



2020-2021 Restart Plan

Change 10

Centenary University

Plan for Restart

NOTE: orders, guidance, and regulations issued by CDC, White House, NJ State, Secretary of Higher Education, American College Health Association, NCAA, etc. will guide decisions. All campus facilities, including the Equestrian Center, Parsippany Campus, and Library, will follow the same protocols. Any variations are noted in the plan.

- NJ Stage 3 (CEN:S2 — On-ground with remote/virtual encouraged)**
- NJ Stage 2 (CEN:S3 — Virtual/remote, on-ground permitted as needed)**
- NJ Stage 1 (CEN:S4 — Virtual/remote extremely limited on-ground)**

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I. General Safeguarding

NJ Stage 3 (CEN:S2 — On-ground with remote/virtual encouraged)

How will the institution implement general safeguarding measures?

Centenary University's plan has been drafted in accordance with guidelines from the Centers for Disease Control and Prevention and the New Jersey Department of Health. Centenary University has taken the following steps to safeguard the health and well-being of its campus community:

- Developed necessary planning/response committees including, but not limited to:
 - Pandemic Assessment Team (subset of Emergency Response Team)
 - Educational Continuity Team = Academic Council
 - Residence Life/Athletic/Student Health Continuity Team
- Determined and documented groups/individuals who have self-identified as most vulnerable.
- Instituted a policy that campus visitors must check in; appointments will be required.
- Developed safeguarding policy for positive cases.
- Developed mass immunization plan completed in conjunction with the Warren County Department of Health.
- Established process for concerns or questions regarding COVID-19 compliance as well as direct campus constituents not adhering to COVID-19 policies, including face coverings* and social distancing procedures,* to the COVID-19 Coordinator, Len Kunz at Leonard.Kunz01@CentenaryUniversity.edu.
- Elevators- signs restricting use to only those with health or mobility related needs will be posted.
- Use of water fountains will be discontinued.
- Health hazard assessment was conducted resulting in workplace alterations such as but not limited to reorganization and removal of furniture, plans for queuing, identification of egress and ingress points to avoid crowding.
- All members of the community are expected to wipe down any surfaces they use after each use. Signage stating such will be posted throughout campus. Disinfecting wipes and cleaners will be available in all classrooms, offices, and buildings. Additionally, Facilities will thoroughly clean, disinfect, and wipe down all classrooms, laboratories and all spaces used as classrooms once a day using EPA recommended products and practices.

How will the University handle cleaning and sanitization?

Cleaning and Sanitizing Protocols

- Departments and Offices
 - Departmental and private offices will be cleaned weekly by Facilities using EPA recommended products and practices.
 - Members of faculty and staff in each department are expected to wipe down commonly touched surfaces within their own offices daily.

** except when doing so would inhibit the individual's health. For all references on facial covering throughout this document.*

- University supplied containers of sanitizing wipes will be available in each department/office.
- **Public/Common Areas**
 - Facilities will clean and disinfect high-touch surfaces daily using EPA recommended products and practices in all common areas.
 - Hand sanitizing dispensers have been or will be installed throughout all campus buildings.
- **Restrooms**
 - Facilities will clean all shared residence hall restrooms twice per day using EPA recommended cleaning and sanitizing products on all surfaces. Students will be responsible for cleaning private bathrooms in their apartments. The University will provide educational information and instruction to students responsible for self-cleaning their bathrooms to enhance their understanding of appropriate procedures and disinfection supplies to use. The University will make cleaning and disinfecting supplies available for student use.
 - Facilities will clean all public restrooms in all administrative and academic buildings daily using EPA recommended cleaning and sanitizing products.

General Maintenance

- General maintenance repairs will be performed when the space is vacated by the occupant. Once repairs have been completed, maintenance personnel will wipe down all surfaces and high-touch areas with disinfecting wipes.
- Facilities will conduct scheduled maintenance and provide for enhanced HVAC filtration and fresh air augmentation where possible, practical and safe.

Will the University require face coverings?

All persons will be required to wear a face covering, both indoors and outdoors, at all times while on campus.

How will the University maintain adequate supplies, such as personal protective equipment and cleaning supplies?

Facilities, in coordination with University Purchasing, is charged with maintaining the inventory of cleaning supplies on campus to last through at least the fall and spring semesters.

- The University will stock adequate supplies for the fall and spring semesters:
 - Disposable face coverings
 - Face shields
 - Disposable isolation gowns
 - Gloves
 - Hand sanitizer
 - Disinfecting wipes and/or alternate disinfecting products
- The University will store and distribute cleaning supplies and other products for use on campuses as described in other areas of the Plan.
- The University will monitor inventories of the supplies and replenish as required to maintain an adequate inventory of supplies at all times. Alternate products may be substituted, as necessary.

How will the University promote social distancing practices at all times?

- All campus spaces are prepared for distancing 6 feet (where practical) by removing or marking off chairs, tables, etc.
- For maximum health and safety, signage illustrating the 6 feet (where practical) required by social distancing will be placed throughout campus.
- All shows, ceremonies, or other large events will meet all safety protocols or be held virtually, postponed, or cancelled.
- Encouraging the practice of holding all meetings virtually. When necessary, in-person meetings scheduled by appointment only.
- Waiting spaces and study spaces will be clearly identified. Furniture has been configured to meet social distancing protocols.
- Plexiglass partitions have been installed as a physical barrier where close contact is unavoidable.
- Social distancing in classrooms will be achieved by (please see section on Instruction for more details)
- The reduction of capacity and reassignment of classrooms to larger spaces to ensure social distancing.
- Students transitioning from one location to another: students will be dismissed one at a time to avoid large groups from forming. Students leaving classes enter and exit from different doors where possible and must exit the building or relocate to designated spaces. Class times may be altered and/or classrooms within buildings may be staggered as needed
- Social distancing in residence halls will be achieved by (please see section on residence halls for more details)
 - The implementation of room capacity signage throughout campus to identify new reduced capacity in every classroom and meeting spaces.
 - Move in will be staggered to allow for social distancing when reoccupying the residence halls, including the early drop off of items in the weeks prior to opening
- Social distancing in restrooms and other areas will be achieved by
 - The discontinuation of fixtures such as sinks and urinals to maintain 6 feet of social distancing in all restrooms.
 - The closure of kitchens and lounges, the implementation of a laundry machine app for scheduling purposes and the restriction of visitation to prevent congregation in the residence halls.

How will the University train all members of the campus community regarding COVID-19 sanitization and social distancing practices and protocols?

- COVID-19 training, including prevention, control, symptoms, resources, and use of PPE, will be deployed for all employees. Each employee will be supplied with one reusable cloth face covering upon return to campus.
- Employees will be asked to sign a pledge identifying responsibilities to engage in safe behaviors to prevent the spread of COVID-19 and protect themselves.
- Communication plans outlining expectations and protocols will be disseminated.
- All handbooks will be updated to include clear expectations about following health protocols.
- Student specific practices/protocols training regarding COVID-19 sanitization and social distancing practices and protocols will be introduced including:

- Students and employees will be required to participate in a daily symptoms monitoring and assessment of risk factors via the CAMPUS CLEAR APP.
- Pledge that all students will be asked to sign identifies their responsibilities to engage in safe behaviors to prevent the spread of COVID-19 and protect themselves.
- Communication will be sent out to all students and parents over the summer in preparation for repopulation of campus.
- Training will be administered through an online training presentation. Additional training will take place during Orientation for all first-year students and residential living training will take place during all floor meetings for all residential students and ongoing through the semester.
- Campaign will be established to encourage and reward acts of good social distancing.

NJ Stage 2 (CEN:S3 — Virtual/remote, on-ground permitted as needed)

All General Safeguarding principles in Stage 3 will apply in Stage 2. In addition, the University will implement the following principles for Stage 2:

How will the University promote social distancing practices at all times?

Meetings and events

- In-person appointments will be scheduled ONLY as needed.

Offices

- Offices will be open with reduced staffing and hours. Social distancing practiced.
- Non-essential staff encouraged to work virtually AND to alternate workdays/workhours to dedensify. Area directors reassign and reevaluate tasks where needed.
- Surfaces cleaned throughout the day with significant disinfection daily.

How will enrollment management activities be adapted for Stage 2?

- Applications for 2021 recruiting cycle come in through Common App & CU webpage – no disruption
- Counselors do not attend college fairs and hold virtual recruiting sessions via Zoom, no in-person appointments permitted.
- Open Houses will be held virtually via Zoom.
- Centenary will offer on campus tours to prospective students. Tours will be limited to 6 individuals, masks are mandatory, screening will be conducted, and social distancing will be adhered to.

NJ Stage 1 (CEN:S4 — Virtual/remote extremely limited on-ground)

All General Safeguarding principles in Stage 2 will apply in Stage 1, with the following exceptions:

How will the University promote social distancing practices at all times?

- Only essential personnel permitted on campus regularly. All others will require permission and check-in.
- All meetings and ceremonies will be held virtually.

II. Screening, Testing, and Contact Tracing Protocols

■ NJ Stage 3 (CEN:S2 — On-ground with remote/virtual encouraged)

What screening measures will be in place? How will you communicate these screening protocols to stakeholders?

Centenary University has developed a Screening Protocol, which includes:

- Daily completion of app CampusClear.
- Screening and training protocols will be communicated to all constituents prior to re-opening and throughout the semester.
- Students and employees may be asked to show proof of screening prior to entering any public space.
- Vendors will be responsible for conducting daily screenings of their employees who will be working on the Centenary University campus.

What are the University's testing and contact tracing protocols?

The University has established COVID-19 testing guidance and contact tracing protocols in consultation with local health officials. Protocols are in line with existing state and federal health privacy statutes and regulations. These protocols include:

- Testing of symptomatic students will be conducted by the Health Center via a rapid point of care antigen test followed by a laboratory based confirmation PCR test.
- Contact tracing will be conducted by the Warren County Department of Health and assisted by the University Health Office Staff and members of Student Life who were trained as contact tracers, if needed. Students will be required to participate in public health investigations, including contact tracing.
- Employees who demonstrate symptoms, have experienced a close contact as defined by public health, or who are suspected of infection for other appropriate reasons will not be permitted to participate in in-person employment. They will be required to perform their duties remotely if possible or to use

appropriate leave to the extent permissible by law. Employees will not be permitted to return to campus until they complete an adequate period of self-isolation and are symptom free. Employees will not be tested at the University; they may test with their own provider or at another location of their choosing.

- Employees will not be permitted to return to campus until they complete an adequate period of self-isolation, are symptom free and provide a note from their healthcare provider clearing them to return to work.
- As an additional precaution, the University Health Office will be conducting screening testing of asymptomatic students twice weekly.
- All residential students will be tested upon returning to the residence halls for the start of the semester.
- Weekly screening testing will be conducted of resident and commuter students.

How will the institution house or transport exposed or ill residential students and plan for timely reporting, while maintaining confidentiality?

Housing of exposed/ill students

We have developed a sick student procedure/quarantine procedure, including:

- Identification of 12 single rooms with private bathrooms throughout campus as quarantine and isolation rooms. Spaces are located in low traffic/remote areas for privacy/confidentiality.
- We have converted a residence hall to an isolation and quarantine building to provide 29 additional isolation and quarantine spaces. Students will be separated based on status and therefore 1 floor will be designated as an isolation floor and 1 floor will be designated as a quarantine floor. Students in these spaces will share a common bathroom wherein they will be assigned specific stalls and required to clean after use.
- Quarantining of international students and students from other states identified as “Hot Spots” for 14 days.
- Quarantine of Others: Staff, faculty, and guests who arrive from international locations or domestic hot spots required to quarantine for 14 days.

Transportation of exposed/ill students

- Travel throughout campus will be provided by Campus Security with proper PPE in place.
- Off campus transportation has been arranged through a local taxi company, Knight Riders which has agreed to comply with all safety precautions.

How will the institution log students, faculty, staff, and visitors to help facilitate contact tracing?

- Employees and students will be required to use a screening app daily prior to reporting to campus. This application will create a log for use in contact tracing.
- The Welcome Center will maintain a log of all visitors to the University. This log will be reviewed by the COVID-19 Coordinator. The Equine Center and the Parsippany location will maintain visitor logs for their locations.

- Attendance/sign-in will be required and maintained for on-ground activities such as, but not limited to, the fitness center, classes, and vans.

NJ Stage 2 (CEN:S3 — Virtual/remote, on-ground permitted as needed)

All Screening, Testing, and Contact Tracing protocols in Stage 3 will apply in Stage 2.

In accordance with the New Jersey Executive Order and to open up the student fitness center safely, Centenary University has developed a Fitness Center protocol including:

- Signage will be placed at entrances to instruct students that they cannot enter if they have been diagnosed with or suspected to have had COVID-19 and are still within the required isolation period as defined by CDC.
- Every student and staff member must wear face coverings at all times.
- Only current students are allowed in the fitness center.
- Maximum persons allowed in the fitness center at one time =10 (excluding staff)
- An additional staff member will be present throughout the day to assist with social distancing and disinfection protocol.
- Equipment and machines will be adjusted or access restricted in order to maintain proper social distancing standards.
- Thorough disinfecting and cleaning of machines will be conducted daily by center staff and floors will be mopped daily by Facilities.
- Staff will be trained on cleaning and disinfection protocol.
- Staff shall conduct a temperature screening of staff and students upon entrance to the facility. Any individual who is found to have a temperature of 100.4 or above, or do not have an all campus clearance via the Campus Clear App, shall be denied entrance.
- Reservations are required and last 1hour; reservations are on the hour.
- Student responsibilities:
 - Students will be asked to show the Campus Clear screening app indicating an all campus clear to enter.
 - Students will have their temperature taken prior to entering the fitness center.
 - Initially, each student will be limited to one reservation per day.
 - Students using the fitness center will sign in and out at the front desk set up in the lobby and follow the new traffic flow.
 - Every student must wear face coverings at all times including during work outs.
 - Every student will be required to clean equipment used both before and after each workout. Ample wipes are located throughout the space.
 - Students are permitted to bring water bottles but NO BAGS are allowed.
 - Student who fail to comply with these rules will be SUSPENDED from using the Fitness Center.

NJ Stage 1 (CEN:S4 — Virtual/remote extremely limited on-ground)

All Screening, Testing, and Contact Tracing protocols in Stage 2 will apply in Stage 1 with no additions.

III. Instruction

Courses/instruction/advising—all courses and advising sessions prepared to be delivered using a blended/hybrid and/or fully online format.

■ NJ Stage 3 (CEN:S2 — On-ground with remote/virtual encouraged)

For in-person courses, how will you ensure the institution is complying with the social distancing and other general safeguarding measures for classrooms?

- All courses scheduled to meet on-ground are evaluated to determine which can continue in the onground format given any mandatory restrictions. In order for courses to run on-ground, gathering thresholds, social distancing, and course content will be considered. For those courses that do not meet the standards for on-ground only, courses may be:
 - Relocated to larger space to allow for proper distancing. Priority will be given to courses that are clearly best delivered on-ground.
 - HyFlex—meet using a combination of on-ground and online (blended/hybrid), where a portion of the class will meet in-person while others engage online.
 - Moved to fully online.
 - Required to reorder course content to maximize online and on-ground formats with all content being delivered online for a period of time.
 - Moved to next available semester/term.
- All classrooms, labs, and other learning spaces have been prepared for social distancing with safety precautions clearly displayed. All student seats/desks, the faculty lecture podium, and access to white board have been measured to determine at least 6 feet of social distance between each person. Signage indicating where to sit posted in each classroom.
- Students transitioning from one location to another: students will be dismissed one at a time to avoid large groups from forming. Students leaving classes enter and exit from different doors where possible and must exit the building or relocate to designated spaces. Class times may be altered and/or classrooms within buildings may be staggered as needed.
- Internships continue as planned, provided that the internship site maintains proper social distancing and hygiene protocols.
- Study away (i.e., domestic locations) permitted, provided that the destination school has in place clear social distancing and hygiene protocols.
- Accommodations for students with disabilities will be maintained in instances of remote instruction, including “classroom” accommodations and testing. Email, video conferencing, phone, and software programs will be used.
- The proper placement of classroom furniture has been marked. Students and faculty will be reminded not to move desks or tables.
- For our music, theater, and dance classes as well as others that involve activities in which students are more active than sedentary, we have taken the following steps:
 - Moved all voice and speech classes to online only

- Music classes will be one on one only
- Movement classes limited to 9 and weather permitting will be held outdoors
- In addition to required face coverings, Laban, Greek, and Commedia masks will be used
- Acting classes will meet in dyads for any component requiring activity and remain at least 6 feet apart

How will you accommodate faculty and students who are immunocompromised, or at high-risk for COVID-19, or have received a positive diagnosis of COVID-19, and are thus unable to attend classes in person?

- Train employees in the use of communication, instruction, and support tools available for remote/online use. The University maintains a robust technological environment suited for remote work including:
 - Instruction—Moodle LMS for asynchronous engagement (pre-developed lectures, lessons, multimedia, materials, threaded discussion, assignment submission, quizzes, grading, etc.).
 - Meeting Platform for synchronous engagement.
 - Online tools for document and presentation authoring, editing, publishing, and collaboration.
 - Lecture recording, video & audio voiceover capability.
 - Area directors examine job descriptions and determine how work may be reassigned, if needed.
- All incoming students are expected to complete Moodle Orientation (communicated during Advising Days and through Transfer Admissions). All students will be required to complete the training through advising process.
- Digitize all forms for virtual use, including establishing a policy to accept virtual signatures and payment options.
- Process established to work with anyone who self-identifies as high risk. Employees will work through human resources. Students will be permitted to choose their preferred learning modality either electing to be online or on-ground.
 - Attendance and late policies are clearly defined to account for on-ground, online, and blended/hybrid formats.
 - Assignments adapted to allow for on-ground, online, and blended/hybrid formats.
 - Participation, if used for grading purposes, is clearly defined to account for on-ground, online, and blended/hybrid formats.
- Promote fully online options where appropriate and able.
- Field trips may occur provided transportation and venue can maintain proper distancing. Alternative assignment must be made available for students who elect not to participate due to concerns about well-being.
- Remote tutoring provided via NetTutor and through our usual professional and peer tutors via virtual meetings.
- All courses will move to remote instruction after the Thanksgiving break. Campus will remain open.

How will you encourage social distancing through signage and layout of classrooms?

- All courses scheduled to meet on-ground are evaluated to determine which can continue in the on-ground format given any mandatory restrictions. In order for courses to run on-ground, gathering thresholds, social distancing, and course content will be considered. For those courses that do not meet the standards for on-ground only, courses may be:
 - Relocated to larger space to allow for proper distancing. Priority will be given to courses that are clearly best delivered on-ground.
 - HyFlex—meet using a combination of on-ground and online (blended/hybrid), where a portion of the class will meet in-person while others engage online.
 - Move to fully online.
 - Required to reorder course content to maximize online and on-ground formats with all content being delivered online for a period of time.
 - Moved to next available semester/term.
- All classrooms, labs, and other learning spaces have been prepared for social distancing with safety precautions clearly displayed. All student seats/desks, the faculty lecture podium, and access to white board have been measured to determine at least 6 feet of social distance between each person. Signage indicating where to sit posted in each classroom.
- Students transitioning from one location to another: students will be dismissed one at a time to avoid large groups from forming. Students leaving classes enter and exit from different doors where possible and must exit the building or relocate to designated spaces. Class times may be altered and/or classrooms within buildings may be staggered as needed.
- All classes and labs are congruent for social distancing and safety precautions.
- The proper placement of classroom furniture has been marked. Faculty will remind students not to move desks or tables.
- Signage will be placed in all classrooms as a reminder of social distancing. Hand sanitizing stations will be available throughout all buildings. Facilities staff will thoroughly clean and disinfect all classrooms daily. Faculty will remind students to wipe down hard surfaces (desks and chairs) with University supplied disinfecting wipes which will be available in all classrooms. Faculty will also be directed to wipe down all hard surfaces and/or equipment they have touched in the classroom with the University supplied disinfecting wipes.

How will you ensure high-touch areas and shared surfaces in classrooms are cleaned and sanitized after every use?

Classroom Cleaning and Sanitizing Protocols

- Facilities will thoroughly clean, disinfect, and wipe down all classrooms, laboratories and all spaces used as classrooms once a day using EPA recommended products and practices.
- All users (faculty and students) are expected to use University provided sanitizing wipes to clean and disinfect before and after each use desks and/or tables, chairs, lab spaces and computer keyboards. Faculty will be expected to further clean and disinfect furniture and equipment they use while teaching when they exit the classroom to conduct a class.

- Containers of sanitizing wipes will be available in all classrooms, laboratories and other teaching spaces.

■ NJ Stage 2 (CEN:S3 — Virtual/remote, on-ground permitted as needed)

All Instruction principles in Stage 3 will apply in Stage 2. In addition, the University will implement the following principles for Stage 2:

For in-person courses, how will you ensure the institution is complying with the social distancing and other general safeguarding measures?

- Per executive order 175, courses in Stage 2 will run as outlined in Stage 3. This order permits all courses, including non-technical, hands-on, to run on-ground. All considerations, safety measures, and procedures noted in Stage 3 will continue in Stage 2.
- Internships will be permissible provided the agency, organization or business is complying with NJ COVID-19 Stage 2 guidelines. Virtual internships will be encouraged where possible. Study away will not be permitted.
- Computer labs will be open per NJ EO 2020-17

■ NJ Stage 1 (CEN:S4 — Virtual/remote extremely limited on-ground)

Should the state return to stage 1 of the restart process, then all in-person instruction will cease except for in-person instruction for which a waiver has been obtained.

IV. On-Campus Residential Housing

■ NJ Stage 3 (CEN:S2 — On-ground with remote/virtual encouraged)

How will you reduce capacity in on-campus housing facilities to the extent practicable in accordance with Executive Order 155? Please list your overall occupancy rate and your reduced occupancy rate.

The maximum capacity of the residential population is 756. The occupancy for the spring will be approximately 400, equating to 53% of maximum capacity. To achieve this, our plan calls for converting double rooms to single rooms whenever possible, opening up vacant residence halls.

What criteria will your campus use to identify students for whom residential housing is necessary for an equitable education?

Hardship cases (housing insecurity & food insecurity), hands on majors, students without internet, and distance from campus will be given priority.

How will the institution ensure infection prevention measures are followed in shared or common areas (such as residence hall kitchens, game rooms, bathrooms, etc.)?

- Lounges and kitchens will be closed, hand sanitizing stations by bathrooms, increased facilities cleaning schedule will be implemented.
- Residents will be encouraged not to place personal items on high touch surfaces in bathrooms.
- Laundry room—The University will provide daily cleaning and enhanced disinfection of high-touch surfaces, including buttons, knobs, and handles using EPA rated products approved for disinfection purposes. The University has upgraded its laundry machines which now include an app to be utilized for scheduling of machines. The app will help the students identify when a machine is free to prevent them from congregating in the laundry room.

What steps will the institution take to minimize outside visitors to residence halls?

- Visitation in the residence halls will be restricted to emergency purposes only with the approval of Residence Life
- Move in will be staggered to allow for social distancing when reoccupying the residence halls, including the early drop off of items in the weeks prior to opening.

Describe routine cleaning measures to be implemented in on-campus housing, including communal bathrooms.

Cleaning and Sanitizing Protocols

- Facilities will clean and disinfect common areas in residence halls once a day, using EPA recommended products on all high touch points.
- Facilities will clean all shared residence hall restrooms twice a day using EPA recommended cleaning and sanitizing products on all surfaces. Students will be responsible for cleaning bathrooms in their rooms and suites.
- Students will be strongly encouraged to maintain high standards of personal hygiene, not to leave personal items, grooming products, etc., in shared bathrooms.
- Students will be required to clean and wipe down restroom fixtures after each use.
- University supplied containers of sanitizing wipes will be available in all shared restrooms and for students in private suites.
- All staff members in Residential Life and other appropriate staff in Student Life will receive basic training information related to how to report, handle, and assist others with cleaning-related concerns.

Staff members will participate in additional trainings to refresh and/or enhance their knowledge and practices.

What protocols are in place for residents who need to isolate and quarantine? Please list the amount of housing (single rooms/private bathrooms) available to house these individuals.

We have developed a “sick student” procedure/quarantine procedure, including:

- Identifying 12 single rooms with private bathrooms throughout campus as quarantine and isolation rooms.
- We have converted a residence hall to an isolation and quarantine building to provide 29 additional isolation and quarantine spaces. Students will be separated based on status and therefore 1 floor will be designated as an isolation floor and 1 floor will be designated as a quarantine floor. Students in these spaces will share a common bathroom wherein they will be assigned specific stalls and required to clean after use.
- Quarantine of incoming students: Bring back those students coming from domestic hot spots and international travel 2 weeks in advance of opening to allow quarantine for 2 weeks.

■ NJ Stage 2 (CEN:S3 — Virtual/remote, on-ground permitted as needed)

All On-Campus Residential Housing principles in Stage 3 will apply in Stage 2. In addition, the University will implement the following principles for Stage 2:

How will you reduce capacity in on-campus housing facilities to the extent practicable in accordance with Executive Order 155? Please list your overall occupancy rate and your reduced occupancy rate.

The majority of residents will be placed in single rooms with the exception of residents that chose to reside in a double room with a chosen roommate.

■ NJ Stage 1 (CEN:S4 — Virtual/remote extremely limited on-ground)

All On-Campus Residential Housing principles in Stage 2 will apply in Stage 1. In addition, the University will implement the following principles for Stage 1:

How will you reduce capacity in on-campus housing facilities to the extent practicable in accordance with Executive Order 155? Please list your overall occupancy rate and your reduced occupancy rate.

- Only hardship cases will be permitted in the residence halls.
- All students left on campus will be moved to the apartments wherein they will be placed socially distanced with private bathrooms. They will be asked to not leave their apartments, except for food and traveling off campus.

V. Computer Labs/Libraries

NJ Stage 3 (CEN:S2 — On-ground with remote/virtual encouraged)

COMPUTER LABS

What is your plan for operation of computer labs? How will the institution implement social distancing measures and cleaning protocols in these facilities?

When computer labs are permitted to be opened, in an effort to enforce social distancing recommendations, IT plans to remove keyboards and power cords from every other computer station to maintain six feet of separation for users. The desktops and monitors will remain in place, unusable. All lab spaces (science and computer) have been reorganized to maintain social distance and other hygiene protocols:

- Sanitizing wipes available in each lab.
- Users expected to wipe all surfaces and equipment after each use. Instructors and staff to monitor and re-wipe if needed.
- Daily cleaning by Facilities will further ensure surfaces and equipment are safe for next use.
- For students borrowing laptops, all machines will be disinfected before and after distribution.

How will the institution follow state occupancy restrictions in these facilities and reduce occupancy?

- Furniture will be arranged to reduce capacity throughout the computer labs.
- Computer labs will be restricted to class use only.
- Loaner laptops are available for students requiring them.

TAYLOR MEMORIAL LIBRARY

How will the institution implement social distancing measures and cleaning protocols in these facilities?

- All furniture and computers moved to adhere to 6 feet (where practical) social distancing requirement.
- Plexiglass installed at Circulation Desk and computer help desk.
- Hand sanitizing stations are available.
- Facilities will supply cleaning materials for disinfecting library surfaces and computers in the building.

How will the institution follow state occupancy restrictions in these facilities and reduce occupancy?

- In both stages, the library staff will keep a count of number of people in the building to adhere to approved occupancy levels:
 - In stage 2, library users will make appointments to use computers and reserve study space and check in when they arrive.
 - In stage 3, library users will check in at desk when they arrive.
-

How will the institution clean and disinfect high-touch areas in these facilities, such as computer terminals?

Facilities staff will thoroughly clean and disinfect before and after each use daily. Disinfecting wipes will be available for students and staff to wipe down high touch-surfaces.

Will the institution utilize curbside pickup for libraries? If so, how will the plan for curbside pickup be implemented?

Curbside pickup available for those who do not want to come into the library building:

- Patron can put hold on material(s) through the catalog, phone call, or email and set up an appointment for pickup.
 - Staff will collect material for appointment time.
 - Patron will call when they arrive.
 - Library staff will place material(s) on table outside patio window for pickup.
 - Library—open to campus community (students, faculty, and staff).
-

How will the library handle general safety procedures?

- Face coverings required for all.
 - Social distancing of six feet in effect.
 - Library surfaces, books, and computers that have been used to be cleaned throughout the day with significant disinfection daily.
 - Building open to limited number of people.
 - Patrons check in at circulation desk when entering the building for number count and contact tracing purposes; if building is at pandemic capacity, students will be asked to wait until proper numbers are met.
 - One door in, one door out—entrance and exit doors kept open whenever possible to avoid being touched; if closed, disinfected often.
 - As many inside doors/ windows open as possible to keep air flowing and avoid contamination by touching.
 - Sanitization stations available.
-

- Campus printer is moved inside-not available for patron use; staff releases prints and gives to students, maintaining 6 feet (where practical) social distancing.
- Computer wipes at each terminal with signage to direct users to wipe down computer and keyboard before and after each use.
- Books, magazines and newspapers removed from display areas.
- No pencils, staplers, hole-punchers out for use.
- Clear signage at entrance, lobby, common areas outlining rules and procedures, encourage frequent hand washing, social distancing.
- Instruction Room closed to students.
- No food or drink allowed.
- Library staff:
 - 3-4 teams of 2 staff each, social distancing in effect.
 - Staff will wipe down staff areas as needed.
 - Staff wears face coverings and gloves (when handling returned materials).
 - Staff desks adequately spaced.
- All instruction classes to be offered virtually through Teams, Zoom, or pre-recorded links.
- Research & reference help:
 - Remote help via Online Chat, Email, Zoom, & Teams (audio or video).
 - In-person reference appointment may be allowed by scheduled appointment only. **No walk-ins.** Face to face appointments may possibly take place in Instruction Room with librarian at the screen, student at the back desk; social distancing observed, face coverings required. All surfaces wiped down upon completion of appointment.
- Online access to electronic books and databases available 24/7 on the library website.
- Every effort will be made to provide additional materials requested by students and faculty electronically, especially course reserves.
- Interlibrary loan will be available, with electronic versions of material primarily requested.
- Loaner laptops are available for borrowing; laptops will be disinfected by library staff upon return.
- Physical books and DVDs may be borrowed and checked out at the circulation desk, adhering to social distancing requirements.
- Returned materials (books, DVDs)—quarantined for at least 72 hours (3 days) in library classroom in mezzanine before being lent to another patron.
- Is establishing service hours to accommodate the needs of vulnerable populations.

NJ Stage 2 (CEN:S3 — Virtual/remote, on-ground permitted as needed)

All principles for Computer Labs and Libraries in Stage 3 will apply in Stage 2. In addition, the University will implement the following principles for Stage 2:

What is your plan for operation of computer labs? How will the institution implement social distancing measures and cleaning protocols in these facilities?

COMPUTER LABS

- A distance of at least six feet between individuals must be observed at all times and individuals must utilize computer terminals or desks that are a minimum of six feet apart;
- Hours of operation, wherever possible, that reserve a designated period of access solely to high-risk individuals, as defined by the Centers for Disease Control and Prevention;
- Infection control practices, such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal;
- Adequate sanitation materials, such as hand sanitizer and sanitizing wipes, must be available to staff and all individuals utilizing computer terminals or desks;
- All individuals in the computer lab must wear a face covering at all times, except where doing so would inhibit the individual's health or the individual is under two years of age;
- Require frequent sanitization of high-touch areas like restrooms, keyboards, computer mice, desk, and counters;
- Install a physical barrier, such as a shield guard, between the staff member(s) overseeing the computer lab and individuals using the computer lab; wherever feasible or otherwise ensure six feet of distance between those individuals; and
- Computer terminal or desk must be sanitized following each use.

TAYLOR MEMORIAL LIBRARY

How will the institution follow state occupancy restrictions in these facilities and reduce occupancy?

In stage 2, library users will make appointments to use computers and reserve study space. Computer users must check in when they arrive.

How will the library handle general safety procedures?

- Patrons make appointments for computer and library use and check in at circulation desk for number count and contact tracing purposes; if building is at pandemic capacity, students will be required to wait until proper numbers are met.
- Computer printer is moved inside—not available for public use; staff releases prints and gives to students, maintaining 6 feet distance.

- West wing, DVD Room, and Instruction Room closed to patrons.
- Book aisles and mezzanine closed to traffic; staff will retrieve books and DVDs, and check out to patrons.
- Will comply with statewide overarching guidance for libraries.

■ NJ Stage 1 (CEN:S4 — Virtual/remote extremely limited on-ground)

COMPUTER LABS

Computer labs will be closed.

TAYLOR MEMORIAL LIBRARY

Taylor Memorial Library will be closed.

VI. Research

Not Applicable

VII. Student Services

■ NJ Stage 3 (CEN:S2 — On-ground with remote/virtual encouraged)

What is the institution's plan for student services?

- All student academic support and tutoring services, in addition to resuming some face-to-face services, will continue to provide high-quality virtual support options. Physical distancing and health precautions will be implemented in advisors' offices and tutoring locations. In addition, the University will continue to support student well-being and academic success through extensive outreach via emails, phone calls, and text messages. Areas touched by visitors will be disinfected by the staff immediately after the visitor has left.
- Areas touched by visitors will be disinfected by the staff immediately after the visitor has left.
- Any student with a standing appointment in the office due to participation in our intensive support services program or due to their academic standing will be encouraged to utilize services virtually.

- Career Development will be available virtually.
- Service opportunities continue, provided locations have in place clear social distancing and hygiene protocols.
- Student Programming
 - Use large spaces for events and separate by distance between attendees.
 - Stagger activity times.
 - Virtual engagement will continue.
- Health Services will conduct visits outside when appropriate and weather permitting.

How will student service departments reduce in-person interactions and implement safeguarding measures, particularly in waiting areas?

Waiting areas have limited seating in compliance with social distancing. Students encouraged to schedule appointments via electronic means. Staff located in these areas will also guide students to wait outside or come back at a scheduled time, if the waiting areas are full.

How will students, staff and faculty who are immunocompromised, or otherwise in an at-risk category, or those with a positive diagnosis, be able to access student services remotely?

- Accommodations for students with disabilities will be maintained in instances of remote instruction, including “classroom” accommodations and testing.
- All student academic services will be offered virtually or in person, including but not limited to tutoring, advising, and coaching.. In person services will be limited.
- Remote tutoring provided via NetTutor and through our professional and peer tutors via virtual meetings.

■ NJ Stage 2 (CEN:S3 — Virtual/remote, on-ground permitted as needed)

All Student Services principles in Stage 3 will apply in Stage 2. In addition, the University will implement the following principles for Stage 2:

How will students, staff and faculty who are immunocompromised, or otherwise in an at-risk category, or those with a positive diagnosis, be able to access student services remotely?

All student services will be moved to virtual only.

■ NJ Stage 1 (CEN:S4 — Virtual/remote extremely limited on-ground)

All Student Services principles in Stage 2 will apply in Stage 1. In addition, the University will implement the following principles for Stage 1:

How will students, staff and faculty who are immunocompromised, or otherwise in an at-risk category, or those with a positive diagnosis, be able to access student services remotely?

All student academic services will be virtual only.

VIII. Transportation

■ NJ Stage 3 (CEN:S2 — On-ground with remote/virtual encouraged)

What is the institution's plan for transportation on campus?

- The University will follow statewide guidance on transportation in compliance with State regulations/orders.
- Travel throughout campus will be provided by Campus Security with PPE for Security Officer and passenger. Security Officers will wipe down high-touch surfaces after each trip. Vehicle will be thoroughly cleaned using an EPA recommended cleaner and disinfectant, daily.
- University vans will be used on a limited basis for transporting students to and from the Equine Center and to the Hatchery Facility and other trips as needed and with VP approval prior to trip.
- Facilities will thoroughly clean vans using an EPA recommended cleaner and disinfectant, daily. During cleaning, staff will wear appropriate protective gear, including face coverings and gloves, changed after each use, to protect themselves and to prevent the spread of the virus. Special attention will be given to cleaning and disinfecting high-touch surfaces/objects.
- Driver and passengers in vans must wear face coverings at all times and socially distance, where applicable.
- Van drivers will wipe down all high-touch surfaces/objects after each trip and prior to new occupants entering the van using EPA recommended cleaner and/or disinfectant wipes.

What is the protocol for transporting sick students who may reside on campus to essential appointments?

Off campus transportation has been arranged through a local taxi company, Knight Rider which has agreed to comply with all safety precautions.

■ NJ Stage 2 (CEN:S3 — Virtual/remote, on-ground permitted as needed)

All Transportation principles in Stage 3 will apply in Stage 2.

■ NJ Stage 1 (CEN:S4 — Virtual/remote extremely limited on-ground)

All Transportation principles in Stage 2 will apply in Stage 1. There are no additional protocols for Stage 1.

IX. On-Campus Dining

■ NJ Stage 3 (CEN:S2 — On-ground with remote/virtual encouraged)

What is your plan for food service and dining operations, including compliance with health and safety standards, as well as applicable Executive Orders?

Sodexo, Centenary's food service provider, will adhere to the social distancing guidelines for essential retail businesses and will maintain updates as changes from the State of New Jersey state occur. Sodexo will follow safety procedures as outlined by the CDC, state, local and University guidelines as appropriate.

General Safeguards:

- Dining staff will thoroughly clean and sanitize repeatedly throughout the hours of operation of the dining areas on all campuses.
- Dining staff, vendors, students and staff will be required to adhere to safety and social distancing guidelines, where practical.
- Dining staff will be required to wear face coverings and gloves at all times and in all areas of the dining hall.
- All guests will be required to wear face coverings in the dining hall, except when actively eating or drinking.
- Floor, door and wall signage will be highly visible providing direction and instruction to students, faculty and staff. Entrances and exits will be clearly marked to facilitate smooth flow and social distancing, where practical.
- Sneeze guards and plexiglass barriers are in place to separate servers from guests at points of service.
- Hand sanitizers are located at each serving station and are available for guests.
- Tables and chairs will be separated to maintain social distancing and limit capacity as required by state guidelines
- There will be no self-service options of any kind in any location on Centenary campuses.
- All meals will be served individually by food service staff.
- Beverages will be served individually.
- Single use containers, prepackaged utensils and disposable items will be used for all meals.

- More 'Grab and Go' options will be available during each meal service time.
- Hand sanitizers are located at each serving station and are available for guests.

If you have on-campus student housing, how will those in isolation/quarantine access dining services?

Developed sick tray program with Food Services, Health Services and Residence Life. Students in quarantine and isolation will receive their meals via delivery by a member of the staff (with PPE in place).

How will dining employees be trained on appropriate sanitization and social distancing practices and protocols?

Dining staff will be introduced to the new training safety guidelines and protocols including cleaning, sanitizing and disinfecting protocols and social distancing per CDC guidelines. Training for dining staff will be held the week of August 15th prior to students returning to campus.

Team will ensure monitoring of capacity limits in dining hall, that guests follow social distancing guidelines, that everyone wears a face covering, that all employees are wearing face coverings and gloves, cleaning and disinfecting frequently hard and high touch surfaces (counters, pens, registers, monitors, etc.)

The back of the house team/servers will be trained on health and safety protocols and expectations regarding serving students safely.

At the beginning of each shift, the dining team will meet to review health and safety protocols and provide potential updates to protocols. These meetings will ensure that the dining staff have current information with regard to cleaning, health and sanitizing protocols. Executive chef, dining manager and the dining management team will be fully engaged daily to see that all of the safety practices are being met.

How will institutions limit the number of individuals in a single facility, both indoors and outdoors, in accordance with the state occupancy guidelines?

Sodexo, the University's food service provider, will adhere to state guidelines for occupancy and seating capacity in the dining hall for each stage. Dining Staff are located at the entrance of the dining hall and will monitor the number of guests allowed into the dining hall at all times.

■ NJ Stage 2 (CEN:S3 — Virtual/remote, on-ground permitted as needed)

Sodexo, Centenary's food service provider, will adhere to the social distancing guidelines for essential retail businesses and will maintain updates as changes from the State of New Jersey state occur. Sodexo. will follow safety procedures as outlined by the CDC, state, local and University guidelines as appropriate.

What is your plan for food service and dining operations, including compliance with health and safety standards, as well as applicable Executive Orders?

All Student Services principles in Stage 3 will apply in Stage 2 except that there will be no indoor dining in Stage 2. Limited outdoor dining that maintains six-foot separation will be located near the main dining hall. All dining service locations will offer Grab 'N' Go meal options only.

■ NJ Stage 1 (CEN:S4 — Virtual/remote extremely limited on-ground)

All Student Services principles in Stage 2 will apply in Stage 1, with the following exception:

How will the university operate dining in Stage 1?

Dining services will provide take-out meals only for those students living on campus due to hardship. All other food service will be discontinued.

X. Study Abroad and International Travel

Not permitted

XI. Athletics

(Conference has suspended intercollegiate sports and will reevaluate by the end of January. Should the conference allow sports to resume, below is our Athletic plan.)

NJ Stage 3 (CEN:S2 — On-ground with remote/virtual encouraged)

What is the institution's plan for resumption of athletic programs on campus?

- The institution is planning to modify the sport season to include only Conference contests.
- The Athletics Department will follow the resocialization guidelines set forth by the NCAA and Conference on the health and safety measures needed to return to play including: daily screening of student-athletes, coaches, and staff, sanitization of equipment, virtual meetings wherever possible, travel accommodations including face coverings and social distancing etc.

What is the institution's protocol for mandating frequent screening and testing for coaching staff and student-athletes?

- Each day before practice or contest, each team member and coach will submit an automated health screening through the app.
- Physical screenings will be daily by the athletic training staff including checking temperatures and other symptoms.
- If any coach or player is symptomatic, they will follow the University's guidelines for testing and isolation and quarantine.

What are the written protocols for student-athlete and staff orientation/trainings regarding the transmission of COVID-19 and the handling of high-touch items?

- All staff will be trained before the start of the school year on the transmission, symptoms, and control of COVID-19 through the university's COVID-19 training as well as the Athletics COVID-19 protocols.
- Increased cleaning of high-touch spaces—training room, bathrooms, gym, equipment etc.
- Athletic training will take place outside in tents while weather allows and then while indoors, limit capacity and disinfect before and after every player visit.

How will the institution limit equipment-sharing?

- Athletes in sports requiring individual equipment such as balls, gloves, etc., will supply their own equipment each day and will not be permitted to share.
- All shared equipment will be disinfected each day, before and after practice/contests including balls, cones, screens, etc.

How will the institution ensure team meetings are socially distanced with general safeguarding protocols?

- All team meetings will take place virtually whenever possible.
- For any in-person meeting, the teams will follow the 6 feet (where practical) of social distancing requirement and if possible meet outdoors.

What is the institution's quarantine/isolation protocol for student-athletes who have tested positive for COVID-19, come into contact with those who have tested positive, or who have developed symptoms?

- The infected, or possible contact of, a student-athlete is to be reported to the Health Center and will follow the institution's protocol for positive tests including 14-day isolation, daily symptom checks, sick tray, contact tracing, and notification to the Health Department.
- That individual will be cleared by the Health Center prior to return to play.

How will the institution limit nonessential visitors, staff, volunteers, vendors, and media?

- Visitation will be limited to essential visitors and must be arranged by appointment only to ensure the proper guidelines are being followed.
- Media will be conducted virtually whenever possible.

How will student-athletes and athletic staff be educated on policies and protocols prior to arrival on campus?

- All student-athletes and coaches will be required to take the COVID-19 training implemented by the institution.
- All student-athletes will receive the Athletics COVID-19 policies and procedures.
- Coaches will conduct virtual meetings to reinforce these policies and procedures.
- All other sports teams will be scheduled for education within one week of returning to campus.

What are the institution's protocols for traveling for games or hosting teams in competition?

PROTOCOLS FOR HOSTING TEAMS IN COMPETITION

General Procedures

- All home players and staff will be pre-screened prior to the contest using the standard screening app.
- The home team will receive the visiting team COVID-19 screening report of their players prior to departure to the venue via electronic report or hard copy upon arrival.
- Officials will be required to perform COVID-19 pre-screening prior to entering each CSAC campus and will be required to present pre-screening report to the game day administrator along with a temperature check.

Reeves Turf Procedures

- Visiting Team Arrival and Departure:
 - Visiting bus will park near shed and release team.
 - Team will be screened by CU staff before entering the NW corner gates.
 - Visitor team will not be permitted in locker rooms.
- Visitor Parking and Seating:
 - No visitors/fans will be allowed inside the fence area of the venue where the bleachers are located.
 - Visitor parking will be designated as every other space along fence of field.
 - All seating will be 6 feet (where practical) apart and will be designated with signage.
 - Announcements will be made prior to contest regarding seating and staff will monitor seating to ensure compliance.

Reeves Gymnasium Procedure

- Visitor Arrival and Departure:
 - Visiting team bus will drop-off team in rear lot between Lackland and Bennett-Smith.
 - Visiting team will be greeted by CU staff member at south entrance for entry health screening.
 - Visiting team will proceed to designated space near team bench in gym.
 - Visitor team will not utilize locker rooms.
- Visitor Parking and Seating:
 - Visitors will follow the University's current parking plan.
 - All seating will be 6 feet apart (where practical) and will be designated with signage.
 - Announcements will be made prior to contest regarding seating and staff will monitor seating to ensure compliance.
 - No bleachers will open behind team benches.

PROTOCOLS FOR TRAVELING FOR GAMES

Travel Guidelines:

- All Teams Health Screening will be assessed at least 12-hrs before any travel contest
 - Any symptomatic player will not be allowed to travel.
 - Transportation travel will be arranged by bus to ensure ability to social distance while in transport.
 - Face coverings will be required when traveling in buses and/or vans.
 - Vans will only be possible for smaller teams that can accommodate 2 or fewer vans.
 - Vans will have reduced capacity and will be disinfected after every trip.
 - Players will be dressed for the competition before leaving home site and arrive ready to play.
 - Each team will be supplied with an extensive medical kit that will include:
 - a. Personal water bottles
 - b. Thermometer
 - c. Hand sanitizer
 - d. Roster of Screening
 - e. Gloves

How will the institution work with local, state, and conference partners to ensure the safety of student-athletes, employees, and other athletic stakeholders?

The institution has established an ongoing and productive working relationship with the local Health Department and CSAC including regular communication and review of procedures and protocol to ensure the safety of the student-athletes, spectators and employees.

■ NJ Stage 2 (CEN:S3 — Virtual/remote, on-ground permitted as needed)

Activities – No games or contest for Fall and Winter sport

What is the institution's plan for resumption of athletic programs on campus?

- The institution has modified Fall and Winter sports seasons contest to suspend all contest until further discussion from the NCAA and conference.
- The athletics department will follow the resocialization guidelines set forth by the NCAA and League on the healthy and safety measures needed to return to team activities.
- Daily screening of student-athletes, coaches, and staff.
- All medium to high risk sport activities will proceed in an outdoor setting when possible, indoors according to capacity requirements and practice all recommended safety measures
- Teams will coordinate each training session utilizing smaller groups and maintaining distance with each activity.
- Non-contact drills will be organized for all team activities regardless of risk level.

What is the institution's protocol for mandating frequent screening and testing for coaching staff and student-athletes?

- Each day before a team activity, each team member and coach will submit an automated health screening through an app program as well as physical screenings by the athletic training staff checking temperatures and other symptoms.
- If any coach or player is symptomatic, they will follow the university's guidelines for testing and isolation and quarantine.

What are the written protocols for student-athlete and staff orientation/trainings regarding the transmission of COVID-19 and the handling of high-touch items?

- All staff will be trained before the start of the school on the transmission, symptoms, and control of COVID-19, either virtually or in-person, if allowed.
- Many of our staff have completed a COVID-19 contact tracing learning program and will look to teach this to the other staff members and student-athlete leaders.

- Increased cleaning of high-touch space – training room, bathrooms, gym, wrestling room etc..
- Weather permitting, we will look to set-up athletic training tents outside for both indoor and outdoor sports.
- Limited capacity will be exercised in the training room and 6 ft areas will be marked in the waiting area.
- Cleaning and disinfecting will occur before and after each visit How will the institution limit equipment-sharing?

How will the institution limit equipment-sharing?

- Sports requiring individual equipment such as balls, gloves, etc, those people will need to supply their own equipment each day and will not be permitted to share.
- All equipment will be disinfected each day, before and after practice/contest including balls, cones, screens, etc
- The institution will allow 10 people in the fitness center and must be by appointment only.
- Cleaning of equipment will be mandatory before and after each individual workout.

How will the institution ensure team meetings are socially distanced with general safeguarding protocols?

- CU athletics will require all team meetings to be limited in number satisfied by state regulations.
- All team meetings will take place virtually, whenever possible.
- For any in person meeting, the teams will follow the 6 feet of social distancing requirement and if possible meet outdoors.

What is the institution's quarantine/isolation protocol for student-athletes who have tested positive for COVID-19, come into contact with those who have tested positive, or who have developed symptoms?

- The infected, or possible contact of, a student-athlete is to be reported to the Health Center and will follow the institution's protocol for positive test including 14-day isolation; daily symptom checks, sick tray, contact tracing, and notification to the health department.
- That individual will be need to be cleared by the Health Center prior to return to play

How will the institution limit nonessential visitors, staff, volunteers, vendors, and media?

- Visitors to the building must contact person from outside the building before entry.
- All visitors will check-in at main desk to verify appointment.
- All visitors must wear mask and use hand sanitizers before entry into the building.
- Visitation will be limited to essential and must be arranged by appointment only to ensure the proper guidelines are being followed.

- Directional signage will be placed accordingly at the entry/exit of the building for consistent traffic slow.

How will student-athletes and athletic staff be educated on policies and protocols prior to arrival on campus?

- All student-athletes and coaches will be required to take the COVID-19 training implemented by the institution.
- All student-athletes will receive the Athletics COVID-19 policy and procedure.
- Coaches will conduct virtual meetings to reinforce these policy and procedures.
- All sport teams have received a COVID-19 policy and procedure lecture. At this time, trainer staff and coaches will continue to detail the policies and procedures in person.
- All other sport teams will be scheduled for education within one week of returning to campus and/or the start of their season.

What are the institution's protocols for traveling for games or hosting teams in competition?

- There will be no traveling in Fall 2020 for Fall or Winter sports due to suspended play.

■ NJ Stage 1 (CEN:S4 — Virtual/remote extremely limited on-ground)

No athletics practices or competitions are permitted in Stage 1.

XII. Other Information/Appendices

Appendix 1: Equine

■ NJ Stage 3 (CEN:S2 — On-ground with remote/virtual encouraged)

- All students, faculty, staff, and TRAC (Therapeutic Riding at Centenary) community will be encouraged to utilize the COVID-19 health information from the Centers for Disease Control and Prevention and if sick or exposed to anyone with COVID-19 should stay home, self-quarantine, and not come to the Equestrian Center.
- Only students enrolled in EST (equestrian studies) and ANH (animal health) classes, faculty, and staff will be allowed at the Equestrian Center at any time.
 - TRAC participants can come during designated hours, which are outside of regular class times. In addition to the WHO Risk Assessment Tool, TRAC may have an additional questionnaire to assess risk.

- More than one van may be needed for transport to and from the Equestrian Center at various times of day based on student need.
- Limited access to the barns:
 - Full signage will be posted throughout the barn aisles, USET (United States Equestrian Team) Lounge, and the Barn Lounge regarding the requirements for social distancing, hand washing, and other safety guidelines.
 - Individual numbers of students allowed in each barn aisle will be clearly posted. Number to be determined based on the size of the barn aisle.
 - All students will be required to have their own grooming supplies, polo wraps, saddle pads, etc., which are a requirement for all students participating at the Equestrian Center as per the Equine Studies Handbook.
 - All riding classes—students will be allowed in the barn an hour prior to their riding class and an hour after their riding class to ensure proper care of the horse they rode and their care horse. When these tasks are completed students should exit the barn aisles, tack rooms, etc.
 - While in a riding class, students will not be required to wear a face covering, however, if working within 6 feet of another person in the barn aisle—all should be wearing a face covering.
 - All lab classes and veterinary hours—students will be required to wear a face covering if working within 6 feet (where practical) of another person.
 - Tack cleaning is required and essential and includes, bridles, halters, lead ropes, etc.
 - Equine Staff will clean and disinfect before and after each use stall doors, gate latches, cross-ties and cross tie snaps, light switches, feed scoops, hose ends, spray nozzles, door handles, pitchforks and other stall cleaning equipment, jumps and other ring surfaces, and high traffic areas at the Equestrian Center regularly.
 - Cleaning supplies will be available throughout all barn aisles and this will include hand sanitizer, spray bottles, and larger spray devices.
- Horse Shows:
 - All USEF (United States Equestrian Federation) rated horse shows will adhere to the United States Equestrian Federation COVID-19 Action Plan, in addition to the USEF Rule Book and the lease between the Lessee and the Lessor- Centenary University.
 - All Schooling Shows: All schooling shows will follow the USEF COVID-19 Action Plan to the best of their ability. In addition, no non-Centenary faculty, staff or students enrolled in an EST and ANH class will be allowed in any barn.
- TRAC:
 - Therapeutic riding will be limited to private and semi-private lessons—include 2 participants, 2 TRAC volunteers, 2 instructors-in-training, and 1 mentor instructor—total of 7 people in the ring at one time.
 - One parent/guardian allowed per TRAC participant. No spectators allowed. Parent/guardian must maintain social distancing as directed/marked in bleacher area adjacent to ring, or opt to wait in car.
 - Therapeutic riding participants will not participate in grooming or tacking up. They will arrive, mount to ride, and depart immediately after dismounting at the end of the lesson.
 - Operation Centaur participants (veterans) will be assessed on an individual basis in terms of accessing the barns and paddock areas to participate in grooming or pasture retrieval/turnout, but must adhere to Section 5, A–F, if they do so. Operation Centaur arena activity will be limited to a total of 8 people in the ring at one time.

- Virtual service alternatives will be offered to those who cannot safely participate, while adhering to social distancing policies (i.e. individuals who require side-walkers for entirety of ride or not able to tolerate the PPE required for participation).
- Faculty and staff reserve the right in consultation with the Department chair of Equine Studies to ask any individual to exit the barn if they feel the individual is a health risk. A doctor's note will be required and submitted to the Department chair of Equine Studies in order to be allowed back into the barns.

NJ Stage 2 (CEN:S3 — Virtual/remote, on-ground permitted as needed)

All Equine principles in Stage 3 will apply in Stage 2.

NJ Stage 1 (CEN:S4 — Virtual/remote extremely limited on-ground)

The Equestrian Center will be closed, except for essential staff to care for the animals.

Appendix 2: Theater

All information below includes rehearsals.

NJ Stage 3 (CEN:S2 — On-ground with remote/virtual encouraged)

- All major events have been moved to 2021 starting in January.
- Limited the size of the audience to 112. Other seats will be taped off.
- Mail tickets to reduce contact (all tickets will be either mailed or printed by the purchaser. They will be scanned and not collected at the door. No “will call” and window open only for purchases.
- Open doors to performances earlier to allow faster seating; people will be given specific times to enter.
- Use all space available to spread people out (maintain 6 feet). Every other aisle closed. Map of theatre changed so only two tickets can be bought online together. If families want to sit together they need to call the box office.
- All events have been moved into the Sitnick Theater. The first student production to use the Little Theatre won't be until March. That space will also have limited availability.
- Sanitation stations will be made available.
- Markings in the lobby will delineate space between persons entering the theater.
- Thursday evening BOGO (2x1) will now be made available online for purchase. No requirement to show up at the box office.
- All audience members must wear face coverings.
- Protocols for cleaning will be established after every show. including sanitizing of seats, vacuuming, and sanitizing spray.
- Productions will all be without intermission so there will be no rest room bottlenecks, etc.
- Concessions will only be available before the show and limited to bottled water and contained packages.
- Students working on technical projects will be given disposal face coverings.
- Young Performers Workshop (YPW)—initial plans are for smaller staggered sections meeting at different times, limited by social distancing protocols.
- Programming will be mostly of student productions with social distancing practiced during performances and rehearsals.

- For our music, theater, and dance classes as well as others that involve activities in which students are more active than sedentary, we have taken the following steps-
 - Moved all voice and speech classes to online only
 - Music classes will be one on one only
 - Movement classes limited to 9 and weather permitting will be held outdoors
 - In addition to required face coverings, Laban, Greek, and Commedia masks will be used
 - Acting classes will meet in dyads for any component requiring activity and remain at least 6 feet apart

NJ Stage 2 (CEN:S3 — Virtual/remote, on-ground permitted as needed)

I would like to note that while in Stage 2 under Executive Order 183, Centenary will hold inside events based on the 25% capacity restrictions following all of our COVID-19 protocols already in place.

- YPW postponed until Spring.
- Student shows (small cast) continue but limited audience size.
- Box office staff rotate coverage, some virtual office work.
- Holiday shows cancelled.

NJ Stage 1 (CEN:S4 — Virtual/remote extremely limited on-ground)

- No student shows.
- Academic course work will continue as per Instruction Section III.