseling Center

The Counseling Center is performing 100% of their student visits remotely and have established new telepsych visit protocols. New protocols are in place for telepsych, and the EMR can be accessed by staff from

home. The Counselor or psychologist has the student sign a consent form and obtains their address and phone number at the beginning of each visit.

During this time of uncertainty due to the coronavirus, mental health diagnoses are predicted to worsen and students may experience an increase in stress and sense of isolation. As this crisis evolves, it will be important to determine at risk groups, groups who may feel more isolated during the COVID-19 crisis, groups who may have a history of mental health concerns, suicidal risk, risk of substance abuse, eating disorders, or risk of domestic violence.

Collaborating with the Communications Department on spreading awareness about the services at the CC and about the RIC HOPELINE: the 24/7 Rhode Island College HOPE line: 401-456-HOPE (4673) is in addition to the counseling center and has been established to provide continuous support to our campus community in times of mental health stresses or urgent issues. The Counseling Center will provide group therapy sessions such as their “drop in” video-group for any RIC student who wishes to connect with others and process experiences during time of COVID.

Safety and Protection of Staff and Students
Safety and protection of staff and students during the pandemic is priority. The “Staying Home While Sick” human resource policy has been implemented among staff. Staff also will continue to wear masks, maintain cleaning/disinfection, and follow social distancing protocols. We anticipate physical and mental health concerns and

needs of students will present themselves and are ready to support students.

Career Development

Career Development Center will continue to move forward with providing career services to students in virtual settings (pending RIC Fall plan). We will also work with the Office of Academic Advising on streamlining Career Advising with academic advising, targeting exploring majors and any students seeking to explore alternative careers and/or majors.

For the fall, Career Development will be continuing with the following:

- Career Services and Professional Development:
 - Virtual Programming (coffee chats, virtual job fairs, workshops, resume reviews and LinkedIn/Portfolium critiques)
 - Graduate Student support
- Enhancing experiential learning opportunities through Employer Relations
 - Employer Advisory Board; started in the spring; reschedule inaugural Employer Advisory Board (leaders of community partners and business across the different sectors- Blue Cross Blue Shield, AMICA, Citizens Bank)
 - Employer Outreach - work with employers for listing of employment opportunities, internships and micro-

- internships (project-based work)
- Follow up: Working with Office of Alumni to establish an Alumni of Color Network for RIC Students

To respond to the pandemic, Career Development will provide support for students impacted by unemployment with a COVID-19 Job Placement Response Plan. Career Development Center will do this by:

- Creating a dedicated resource page (relevant tips and advice, listing of links that will direct students to additional job board sites)
- Create responsive virtual or in-person program/services for quick turnaround time (resume, interviewing)
- Embed current programming and workshops
- Consult with other departments on other resources available to students whether at RIC and community (L4L for community resources, Health and Counseling, community partners, etc.)

The increased awareness of the services and resources will lead to increased engagement and opportunity for students to benefit. The Career Development Center has the ability to use Blackboard Collaborate to set up remote meetings with students. Other video conferencing tools can be used, including MS Teams, GoToMeeting and Zoom.

Student Travel

Student travel is defined as any student travel that is sponsored by the College, including sponsorship from a unit of the College, a registered student organization or financed by university funds (including grant funding). Student travel at RIC includes academically related travel, faculty-led trips, study abroad, national student exchange. In addition, student travel consists of co-curricular trips, including trips or travel led by student organizations.

For student travel, non-essential travel is defined as travel that does not support the educational needs of the student and specifically is not required in order for a student to meet academic requirements for timely graduation. Essential travel is defined as travel that supports the educational needs of students towards degree completion. The travel is necessary for a student to graduate or successfully complete a class and the faculty cannot find a suitable alternative.

We are limiting student travel as much as possible for Fall of 2020. Student travel for non-essential travel will not occur in the fall. The following programs will not occur: study abroad, academically-related travel, national student exchange, co-curricular travel. Essential travel can occur on a case by case basis, and an approval process will need to occur.

Students from Historically Marginalized Identities

Students from who are historically marginalized include the following: international students, undocumented students, DACA, mixed status households, students with disabilities, LGBTQ+ English language learners, culturally diverse students, students who may experience racism and xenophobia, first generation and low income students, foster youth or students with precarious family dynamics. Rhode Island College is committed to supporting students from historically marginalized groups.

The College hopes to provide support for students from historically marginalized identities by facilitating and ensuring the following:

- Provide regular, ongoing, and culturally affirming and inclusive communication via website, social media, email regarding COVID-19
 - Provide a communication space to acknowledge students from marginalized groups. A focus on interdepartmental communication. Provide planning time for communication, cross-campus, cross-divisional collaborative messaging processes.
 - Provide support and increase the capacity to meet students' technology needs and equipment loans.
 - Develop a bias incident response reporting form "See Something, Say Something" so that students (and others in the RIC Community) have a means of reporting bias whether on campus or in a virtual modality.
- Create a Checklist for Faculty: Diversity, Equity and Inclusion Considerations for Teaching and Learning Through COVID-19; CED team to develop in consultation with faculty serving on Dialogue on Diversity and Inclusion (DDI); Provide as a resource for RIC Online Faculty trainings through FCTL
 - Per the RIC Foundation Emergency Needs Fund Campaign, 54% of RIC Students reported experiencing basic needs insecurity during COVID-19. Increase capacity for student emergency needs (nonacademic: access to expanded food pantry or food meal cards vouchers to Donovan Dining Center, access to masks and hand sanitizer for students who cannot afford to purchase these items. No technology is needed, but to ensure access, equity and inclusion, there needs to be provisions for addressing food insecurities, ensuring any student conduct requirements for masks or testing accounts for students' ability to afford or access this protection. Capacity to provide supplies on campus is important. Costs may include cost of ordering masks, hand sanitizer food pantry items, meal plan cards
 - Increase capacity for federal student employment, which many of these groups depend on to meet basic needs; Creation of more remote positions as needed; HR and Career Development Center would need to provide ongoing support to work study and Graduate students and

supervisors regarding changing regulations about Employment Conditions and Terms

Student Tuition and Fees

The college will approach fee adjustments on a semester-by-semester basis depending on the nature of instruction and campus activity in response to the pandemic. These rates are subject to return to the previously

approved rates by the Council for the Spring 2021 semester. The goal with these fee adjustments is to be sensitive to the economic difficulties facing many of our students during this time, but also to balance this by maintaining critical support operations that will benefit them. For more information, please see Fall 2020 Tuition & Fees in [RIC's COVID-19 FAQs website](#).



APPENDIX

- A. Remote and Online Recommendation
- B. Nursing and Arts and Sciences and Fall Inventory Visual Arts
- C. RIC Building List
- D. RIC Space Planning
- E. Bookstore (Barnes and Noble) Roadmap to Opening
- F. RIC Cleaning for Health
- G. Health Services Triage Floor Plan
- H. RIC Parking Lot Capacities
- I. Donovan Dining Services Plan